

Grammar units II

1. Passive voice and Active voice
2. Second Conditionals
3. Third Conditionals
4. Zero Conditionals
5. Hidden Conditionals
6. Mixed Conditionals
7. Reported Speech

1. Passive voice and Active voice

Active voice	Passive voice
normal rules	auxiliary “to be” + past participle
conjugate the verb in the correct tense	conjugate “to be” in the correct tense, the participle indicates the verb
who performs an action is equally important as or more important than the result of the action	the result of an action is more important than who performed the action
Sentences in the present perfect continuous and past perfect continuous cannot be transformed from the active to the passive. Sentences without a direct or indirect object cannot be put in the passive.	

Examples:

Active voice	Passive voice
They told him to knock three times.	I was told to knock three times.
Somebody shot the President last night.	The President was shot last night.
The police arrested Mary yesterday.	Mary was arrested yesterday by the police.
A good time was had by all.	Everybody had a good time.
The meeting has been postponed three times.	They have postponed the meeting three times.
Mary was being spoken to when the door was opened.	I was speaking to Mary when the somebody opened the door.
They will pay me a lot of money to do the job.	I will be paid a lot of money to do the job.
They had told him not to be late again.	He had been told not to be late again.
They are going to repair my car before 6 p.m.	My car is going to be repaired before 6 p.m.
My dog had eaten the steak before I arrived.	The steak had been eaten before I arrived.
They are going to sell the house this winter.	The house is going to be sold this winter.
They will see me if I go out now.	I will be seen if I go out now.

The following sentences cannot be put into the passive:

She is going to Paris tomorrow on the train. (No direct or indirect object, no passive possible)

I have been studying English for 10 minutes. (No passive possible in the present perfect continuous)

I will be sleeping when you come home. (No direct or indirect object, no passive possible)

She had been waiting for my phone call all night. (No passive possible in the present perfect continuous)

2. Second Conditional

if + past simple, would/could/might + infinitive (If I lived by the sea, I would go swimming every day.)	would/could/might + infinitive, if + past simple, (I would go swimming every day, if I lived by the sea.)
the past is actually the subjunctive (same as the past except for two forms: first and third person singular of to be)	If I were rich, I'd buy you a diamond ring. If my father were here, he'd know what to do. N.B. In conversational English, the past simple can be used: If I was you, I'd get out now. If my father wasn't so busy, I'd ask him to help me.
the if -event is either a) hypothetical - If I worked in that factory, I'd soon change things. (but I don't work in that factory) b) unlikely – If she left her husband, she might be happier. (but I think she's not going to leave her husband)	

3. Third Conditional

if + past perfect, would/could/might + perfect infinitive (If I had worked harder, I would have passed the exam.)	would/could/might + perfect infinitive, if + past perfect, (I would have passed the exam, if I had worked harder.)
refers to the past, things that didn't happen in the past	If I had seen you last week, I'd have warned you. (but I didn't see you, so I didn't warn you

Examples:

4. Zero Conditional

if + present simple, present simple (if has the same meaning as when here)	present simple, if + present simple
used for a) instructions b) general truths	a) If you press the button, the machine switches off. b) Water freezes if the temperature goes below zero.
	a) If the camera is on, a red light appears. b) If you spend more money, you get a better seat at the theatre.

Examples:

5. Hidden conditionals and substitutes for “if”

unless (= “if not”)	I’ll go home soon if the film doesn’t start. I’ll go home soon unless the film starts.
provided (that), on condition (that), as long as, so long as	Provided that everybody agrees, we’ll have the meeting on Tuesday.
(just) suppose, supposing (that), what if, imagine	Just suppose it didn’t rain for four months: would we have enough water?

Examples:

James didn’t come to the party. What a pity, I’m sure he would have enjoyed it. (if he had come)

You should have come. You would have loved it. (if you had come)

Be careful, Tom. I wouldn’t hurry this decision (if I were you)

6. Mixed conditionals:

If I’d stayed at school, I would be in university now.

If you hear the alarm, get out as fast as you can.

I’ll take your plate if you’ve finished.

If he saw us, he always said hello.

Exercise: Match the phrase in column 1 to the correct phrase in column 2.

1 If he was happy,	a we stopped.
2 If you hadn’t lost your job,	b she wouldn’t have got into that fight.
3 If she didn’t lose her temper so quickly,	c I wouldn’t go out for a walk.
4 If she doesn’t do her work.	d I’ll have been here for a year.
5 Can I borrow your pen	e I was happy.
6 If the machine stopped,	f send her home.
7 You wouldn’t be so hungry	g if you’d eaten a proper breakfast.
8 Whistle	h we wouldn’t be living here.
9 If I study here for another month,	i if you see the police coming.
10 If it’s raining	j if you’ve finished using it?

Key: 1e, 2h, 3b, 4f, 5i, 6a, 7g, 8i, 9d, 10c.

7. Reported speech

Reported statements

what is said	Direct speech (with “”)	Indirect speech (no “”)	
“I’m going home.”	He said, “I’m going home.” “I’m going home,” he said. note punctuation and capital letters inside the quotation marks	no change of time + (that): present tense present perfect future	change of time + (that): past tense
		He says he’s going home.	He said he was going home.

Reported questions

what is asked	Direct speech	Indirect speech	
“W” question words: ex. “What’s the time?”	He asked “What’s the time?” “What’s the time?” he asked. note punctuation and capital letters inside the quotation marks	no change of time + non-inversion: present tense present perfect future	change of time + non-inversion: past tense
		He is asking what time it is.	He asked what time it was.
Non-“w” questions: ex. “Are you angry?”	He asked “Are you angry?” “Are you angry?” he asked.	if / whether	if / whether
		He is asking if (whether) I am angry.	He asked if (whether) I was angry.

Reported commands

what is commanded	Direct speech	Indirect speech	
“Don’t stop.”	He said “Don’t stop!” “Don’t stop!” he shouted. note punctuation and capital letters inside the quotation marks	no change of time + infinitive: present tense present perfect future	change of time + infinitive: past tense
		He ordered me not to stop.	He ordered me not to stop.

Reported requests

what is requested	Direct speech	Indirect speech	
“Would you please pass the wine?”	He asked “Would you please pass the wine?” “Would you please pass the wine?” he asked. note punctuation and capital letters inside the quotation marks	no change of time + infinitive: present tense present perfect future	change of time + infinitive: past tense
		He is asking me to pass the wine.	He asked me to pass the wine.

Transformations of the verb tense

original	transformed	verbs which do not change would, could, might, should, ought to
present simple	past simple	
present continuous	past continuous	
will	would	
shall	should	
is going to	was going to	
past continuous	past perfect continuous	
present perfect	past perfect	
past simple	past perfect	
must	had to	
can	could	

Transformations of time words

tomorrow	the next day / the following day
yesterday	the day before
here	there
this / that	the

this morning	that morning
today	that day
tonight	that night
next / on Tuesday	the following Tuesday
last Tuesday	the previous Tuesday
the day after tomorrow	in two days' time
ago	before / previously
now	then, in that moment

Verbs used in reporting speech

verbs that take the infinitive	verbs that take the gerund	verbs that take indirect speech
advise invite offer promise refuse remind warn	apologize for insist on suggest	agree announce boast claim concede