



Hello, Grammar Explorers!

It's Me, EeeBee Your Friendly Language Guide! Today we're going on a grammar adventure across Time, Voice, and Speech! Buckle up, and get ready to explore how sentences change with time, how we shift focus in a sentence, and how we report what others say.



LEARNING OUTCOMES

- **Tenses** : Simple, Continuous, Perfect, and Perfect Continuous
- **Active & Passive Voice** : Focus on the Doer or the Action
- **Direct & Indirect Speech** : Reporting what someone says

LEAD IN



Get ready to travel through time and change voices! Look closely at this busy railway station scene.

- "The train is arriving at the platform". (What time is this action happening? Now – **Present!**)
- "Passengers boarded the train quickly". (What time? It already happened – **Past!**)
- "The train will leave in ten minutes". (What time? It will happen – **Future!**)

These time clues – **Present, Past, and Future** – help us choose the right verb form. And just like time travel, we can also change a sentence's voice from active to passive to see it from a new angle!

PLATFORM 4



The Tense Tunnel

A Tense shows when an action happens – now, before, or later.

1. Simple Tenses

Tense	Example	Time Expressions
Present	She walks to school.	always, every day, sometimes
Past	She walked to school.	yesterday, last week, in 2002
Future	She will walk to school.	tomorrow, next year, soon

Use simple tenses for daily actions, past facts, or planned events.

2. Continuous Tenses (Ongoing Actions)

Tense	Example	Signal Words
Present Continuous	I am eating.	now, at the moment
Past Continuous	She was sleeping.	while, when
Future Continuous	They will be playing.	at 5 PM, tomorrow evening

Use when the action is/was/will be in progress!

3. Perfect Tenses (Completed Actions)

Tense	Example
Present Perfect	I have eaten lunch.
Past Perfect	She had left before I came.
Future Perfect	He will have finished the test by 5 PM.

Use for actions completed before now or another time.

4. Perfect Continuous Tenses (Ongoing + Complete)

Tense	Example
Present Perfect Continuous	I have been studying for 2 hours.
Past Perfect Continuous	She had been working all day.
Future Perfect Continuous	He will have been running for 3 hours.

Use for long actions that started in the past and continue till a point!

Voice Changers at Work!

A Tense shows when an action happens – Now, Before, or Later.

What is Voice?

“Voice” in grammar shows whether the subject is doing the action or receiving it.

Active vs Passive Voice

Voice	Example
Active	The chef baked a cake.
Passive	The cake was baked by the chef.

Use Passive Voice when the Doer is unknown or unimportant.

How to Change Voice

1. Find the **Object** in the Active sentence
2. Make it the **Subject**
3. Use the right form of **be + Past Participle**
4. Add "**by**" + original subject (if needed)



Tense-wise Conversion Chart

Tense	Active	Passive
Simple Present	He makes tea.	Tea is made by him.
Present Continuous	She is cleaning the room.	The room is being cleaned.
Present Perfect	They have repaired the car.	The car has been repaired.
Simple Past	He read the book.	The book was read.
Past Continuous	They were planting trees.	Trees were being planted.
Past Perfect	She had sent the email.	The email had been sent.
Simple Future	He will write a letter.	A letter will be written.
Future Perfect	They will have completed the work.	The work will have been completed.

No Passive form for Future Continuous.

The Speech Switchboard

Direct vs Indirect Speech

Type	Structure	Example
Direct	Speaker's exact words	He said, "I am tired".
Indirect	Reporting with changes	He said that he was tired.

Rules for Indirect Speech

1. Remove Commas and Punctuation Marks
2. Use that / if / whether / to
3. Change Pronouns
4. Shift the Tense (if the Reporting Verb is in the Past)
5. Adjust Time and Place

Active vs Passive Voice

Direct	Indirect
Present Simple → Past Simple	"I read" → He said he read
Present Continuous → Past Continuous	"I am reading" → He said he was reading
Present Perfect → Past Perfect	"I have eaten" → He said he had eaten
Will → Would	"I will go" → He said he would go

Time/Place Changes

Direct	Indirect
today → that day	here → there
tomorrow → the next day	now → then
yesterday → the previous day	this → that

Reported Commands, Questions, and Requests

Sentence Type	Intro Word	Example
Command	to + base verb	"Sit down". → She told me to sit down.
Negative command	not to + base verb	"Don't talk". → He told me not to talk.
Yes/No Question	if/whether	"Do you play"? → She asked if I played.
Wh- Question	wh-word	"Where are you"? → He asked where I was.

PRACTICE ACTIVITIES - LET'S TRY TOGETHER



Skills/Level
READING & WRITING/A2



A Spot the Tense!

Identify the Tense of the Verb in each sentence.

1. She has been playing the piano since morning.
2. They go to school every day.
3. I was reading when you called.
4. By next week, we will have submitted the project.
5. He had eaten before the movie started.
6. I am going to the market.
7. Rina wrote a poem last night.

8. They have finished their homework.

9. I will be studying at 9 PM.

10. He has lived here for 10 years.

B Fill in the Correct Tense Form

Use the correct form of the Verb in brackets.

1. She _____ (read) a book right now.

2. By 5 PM, we _____ (finish) our work.

3. They _____ (watch) a movie last night.

4. He _____ (not/visit) his grandparents this week.

5. I _____ (write) a story for the past two hours.

6. You _____ (go) to the store tomorrow?

7. She _____ (already/leave) when I arrived.

8. Raju _____ (sleep) when the bell rang.

9. I _____ (know) her since childhood.

10. We _____ (play) cricket every Sunday.



C Convert Voice – Active to Passive

Rewrite the sentences in the opposite voice.

1. The cat chased the mouse.

2. The students are painting the wall.

3. She has completed the task.

4. They will deliver the parcels tomorrow.

5. The principal announced the holiday.

6. The letter was written by Meena.

7. The room is being cleaned by him.

8. A cake was baked by the chef.

9. The manager had signed the contract.

10. The flowers are watered every day.

D Change into Indirect Speech

Change the following Direct Speech into Indirect Speech.

1. She said, "I am tired".

2. Ravi said, "I will call you later".

3. He asked, "Where is your notebook"?
4. Mom said, "Clean your room".
5. Teacher said, "Don't talk in class".
6. I said to her, "Are you going home"?
7. He said, "I saw that movie last night".
8. They said, "We have completed our homework".
9. She asked me, "Do you know French"?
10. The boy said, "I broke the vase".

E Mixed Grammar Maze

Identify if each sentence shows Tense, Voice, or Reported Speech.

1. The homework is being checked by the teacher.
2. I have been watching this show for an hour.
3. She said that she liked mangoes.
4. He will write a poem.
5. The game was won by the underdogs.
6. I asked her if she could help me.
7. They had been working all night.
8. Do your homework! → He told me to do my homework.
9. He teaches English.
10. The cake will be cut at 8 PM.

COMMUNICATION SKILLS - LET'S TALK AND SHARE

SPEAKING GAMES

Voice Flip Relay

One student says an Active sentence. Next person flips it to Passive → Another makes it Indirect!



Skills/Level
SPEAKING/A2



LISTENING GAMES

Tense Detectives

Teacher says sentences. Students identify the tense and raise coloured cards for present, past, or future!



Skills/Level
LISTENING/A2



ASSESSMENT & REVIEW – HOW WELL DID I LEARN?



SELF-ASSESSMENT CHECKLIST

How well did you learn? Colour the Smiley face that shows how you feel.



I can do it well !



I need a little help

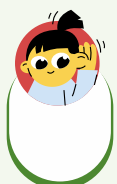


I need more practice

- A. Use all Tense forms correctly.
- B. Change Active Voice to Passive.
- C. Report Speech accurately.



EEEEEE INTERACTIVE ACTIVITIES



Listening



Speaking



Reading



Writing



Grammar



Vocabulary

WRITE YOUR SCORE

Practice your LSRW Skills



on Communication Lab



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