

1. Warm up: read the instruction first

Each sentence carries one instruction in brackets. Do that one thing and nothing else.

1. The watchman said, 'I am closing the gate.' (Change the narration)
 - (a) The watchman said he is closing the gate.
 - (b) The watchman said he was closing the gate.
 - (c) The watchman said he had closed the gate.

2. Bilal said, 'I posted the letter yesterday.' (Change the narration)
 - (a) Bilal said he posted the letter yesterday.
 - (b) Bilal said he had posted the letter yesterday.
 - (c) Bilal said he had posted the letter the day before.

3. The cook boiled the milk. (Change the voice)
 - (a) The milk was boiled by the cook.
 - (b) The milk is boiled by the cook.
 - (c) The milk had been boiled by the cook.

4. They clean the windows. (Present Perfect Tense)
 - (a) They cleaned the windows.
 - (b) They have cleaned the windows.
 - (c) They had cleaned the windows.

5. Visitors ____ show their card at the gate. (obligation)
 - (a) May
 - (b) Must
 - (c) Might

6. Mother said to me, 'Please switch off the fan.' (Change the narration)
 - (a) Mother said me to switch off the fan.
 - (b) Mother requested me to switch off the fan.
 - (c) Mother asked me if I switched off the fan.

2. Multiple choice

Circle the letter of the correct answer.

7. She said, 'I am writing my paper.' Change the narration.
 - (a) She said that she is writing her paper.
 - (b) She said that she was writing her paper.
 - (c) She said that she had written her paper.
8. He said, 'I met her yesterday.' Change the narration.
 - (a) He said that he met her yesterday.
 - (b) He said that he had met her yesterday.
 - (c) He said that he had met her the day before.

9. The peon rang the bell. Change the voice.
(a) The bell was rung by the peon.
(b) The bell had been rung by the peon.
(c) The bell is rung by the peon.
10. The girl sings beautifully. Rewrite it in the past continuous tense.
(a) The girl sang beautifully.
(b) The girl was singing beautifully.
(c) The girl had been singing beautifully.
11. She said to me, 'Do not touch the wires.' Change the narration.
(a) She said to me that I do not touch the wires.
(b) She told me not to touch the wires.
(c) She asked me if I touched the wires.
12. He said, 'Where does Ali live?' Change the narration.
(a) He asked where Ali lived.
(b) He asked where did Ali live.
(c) He said where Ali lived.
13. You _____ wear a helmet on a motorcycle. Insert the modal that shows obligation.
(a) may
(b) might
(c) must
14. The teacher said, 'Water boils at 100 degrees.' Change the narration.
(a) The teacher said that water boiled at 100 degrees.
(b) The teacher said that water boils at 100 degrees.
(c) The teacher said that water had boiled at 100 degrees.
15. Somebody has stolen my bicycle. Change the voice.
(a) My bicycle was stolen.
(b) My bicycle has been stolen.
(c) My bicycle is stolen by somebody.
16. He said, 'I will come here tomorrow.' Change the narration.
(a) He said that he would come there the next day.
(b) He said that he would come here tomorrow.
(c) He said that he will come there the next day.

3. Part A: change the narration

Step the tense back one row, then sweep for the people, the time words and the place words.

17. She said, 'I am ill.' (Change the narration)
(a) She said that she is ill.
(b) She said that she was ill.
(c) She said that she had been ill.
18. He said, 'I work in a bank.' (Change the narration)
(a) He said that he worked in a bank.
(b) He said that he works in a bank.
(c) He said that he had worked in a bank.
19. She said, 'I saw him yesterday.' (Change the narration)
(a) She said that she saw him yesterday.
(b) She said that she had seen him yesterday.
(c) She said that she had seen him the day before.

20. He said, 'I can swim.' (Change the narration) He said that he ____ swim.

21. She said, 'We are leaving now.' (Change the narration) She said that they were leaving ____ .

22. Ali said, 'I have lost my ticket.' (Change the narration) Ali said that he ____ lost his ticket.

4. Part B: questions, orders and requests

The kind of sentence decides the reporting verb and the word that joins it on.

23. He said, 'Where is my bag?' (Change the narration)

- (a) He asked where his bag was.
- (b) He asked where was his bag.
- (c) He said where his bag was.

24. She said to me, 'Do you understand?' (Change the narration)

- (a) She asked me that I understood.
- (b) She asked me if I understood.
- (c) She said me if I understood.

25. The teacher said, 'Sit down.' (Change the narration)

- (a) The teacher ordered us to sit down.
- (b) The teacher said that we sat down.
- (c) The teacher asked us if we sat down.

26. He said, 'What a beautiful morning!' (Change the narration)

- (a) He exclaimed with joy that it was a beautiful morning.
- (b) He said what a beautiful morning it was.
- (c) He asked whether it was a beautiful morning.

27. She said to me, 'Please wait here.' (Change the narration) She ____ me to wait there.

28. He said, 'Do not open the window.' (Change the narration) He told me ____ to open the window.

5. Part C: the tense you are told to use

The instruction names the tense. Build that one and change nothing else.

29. The baker bakes fresh bread. (Simple Past Tense)

- (a) The baker baked fresh bread.
- (b) The baker was baking fresh bread.
- (c) The baker has baked fresh bread.

30. They work on the project. (Past Perfect Continuous Tense)

- (a) They had worked on the project.
- (b) They had been working on the project.
- (c) They were working on the project.

31. He reads the newspaper. (Future Perfect Tense)

- (a) He will read the newspaper.
- (b) He will be reading the newspaper.
- (c) He will have read the newspaper.

32. I write a letter. (Present Perfect Tense) I ____ written a letter.

33. She plays the piano. (Past Continuous Tense) She ____ playing the piano.

34. They finish the work. (Past Perfect Tense) They ____ finished the work.

6. Part D: modals and the voice

Match the modal to the job in the brackets. Change the voice without moving the tense.

35. You ____ not smoke inside the hospital. (obligation)

- (a) may
- (b) must
- (c) might

36. ____ I use your phone for a minute? (permission)

- (a) Must
- (b) Should
- (c) May

37. She ____ speak three languages. (ability)

- (a) can
- (b) may
- (c) should

38. You ____ take some rest before the paper. (advice) Use one word.

39. The council repairs this road every spring. (Change the voice)

- (a) This road is repaired every spring.
- (b) This road was repaired every spring.
- (c) This road is being repaired every spring.

40. Someone stole my bicycle. (Change the voice) My bicycle ____ stolen.

7. Mixed drill

No two questions in a row ask for the same change. Name what must stay the same before you write.

41. She said, 'I am hungry.' (Change the narration)

- (a) She said that she was hungry.
- (b) She said that she is hungry.
- (c) It was said by her that she was hungry.

42. He said, 'I will call you tomorrow.' (Change the narration)

- (a) He said that he would call me the next day.
- (b) He said that he would call me tomorrow.
- (c) He said that he will call me the next day.

43. The gardener waters the plants. (Change the voice)

- (a) The plants are watered by the gardener.
- (b) The plants were watered by the gardener.
- (c) The plants are being watered by the gardener.

- 44.** He writes a letter. (Rewrite in the present perfect tense)
- (a) He has written a letter.
 - (b) He had written a letter.
 - (c) He wrote a letter.
- 45.** She said, 'I have finished my work.' (Change the narration)
- (a) She said that she had finished her work.
 - (b) She said that she has finished her work.
 - (c) She said that she finished her work.
- 46.** Somebody has broken the window. (Change the voice)
- (a) The window has been broken.
 - (b) The window was broken.
 - (c) The window is broken.
- 47.** They play cricket every Sunday. (Rewrite in the past perfect tense)
- (a) They had played cricket every Sunday.
 - (b) They played cricket every Sunday.
 - (c) They have played cricket every Sunday.
- 48.** He said, 'Where is the station?' (Change the narration)
- (a) He asked where the station was.
 - (b) He asked where was the station.
 - (c) He said where the station was.
- 49.** The examiner will mark the papers. (Change the voice)
- (a) The papers will be marked by the examiner.
 - (b) The papers will have been marked by the examiner.
 - (c) The papers are marked by the examiner.
- 50.** She said, 'Shut the door.' (Change the narration)
- (a) She ordered me to shut the door.
 - (b) She said that I shut the door.
 - (c) She asked me if I shut the door.
- 51.** I am reading a novel. (Rewrite in the past continuous tense)
- (a) I was reading a novel.
 - (b) I had been reading a novel.
 - (c) I read a novel.
- 52.** The teacher said, 'The earth moves round the sun.' (Change the narration)
- (a) The teacher said that the earth moves round the sun.
 - (b) The teacher said that the earth moved round the sun.
 - (c) The teacher said that the earth had moved round the sun.
- 53.** They were building a bridge. (Change the voice)
- (a) A bridge was being built.
 - (b) A bridge was built.
 - (c) A bridge had been built.
- 54.** He said, 'May you succeed!' (Change the narration)
- (a) He prayed that I might succeed.
 - (b) He said that I may succeed.
 - (c) He asked if I would succeed.

8. Answer key

1. The watchman said he was closing the gate.

Present continuous steps back one row to past continuous. Had closed is two rows down and turns an unfinished job into a finished one.

2. Bilal said he had posted the letter the day before.

Two things travel. Past simple steps back to past perfect, and yesterday has to move as well, because the day Bilal meant has gone.

3. The milk was boiled by the cook.

Boiled is past simple, so be becomes was. Change the voice means the tense stays exactly where it is.

4. They have cleaned the windows.

The instruction names the tense, so there is nothing to guess. Present perfect is have or has plus the third form.

5. Must

Must is the modal for something there is no choice about. May is permission and might is possibility, and both would turn a rule into an option.

6. Mother requested me to switch off the fan.

A request is reported with requested and the word to. Said cannot take a listener without to, and asked if would turn the request into a question.

7. She said that she was writing her paper.

Present continuous steps back one row to past continuous, and I becomes she because somebody else is telling it now. A leaves the tense where it was. C jumps two rows and changes the meaning from an unfinished job to a finished one.

8. He said that he had met her the day before.

Two things travel here, not one. Past simple steps back to past perfect, and yesterday has to move as well, because the day the speaker meant has already gone. B changes the tense and leaves the time word behind, which is the commonest slip on this question.

9. The bell was rung by the peon.

Rang is past simple, so be goes into the past simple as well and gives was, then the third form rung. The instruction said change the voice, so the tense must stay exactly where it is. B and C are both correct English and both answer a question nobody asked.

10. The girl was singing beautifully.

The instruction names the tense, so there is nothing to guess. Past continuous is was or were plus the -ing form. A is the past simple and C is the past perfect continuous, and both are the right shape for a different instruction.

11. She told me not to touch the wires.

A negative command is reported with told or forbade and the words not to, never with that. C turns an order into a question, which changes what actually happened in the room.

12. He asked where Ali lived.

A reported question stops being a question. The word order goes back to subject then verb, the helping verb does disappears, and there is no question mark. B keeps the question word order. C uses said, which cannot introduce a question.

13. must

Must is the modal for something there is no choice about. May is permission and might is possibility, and both would turn a rule into an option.

14. The teacher said that water boils at 100 degrees.

This is the exception worth learning. A fact that is still true does not step back, because stepping it back would suggest it has stopped being true. The pronouns and time words still follow the normal rules when there are any.

15. My bicycle has been stolen.

Present perfect gives has been plus the third form. Somebody names nobody, so the by phrase is dropped rather than kept. A quietly changes the tense to past simple, which the instruction did not ask for.

16. He said that he would come there the next day.

Three sweeps in one sentence. Will steps back to would, here becomes there because the reporter is somewhere else, and tomorrow becomes the next day because that day has passed. B changes the tense and leaves both pointing words behind.

17. She said that she was ill.

Present simple steps back one row to past simple. Had been is two rows and suggests she has recovered.

18. He said that he worked in a bank.

One row back, from present simple to past simple. Had worked would suggest he has left the job.

19. She said that she had seen him the day before.

Two changes, not one. Past simple becomes past perfect, and yesterday has to travel with it.

20. could

Can steps back to could, and the verb after a modal stays in its plain form.

21. then

Now belongs to the moment of speaking, so once it is reported later it becomes then.

22. had

Present perfect steps back to past perfect, so has becomes had. Notice that my became his as well.

23. He asked where his bag was.

A reported question goes back to subject then verb, loses its question mark, and takes asked rather than said.

24. She asked me if I understood.

A yes or no question is joined with if or whether, because there is no question word to reuse.

25. The teacher ordered us to sit down.

A command takes ordered or told and the word to. It never takes that.

26. He exclaimed with joy that it was a beautiful morning.

An exclamation loses its exclamation mark and gains a reporting verb that carries the feeling.

27. requested

A request takes requested and the word to. Notice that here became there in the same breath.

28. not

A negative command is reported with not to. Never with that, and never with do not.

29. The baker baked fresh bread.

The instruction names the tense, so there is nothing to work out. Simple past of bake is baked.

30. They had been working on the project.

Past perfect continuous is had been plus the -ing form. Had worked is the plain past perfect.

31. He will have read the newspaper.

Future perfect is will have plus the third form. Will be reading is the future continuous.

32. have

Present perfect is have or has plus the third form. I takes have.

33. was

Past continuous is was or were plus the -ing form. She is one person, so it is was.

34. had

Past perfect is had plus the third form, and had never changes shape for the subject.

35. must

Must not is the modal of a rule with no exception. May not would be a refusal of permission, which is weaker.

36. May

May asks whether you are allowed. Must and should are not asking anything.

37. can

Can is about what somebody is able to do. May would turn ability into permission.

38. should

Should offers a course of action without forcing it. Must would make it an order.

39. This road is repaired every spring.

Present simple, so be becomes is. Change the voice means the tense stays where it is.

- 40. was**
Past simple gives was plus the third form. Someone names nobody, so the by phrase is dropped.
- 41. She said that she was hungry.**
Present simple steps back to past simple. The third option changes the voice as well, and nobody asked for that.
- 42. He said that he would call me the next day.**
Will steps back to would, and tomorrow has to travel with it and become the next day.
- 43. The plants are watered by the gardener.**
Present simple, so be becomes are. The tense does not move when the instruction only says change the voice.
- 44. He has written a letter.**
Present perfect is has or have plus the third form. The instruction named the tense, so there is nothing to work out.
- 45. She said that she had finished her work.**
Present perfect steps back to past perfect, and my becomes her.
- 46. The window has been broken.**
Present perfect gives has been plus the third form. Somebody names nobody, so the by phrase is dropped.
- 47. They had played cricket every Sunday.**
Past perfect is had plus the third form, whoever the subject is. Had never changes shape.
- 48. He asked where the station was.**
A reported question stops being a question. Subject then verb, no question mark, and said becomes asked.
- 49. The papers will be marked by the examiner.**
Future simple gives will be plus the third form. Will have been would be the future perfect, which the sentence does not say.
- 50. She ordered me to shut the door.**
A command is reported with ordered or told and the word to. It never takes that.
- 51. I was reading a novel.**
Past continuous is was or were plus the -ing form. Had been reading is the past perfect continuous.
- 52. The teacher said that the earth moves round the sun.**
A fact that is still true does not step back. Moving it would suggest it has stopped being true.
- 53. A bridge was being built.**
Past continuous gives was being plus the third form. The other two quietly change the tense.
- 54. He prayed that I might succeed.**
An optative sentence is reported with prayed or wished, and may steps back to might.

INDEPENDENCE

Numrahedu is an independent educational resource and is not affiliated with, endorsed by, or connected to the Federal Board of Intermediate and Secondary Education. The board name is used here only to describe the course these free materials support.

No FBISE question paper, marking scheme or syllabus document is reproduced here. Every sentence in it was written for Numrahedu. For the official assessment framework and model papers, go to

https://fbise.edu.pk/curriculum_model_paper.php