

The Tense

Read these sentences carefully-

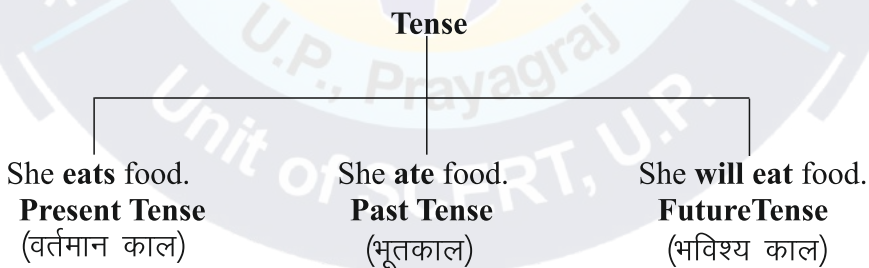
- The Ganga **originates** from Gomukh.
गंगा गोमुख से निकलती है।
- Shreya and Kartik **are going** to Prayagraj.
श्रेया और कार्तिक प्रयागराज जा रहे हैं।
- Sanjay **lived** in Shantipur village.
संजय भान्तीपुर गाँव में रहता था।
- Rubina **was studying** in class 6.
रुबीना कक्षा छः में पढ़ रही थी।
- We **will go** to market tomorrow.
हम कल बाज़ार जाएंगे।

उपर्युक्त 1st तथा 2nd sentences में कार्य **present** में, 3rd और 4th sentences में **past** तथा अन्तिम sentence में कार्य **future** में सम्पन्न हो रहा है।

अतः **tense** से हमें कार्य के **time (समय)** तथा कार्य की पूर्णता या अपूर्णता का बोध होता है।

The tense of a verb shows the time of an action or event.

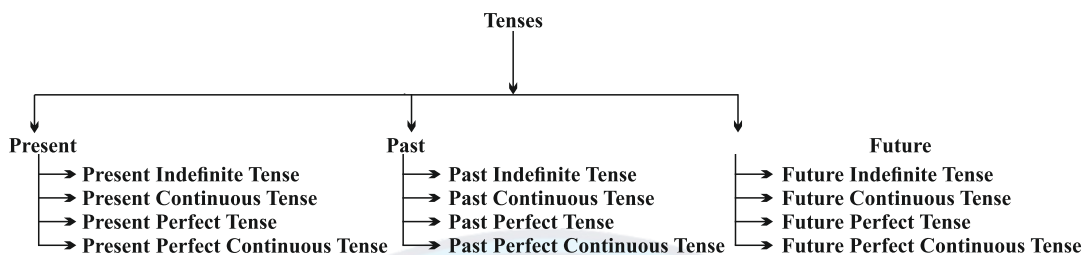
Tense तीन प्रकार के होते हैं—



ऊपर दिए गए सभी tenses के sentences में हमने पाया कि कार्य भिन्न भिन्न अवस्थाओं व समय में सम्पन्न हो रहे हैं। किसी sentence में कार्य प्रगति पर है, तो किसी में कार्य पूर्ण हो चुका है।

इसी कार्य की पूर्णता, अपूर्णता तथा अवस्थाओं को व्यक्त करने के लिए प्रत्येक tense को चार भागों में बांटा गया है।—

Tenses and their forms



ऊपर दिये गये ग्राफ से ज्ञात होता है कि प्रत्येक tense के चार-चार प्रकार हैं, अतः कुल मिलाकर tenses की संख्या बारह है।

Simple Present/Present Indefinite Tense

Read the sentences carefully:-

- a. The sun **rises** in the east.
- b. I go for a **walk** regularly.
- c. Alok **does** not tell a lie.
- d. Do you **like** the rainy season ?
- e. What are the children **doing** in the library?

1. उपर्युक्त sentences को पढ़ने पर यह प्रतीत होता है कि कार्य वर्तमान में सामान्य रूप से हो रहा है। ऐसे sentences **present indefinite tense** में होते हैं।
2. अतः जिन वाक्यों से यह पता चलता है कि कोई कार्य present में सामान्य रूप से होता है तो वहां present indefinite tense होता है। इसे habitual present भी कहते हैं। इस tense से कार्य पूर्ण हुआ है या जारी है इसकी जानकारी नहीं मिलती है।
3. Present indefinite tense सामान्य आदतों (habitual action), वैज्ञानिक तथ्य (scientific facts), सार्वभौमिक तथ्य (universal truth) को बताने के लिए भी किया जाता है।

Rule - 1- Present Indefinite Tense के affirmative sentence तथा 3rd person में singular noun 3rd person (he, she, it) के साथ verb की base form में 's/es' जोड़ा जाता है। जैसे— does, goes, finds, runs, keeps, etc.

Rule -2- Plural noun, 1st person (I, we, they) तथा 2nd person (you) के साथ verb की base form प्रयोग की जाती है। जैसे— do, go, find, run, keep, etc.

Affirmative and Negative sentences

I We You They	play do not play don't play	
He She	plays does not play doesn't play	
It	rains does not rain doesn't rain	

Interrogative sentences

Do	I we you they	play	
			?
Does	he she it	play/rain	

Note:

- किसी भी tense के interrogative sentence में यदि प्रश्नवाचक भाब्द बीच में आता है तो वहाँ sentence का formation 'wh' word से होगा।
- जो प्रश्नवाचक वाक्य 'क्या' से प्रारम्भ होता है, उसका formation **helping verb** से प्रारम्भ होता है।

Assess Yourself - 1

Underline the correct option

- Laxmi always **drink/drinks** tea in the morning.
- My sister **don't/doesn't** play tennis.
- They **don't/doesn't** watch television after school.
- Do/does** Jay Narayan **want/wants** to go home?
- Where **do /does** your parents **come/comes** from?

Present Continuous Tense

Read these sentences-

- Rachel is **throwing** waste in the dustbin.
- I am not **reading** a storybook.
- You are **assembling** a new robot.
- Are the students **working** on new project?
- Why are the children **quarreling**?

उपर्युक्त sentences को पढ़ने पर हमें ज्ञात होता है कि कार्य वर्तमान समय में जारी है अतः जब कोई कार्य वर्तमान में जारी रहता है तो ऐसे sentences **present continuous tense** में होते हैं।

Rule-

➤ इस tense में हमेशा **main verb** के **'ing form'** का प्रयोग किया जाता है।

(i) Singular noun तथा IIIrd person (he, she, it) के साथ helping verb 'is' का प्रयोग किया जाता है।

(ii) 'I' के साथ helping verb (am) का प्रयोग किया जाता है।

(iii) Plural noun तथा IIInd person (you) के साथ helping verb (are) का प्रयोग किया जाता है।

Affirmative and Negative sentences

Interrogative sentences

I	am am not	'm 'm not	playing/ raining.
He She It	is is not	's isn't	
We You They	are aren't	're are not 're not	

Am	I	playing/ raining?
Is	he/she/it	
Are	we you they	

Note: सामान्यतः **stative verbs** (स्थिति सूचक क्रियाएँ) जैसे see, hear, taste, want, forgive, hate, hope, know, own, belong, etc. आदि के साथ 'ing' form का प्रयोग नहीं किया जाता है, क्योंकि ये verbs की state (स्थिति) दर्शाते हैं, न कि actions.

Assess Yourself -2

Circle the correct verb form-

- Maina **is/am/are** walking on the road.
- Madhu **am/are/is** not painting a picture.
- I **is/am/are** not going to sing a song.
- Why **is/am/are** you not painting a picture?
- Are/Am/Is** they learning their tables?

Present Perfect Tense

Read these sentences-

- The woodcutter's axe **has fallen** into the river.
- He **has not sown** seeds in field.
- Have you given** speech on the Republic Day?
- Deepak and Kajal **have done** their homework.
- When **have you visited** Kumbh Mela?

उपर्युक्त sentences को पढ़ने पर ऐसा ज्ञात होता है कि कार्य समाप्त हो चुका है, किन्तु उसका प्रभाव अभी वर्तमान में भी दिख रहा है।

अतः जो कार्य वर्तमान में समाप्त हो, उसे व्यक्त करने के लिये **present perfect tense** का प्रयोग किया जाता है।

Rules- इस tense में हमेशा **main verb** की **3rd form** का प्रयोग किया जाता है।

(i) Singular number तथा 3rd person (he, she, it) के साथ helping verb (has) का प्रयोग किया जाता है।

(ii) Plural number, I तथा you, we के साथ helping verb (have) का प्रयोग किया जाता है।

Affirmative and Negative sentences

I We You They	have 've' have not haven't	played/ rained.
He She It	has has not hasn't	

Interrogative sentences

Have	I we you they	played/ rained?
Has	he she it	

Assess Yourself -3

Choose the correct options-

- Ranjeet **has/have/saw/seen** the Taj Mahal.
- Mr. Shreyans **have/has** never **teaches/taught** us English.
- I **has/have** not **eats/eaten** such a tasteless food.
- Has/have** you ever **see/seen** the Taj?
- What **has/have** they **study/studied** in Hindi?

Present Perfect Continuous Tense

- a. The peacock **has been dancing** since morning.
- b. The old lady **has not been cooking** for two hours.
- c. What **has she been playing** since 10 A.M.?
- d. **Have farmers been tilling** their field for three hours?

उपर्युक्त sentences को पढ़ने पर यह ज्ञात होता है कि कोई कार्य बीते समय में शुरू हुआ था और अभी भी जारी है। जैसे 1st sentence में मोर सुबह से नाच रहा है से तात्पर्य है कि जब सुबह हुयी थी तब से मोर ने नाचना प्रारम्भ किया और अभी भी नाच ही रहा है।

अतः जिन sentences से हमें यह जानकारी मिलती है कि कोई कार्य जो बीते हुये समय में शुरू हुआ था और अभी भी जारी है, वहाँ **present perfect continuous tense** का प्रयोग किया जाता है।

➤ इस tense मे सदैव **main verb** मे **'ing form'** (present participle) का प्रयोग किया जाता है।

(i) Singular noun तथा 3rd person (he, she, it) के साथ helping verb (has been) का प्रयोग किया जाता है।

(ii) Plural noun, I, you, we, तथा they के साथ helping verb (have been) का प्रयोग किया जाता है।

Affirmative and Negative sentences

I We You They	have been 've' been have not been haven't been	playing.
He She It	has been has not been hasn't been	

Interrogative sentences

Have	I we you they	been playing for two hours?
Has	he/she/it	

☞ निश्चित समय के साथ **since** का प्रयोग करते हैं। जैसे—
since Sunday, since 5 p.m., since 1950, etc.

☞ अनिश्चित के साथ **for** का प्रयोग किया जाता है। जैसे—
for an hour, for two weeks, for a long time, etc.

For Example

- I have been teaching in this school **since** 2018.
- Palak has been playing cricket **for** an hour.

Assess Yourself -4

Circle the correct form of the verb form-

- My mother **have/has** been **lived/living** in a village since 1975.
- Shweta **have/has** been **worked/working** on this problem since morning.
- Shalini **has/have** been winning first prize in race **since/for** two years.
- Have/Has** you been playing cricket **since/for** morning?
- Where **have/has** they been watching movie **for/since** two hours?

Simple Past/Past Indefinite Tense

- They **saw** many beautiful flies and insects in the garden.
- We **went** to the hotel for dinner yesterday.
- Did** you enjoy your dinner?
- Did** river Goddess give all the axes to the woodcutter?

उपर्युक्त sentences को पढ़ने पर यह ज्ञात होता है कि सभी कार्य बीते हुए समय में समाप्त हुए हैं।

अतः जिन sentences में बीते हुए समय में कार्य का सम्पन्न होना पाया जाता है, वहाँ **past indefinite tense** का प्रयोग किया जाता है।

➤ Past indefinite tense के affirmative sentences में verb के II form का प्रयोग किया जाता है।

- The Jagatpur team **won** the Kabaddi match.

इस tense के negative sentences में did not का प्रयोग main verb के I form के साथ किया जाता है।

Affirmative and Negative sentences

I/We	played.
You/He/She/	did not play.
It/They	didn't pay.

Interrogative sentences

	I/we/you	
Did	he/she	play?
	it/they	

Assess Yourself -5

Circle the correct verb form-

- Our soldiers **win/won** the battle.
- Vikas **do/did** not make any mistake.
- Trees **does/did** not **fell/fall** due to storm.
- Why **do/did** you not **join/joined** my birthday party yesterday.
- Why **does/did** you not **ran/run** with me?

Past Continuous Tense

Read these sentences-

- Stephen Hawking **was delivering** lecture on astrophysics.
- Rakesh **was not doing** his homework.
- Rakhi and Ruby **were washing** their clothes.
- Were they discussing** sports day in the class?

उपर्युक्त sentences को पढ़ने पर यह ज्ञात होता है कि कार्य बीते हुए समय में चल रहा था। अतः जिन sentences से हमें बीते हुए समय में जारी किसी कार्य की जानकारी मिलती है वहाँ **past continuous tense** का प्रयोग किया जाता है।

➤ इस tense में हमेशा **main verb** के '**ing form**' (present participle form) का प्रयोग किया जाता है।

(i) Singular noun, 1st तथा 3rd person (he, she, it) के साथ helping verb (was) का प्रयोग किया जाता है।

(ii) Plural noun तथा you, we, they के साथ helping verb (were) का प्रयोग किया जाता है।

Affirmative and Negative sentences

Interrogative sentences

I	was	playing.
He	was not	
She	wasn't	
It		
You	were	
We	were not	
They	weren't	

Was	I/ he/she/it	playing?
Were	we you they	

Assess Yourself -6

Circle the correct verb form-

- Vinay **was/were** trying to improve his performance.
- Ranjita **was/were** not violating the rules.
- They **was/were** not swimming in the pool.
- Was/Were** you knocking at the door last night?
- What **was/were** you searching for?

Past Perfect Tense

Read the sentences carefully-

- Khaki **had transferred** all her property to Buddhiram.
- They **had not setup** a new restaurant in the market yet.
- Had Swami caught** the thief?
- Who **had gone** for the movie?

उपर्युक्त sentences को पढ़ने पर हमें ज्ञात होता है कि जब कोई भी कार्य निश्चित अवधि से पहले समाप्त हो जाता है तो वहाँ पर **past perfect tense** का प्रयोग किया जाता है।

- इस tense में **helping verb 'had'** के साथ **main verb** के **3rd form** का प्रयोग किया जाता है।
- अगर sentence में दो कार्य हैं और दोनों ही बीते समय में समाप्त हो रहे हों तो पहले समाप्त हुए कार्य के साथ **past perfect tense** का तथा बाद में समाप्त हुए कार्य के साथ **past indefinite tense** का प्रयोग किया जाता है।
 - They had gone to Delhi before I came.
 - Rashid took medicine after his mother had come from market.
 - Had my uncle been married when I was born?

Affirmative and Negative sentences

I/We You/He/ She/It/ They	had 'd had not hadn't	played.
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Interrogative sentences

Had	I/we/you/ he/she it/they	played?
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Assess Yourself -7

Circle the correct verb form-

- Nikita **had/have** written a novel on humanity.
- Pooja **had/have not return/returned** from tuition by sunset.
- Sakshi **have/had** not **pay/paid** any cash amount to the dealer.
- Have/had** the children not **decorate/decorated** room by evening.
- How **had/has** you **break/broken** your own record in horse riding in 1963.

Past Perfect Continuous Tense

Read these sentences-

- Zafar **had been living** in this cottage since 1997.
- Kunal **had not been watching** T.V. for 2 weeks.
- Had Veena been playing** for a long time?
- Which topic **had the teacher been teaching** since Friday?
- She had been crying** for an hour.

उपर्युक्त sentences को पढ़ने पर यह ज्ञात होता है कि कार्य किसी निश्चित समय से पूर्व बीते हुए समय में जारी था और बीते हुए समय में ही समाप्त हो चुका है। जैसे – 1st sentence में जफर 1997 से कॉटेज में रह रहा था से तात्पर्य यह है कि जफर ने 1997 से रहना वहाँ शुरू किया था किन्तु अभी नहीं रह रहा है।

अतः ऐसे sentences जहाँ यह बोध हो कि कोई कार्य भूतकाल में किसी समय पर शुरू हुआ था किन्तु वर्तमान में उसका कोई प्रभाव नहीं है। वहाँ **past perfect continuous tense** का प्रयोग किया जाता है।

Rules- इस tense में हमें **helping verb** 'had been' का प्रयोग verb में 'ing form' (present participle form) के साथ किया जाता है।

Affirmative and Negative sentences

I/We/ You/He/ She/It/ They	had been 'd been had not been hadn't been	playing.
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Interrogative sentences

Had	I/we/you/ he/she/ it/they	been playing?
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Assess Yourself -8

Circle the correct verb form-

- a. Prachi **have/had** been accepting the applications from the candidates for an hour.
- b. The delivery boy **have/had** been not delivering the parcel on time for a week.
- c. Vaibhav **had/have** not been reading this novel for two weeks.
- d. **Had/Has** you been waiting for me at the station since 10 O'clock?
- e. What **had/have** she been cooking in the kitchen since 2 pm.

Future Indefinite Tense

Read these sentences-

- a. I **shall go** to Delhi next month.
- b. Rakhi will not attend the meeting.
- c. **Will she give** her toys to her friends?
- d. When **will you visit** my school?
- e. **We shall play** a new game tomorrow.

उपर्युक्त sentences को पढ़ने पर यह ज्ञात होता है कि सभी कार्य आने वाले समय में सम्पन्न होंगे।

अतः जिन sentences से कार्य के भविष्य में सम्पन्न होने की बात कही जाती है वहाँ **future indefinite tense** का प्रयोग किया जाता है।

Rules- इस tense में 'I' तथा 'we' के साथ **helping verb** (shall) का तथा अन्य subjects के साथ will का प्रयोग **main verb** की **1st form** (simple present) के साथ किया जाता है।

Affirmative and Negative sentences

Interrogative sentences

I/We	shall shall not	play.
You/He/ She/It/ They	will will not won't	

Shall	I/we	play?
Will	you/he/ she/it/ they	

Assess Yourself -9

Pick the appropriate verbs form-

- a. Sudhir **shall/will** visit me on Saturday.

- b. Anuj **will/shall** not go to Lucknow tomorrow.
- c. We **will/shall** leave in ten minutes.
- d. **Will/shall** Amit crack the examination?
- e. Who **shall/will** participate in the drawing competition.

Future Continuous Tense

Read these sentences-

- a. Antima **will be going** to market in the afternoon.
- b. The teacher **will not be teaching** grammar lesson today.
- c. **Will Rani be celebrating** her birthday in Delhi this time?
- d. Who **will be attending** the meeting next week?

उपर्युक्त sentence को पढ़ने पर यह भाव प्रकट हो रहा है कि सभी कार्य भविष्य में जारी रहेंगे।

अतः जिन sentences से कार्य का भविष्य में जारी रहना पाया जाता है वहाँ **future continuous tense** का प्रयोग किया जाता है।

Rules- इस tense में helping verb (will be, shall be) का प्रयोग verb में ing form के साथ किया जाता है।

Affirmative and Negative sentences

I/We	shall be shall not be	playing.
You/He/ She/It/ They	will be will not be won't be	

Interrogative sentences

Shall	I/we	be playing?
Will	you/he/ she/it/ they	

Assess Yourself -10

Choose the correct alternative forms of verb-

- a. Kirti **will/shall be** watching her favourite serial on TV.
- b. Pushpendra **shall/will not be** planning for his trip.
- c. **Will/Shall** we **be** learning his lesson?
- d. What **will/shall** Hardik **be** preparing for act?

Future Perfect Tense

Read these sentences-

- a. Nazma **will have returned** home by next month.
- b. I **shall not have finished** my work before the teacher comes.
- c. When **will you have completed** your autobiography?
- d. **Will the children have eaten** all the cookies?

उपर्युक्त sentences को पढ़ने पर यह ज्ञात होता है कि सभी कार्य भविष्य में निश्चित रूप से किसी न किसी समय अवश्य ही पूर्ण रूप से समाप्त हो चुके रहेंगे।

अतः जिन sentences से यह जानकारी मिलती है कि कार्य भविष्य में किसी निश्चित समय तक अवश्य ही पूर्ण हो चुका रहेगा, वहाँ पर **future perfect tense** का प्रयोग किया जाता है।

Rules-

- इस tense में helping verb (will/shall have) का प्रयोग main verb के 3rd form के साथ किया जाता है।
 - a. Ankur **will have reached** school by 8:00 am.
 - b. Megha **will have finished** housework by evening.
 - c. The kids **will have slept** by 8 O'clock by evening.
 - d. I **shall not have completed** my compute course by end of this month.
- यदि आने वाले समय में कोई दो कार्य समाप्त हो रहे हों तो जो कार्य पहले पूर्ण होगा उसके साथ future perfect tense का प्रयोग तथा बाद में पूर्ण होने वाले कार्य के साथ present indefinite tense का प्रयोग किया जाता है।
 - a. Sahil **will have** left the class before the teacher comes.

Affirmative and Negative sentences

Interrogative sentences

I/We	shall have shall not have	played.
You/He/ She/It/ They	will have will not have	

Shall	I/we	have played?
Will	you/he/she /it/they	

Assess Yourself - 1 1

Pick the appropriate verbs form-

- Ayush **will/shall have finish/finished** this work by Tuesday.
- The birds **will/shall have return/returned** home before the sun sets.
- Mother **will/shall not have** cooked food before you **go/goes**.
- Will/Shall** they have **reach/reached** the airport by 7:00 PM.
- Why **will/shall** you have **edit/edited** the picture?

Future Perfect Continuous Tense

Read these sentences-

- Anjali **will have been working** in this office for four years.
- Shantanu **will have not been drawing** a picture for an hour.
- Will they **will have been learning** English since 2021.
- When **will you have been starting** your new business?

उपर्युक्त sentences को पढ़ने पर यह ज्ञात होता है कि सभी कार्य भविष्य में किसी निश्चित समय के होने तक अवश्य ही जारी रहेंगे।

अतः ऐसे sentences जिससे कार्य के भविष्य में किसी निश्चित समय पर जारी रहना पाया जाता है, वहाँ पर **future perfect continuous tense** का प्रयोग किया जाता है।

Rules- इस tense में **helping verb** (will/shall have been) का प्रयोग **main verb** के **ing form** (present participle) के साथ किया जाता है।

Affirmative and Negative sentences

Interrogative sentences

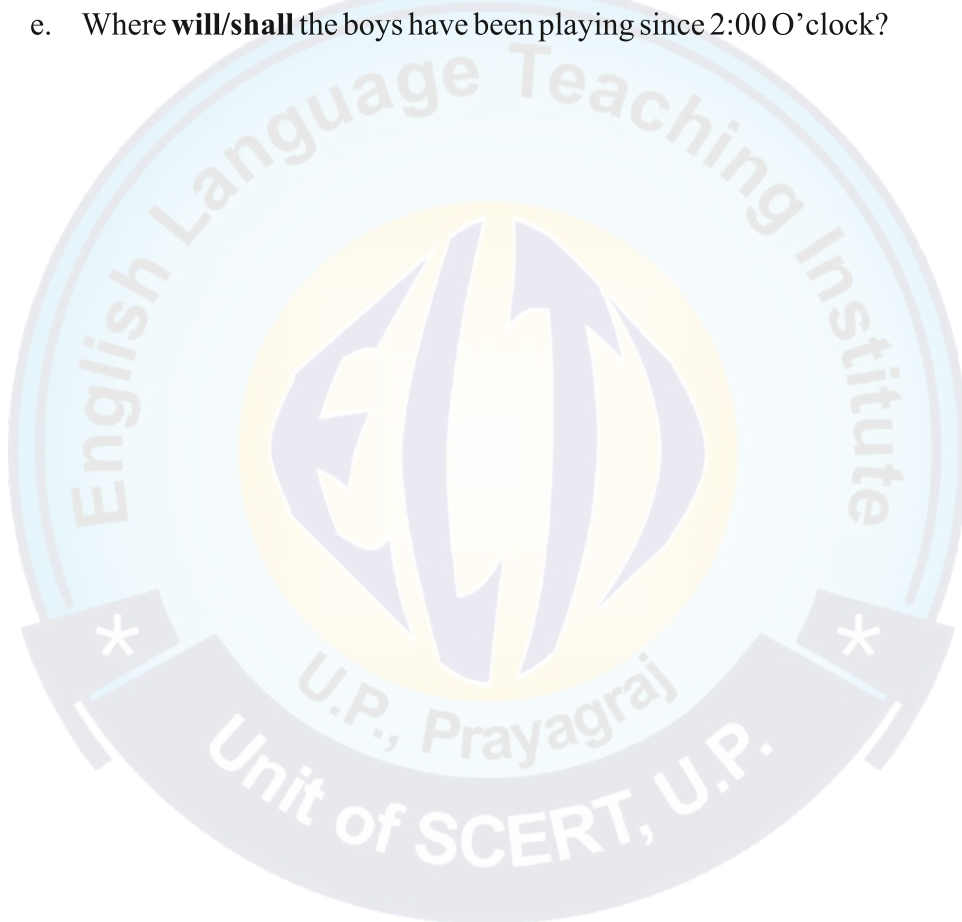
I/We	shall have been/ shall not have been	playing.
You/He/ She/It/ They	will have been/ will not have been	

Shall	I/we	have been	playing?
Will	you/he/ she/it/ they		

Assess Yourself -12

Circle the correct alternative of the verbs form-

- a. The gardener **will/shall have been** watering the plants since morning.
- b. He **will/shall have been** cleaning the house for two hours.
- c. Ganesh **shall/will not have been** watching Cricket on T.V. since evening.
- d. **Shall/Will you have been** playing football for an hour?
- e. Where **will/shall** the boys have been playing since 2:00 O'clock?



Active and Passive Voice

नीचे लिखे दोनों वाक्य समानार्थी होते हुए भी दो प्रकार से लिखे गये हैं—

Example - 1

- Neha** writes a letter.
- A letter** is written by Neha.

यहाँ पहले वाक्य का अर्थ है, Neha, letter लिखती है तथा दूसरे का अर्थ है letter, Neha के द्वारा लिखा गया है। पहले वाक्य में **Neha (subject)** को प्रधानता दी गयी है। दूसरे वाक्य में **letter (object)** को प्रधानता दी गयी है।

See some more examples-

List-A

- Rekha** sings a song.
- She** wins the prize.
- Suresh** kicked the ball.
- Vijay** repaired the car.

List-B

- A **song** is sung by Rekha.
The **prize** is won by her.
The **ball** was kicked by Suresh.
The **car** is repaired by Vijay.

List-A के sentences में **Rekha, she, Suresh** तथा **Vijay** कर्ता है और वाक्य में इनकी प्रधानता है। अतः ये वाक्य **active voice** हैं।

A sentence is in active voice when the subject is the doer of the action.

List-B के sentences में **song, prize, ball,** तथा **car** कर्ता के स्थान पर हैं (जो कर्म हैं) तथा वाक्यों में इनकी प्रधानता है। अतः ये वाक्य **passive voice** में हैं।

जब क्रिया का प्रभाव कर्ता पर पड़ता है तो वाक्य passive voice होता है।

A sentence is in passive voice when the subject is the receiver of the action.

Note: passive voice का प्रयोग किसी वस्तु को परिभाषित करने, प्रक्रिया बताने, वैज्ञानिक प्रयोग व साहित्यिक विषय को बताने के लिए किया जाता है। जैसे—

- The milk is boiled. (process)
- A word used to describe an action is called an adverb. (definition)
- Electric bulb is invented by Thomas Alva Edison. (invention and discovery)

Active से **passive voice** बनाने के नियम—

- Sentence को active से passive बनाने के लिए subject को object तथा object को subject के स्थान पर रखा जाता है।

2. कर्ता के अनुसार helping verb का प्रयोग करते हैं।
3. Main verb के third form अर्थात past participle का प्रयोग करते हैं।
4. Subject जो object के स्थान पर है, उसके पहले preposition 'by' का प्रयोग करते हैं। जैसे—

	Subject	Verb	Object
Active voice	Mr. Pathak	teaches	mathematics.
Passive voice	Mathematics	is taught	by Mr. Pathak.

- ☞ यहाँ दूसरे वाक्य में active voice के object (mathematics) को subject के स्थान पर तथा active voice के subject (Mr. Pathak) को object के स्थान पर रखा गया है।
- ☞ Subject (mathematics) के अनुसार helping verb 'is' के साथ verb की third form अर्थात verb, teaches के स्थान पर 'taught' का प्रयोग किया गया है।
- ☞ Preposition 'by' का प्रयोग subject जो object के स्थान पर है, के पहले किया गया है।

Tense के अनुसार helping verb को बदलने के नियम—

- I. **Present indefinite** में कर्ता के अनुसार सहायक क्रिया is/am/are **past indefinite** में was/were तथा **future indefinite** में will be/shall be के साथ verb की third form का प्रयोग करते हैं। जैसे—
 - A. a. Kavita sells books. (Active voice)
 - b. Books are sold by Kavita. (Passive voice)
 - B. a. Radhika opened the box. (Active voice)
 - b. The box was opened by Radhika. (Passive voice)
 - C. a. Children will eat all the fruits. (Active voice)
 - b. All the fruits will be eaten by the children. (Passive voice)
- II. **Present continuous tense** में कर्ता के अनुसार is being/am being/are being तथा **past continuous tense** में was being/were being के साथ verb का third form लगाते हैं। जैसे—
 - A. a. Swara is presenting a paper in the conference. (Active voice)

- b. A paper is being presented by Swara in the conference. (Passive voice)
- B. a. Shailendra is drawing the pictures. (Active voice)
- b. The pictures are being drawn by Shailendra. (Passive voice)
- C. a. The lady was cutting vegetables. (Active voice)
- b. Vegetables were being cut by the lady. (Passive voice)
- D. a. Rohan was flying a kite. (Active voice)
- b. A kite was being flown by Rohan. (Passive voice)

III. **Present perfect** में कर्ता के अनुसार **has been/have been** **past perfect** में had been तथा **future perfect tense** में will have been तथा shall have been के साथ verb का third form लगाया जाता है।

- A. a. Tom has painted the wall. (Active voice)
- b. The wall has been painted by Tom. (Passive voice)
- B. a. I have written a story. (Active voice)
- b. A story has been written by me. (Passive voice)
- C. a. Ravi had taken food before I came. (Active voice)
- b. Food had been taken by Ravi before I came. (Passive voice)
- D. a. Neha will have given the medicine. (Active voice)
- b. The medicine will have been given by Neha. (Passive voice)

यदि किसी sentence में direct तथा indirect दोनों प्रकार के objects हों तो passive में बदलते समय किसी एक को subject बना सकते हैं तथा दूसरे object को वैसे ही रहने देते हैं। जैसे—

- A. a. The party president gives you a ticket. (Active voice) इसे दो तरीके से कर सकते हैं।
- i. A ticket is given to you by the party president. (Passive voice)
- ii. You are given a ticket by the party president. (Passive voice)
- b. Mrs. Farooqui teaches us English.
- i. English is taught to us by Mrs. Farooqui.
- ii. We are taught English by Mrs. Farooqui.

Passive voice में **Model Auxiliaries** के साथ 'be' का प्रयोग करते हैं—

यदि **active voice** में **can, could, may, must, should** अथवा **would** का प्रयोग

हुआ है तो **passive voice** बनाते समय इनके साथ **'be'** का प्रयोग करते हैं तथा अन्य सभी नियम समान होते हैं।

A. We should protect the environment. (A.V.)

The environment should be protected by us. (P.V.)

B. Mona should help Harish. (A.V.)

Harish should be helped by Mona. (P.V.)

C. We must attend the meeting. (A.V.)

The meeting must be attended by us. (P.V.)

Interrogative वाक्यों का passive interrogative में ही बनता है अर्थात यदि वाक्य helping verb से शुरू है तो passive वाक्य भी helping verb से शुरू होगा। जैसे—

A. Does Raghu grow crops? (A.V.)

Are crops grown by Raghu? (P.V.)

B. Was he washing the clothes? (A.V.)

Were the clothes being washed by him. (P.V.)

यदि वाक्य 'wh' word से शुरू होता है तो passive voice भी 'wh' से शुरू होंगे तथा अन्य सभी नियम समान रहेंगे। जैसे—

A. When did Gandhiji write the book, 'My Experiments with the Truth'?

(A.V.)

When was the book My Experiments with the Truth written by Gandhiji?

(P.V.)

B. Why do your parents scold you? (A.V.)

Why are you scolded by your parents? (P.V.)

Assess Yourself - 1

Change the following sentences into passive voice-

- Columbus discovered America in 1492.
- The police caught the thief red-handed.
- Shreya is playing cricket.
- Vijay can lift this box.
- Was Abraham eating grapes?
- You had planted roses before I came.

- g. The editor of the Hindustan Times has published my paper.
- h. She had washed clothes before lunch time.
- I. You were pushing the car.
- j. We should help friends.
- h. How did early man discovered fire?



Direct and Indirect Speech

किसी वक्ता द्वारा कही गई बात को दो प्रकार से व्यक्त किया जा सकता है।

1. जब कोई व्यक्ति या श्रोता किसी speaker की बात को ज्यों का त्यों (as it is) व्यक्त करता है तब वह direct speech होती है। वक्ता द्वारा कही बात को ज्यों का त्यों रखने के लिए inverted comma (“...”) का प्रयोग करते हैं।

Example - 1

- Arjun said, “I am very busy now.”

उपर्युक्त example ‘I am very busy now’ में Arjun द्वारा की हुई बात को inverted comma में रखा गया है अर्थात यह **direct speech** है।

Direct speech के वाक्यों के दो भाग होते हैं—

i. **Reporting verb** - यह क्रिया पर आधारित होती है जिसमें **कहने, बताने, प्रश्न पूछने, आदेश देने, प्रार्थना करने** आदि का बोध होता है।

ii. **Reported speech**- किसी की कही हुई बात ही reported speech होती है।

Example-2

- Meethi said to Sona, “I am hungry.”



2. जब कोई व्यक्ति या श्रोता किसी speaker (वक्ता) की बात को अपने भावों में (बिना उसके अर्थ या भाव को परिवर्तित किये हुए) कहता तो वह **indirect speech** होती है।

A. Arjun said, “I am very busy now.” (direct speech)

Arjun said that he was very busy then. (indirect speech)

B. Meethi said to sona, “I am very hungry.”

Meethi told Sona that she was very hungry.

उपर्युक्त examples में direct से indirect speech में change करने पर हमें कुछ changes दिखायी दे रहे हैं। जैसे—

1. Indirect speech में comma (,) तथा inverted comma (“”) को हटा दिया गया है।
2. Reporting verb तथा reported speech को conjunction ‘that’ से जोड़ा गया है।
3. Reported speech के pronoun ‘I’ तथा tense में भी change किया गया है। जैसे—

Example 1 में reported speech में 'I' को 'he' में change किया गया है और **example 2** में 'I' को 'she' में change किया गया है। इसी प्रकार से दोनों examples में tense के अनुसार **is** को **was** में परिवर्तित किया गया है।

Some more examples-

- a. Raj says to Ravi, "We are best friends."
Raj tells Ravi that they are best friend.
- b. Nikita will say, "Chitra is intelligent."
Nikita will say that Chitra is intelligent.
- c. Sahil said, "She will perform on stage."
Sahil said that she would perform on stage.

उपर्युक्त examples में reporting verb के अनुसार reported speech में कुछ changes किये गये हैं जो निम्नलिखित rules पर आधारित हैं—

- i. Comma (,) और inverted comma ("...") हटाकर उसके स्थान पर that, if, whether, to आदि conjunctions का use किया जाता है।
- ii. Reporting verb के subject के अनुसार reported speech के pronoun को change किया जाता है।
- iii. यदि reporting verb present या future tense में हो तो reported speech के tense में कोई change नहीं होता है। Sense के अनुसार केवल pronoun change कर दिये जाते हैं। (example 'a' and 'b' देखें)
- iv. Reporting verb के **say to** तथा **said to** को क्रमशः **tell** तथा **told** में बदलते हैं और यदि say/said के बाद किसी object का use न किया गया हो तो इन्हे ज्यों का त्यों ही रहने देते हैं।

आइये अब हम विस्तार से इन परिवर्तनों का अध्ययन करें।

Changes according to person (person सम्बन्धी परिवर्तन)-

1. Reported speech में first person (I, we) को reporting verb के subject के अनुसार change करते हैं। **Example-**

- a. Harsh said, "I am reading a book."
Harsh said that **he** was reading a book.
- b. They said to me, "We have found out a new playground."
They told me that **they** had found out a new playground.

2. Second person (you) को reporting verb के object के अनुसार change करते हैं।

Exmample-

a. Rajat says to Rani, “**You** are late.”

Rajat tells Rani that **she** is late.

Note:- यदि direct speech के reporting verb में object न हो तो ऐसी condition में reported speech को change करते समय reporting verb का object me/him को मान लिया जाता है तब उनसे सम्बन्धित परिवर्तन किया जाता है।

Example-

a. Megha says, “You are intelligent.”

Megha tells him that he is intelligent.

b. Barkha said, “Your are very helpful.”

Barkha told me that I was very helpful.

3. Reported speech के third person (he, she, it तथा they) में कोई change नहीं होता है।

Example-

A. He said to him, “**They** are playing cricket.”

He told him that **they** were playing cricket.

B. Aanya said to Aditya, “**He** is the best boy of my class.”

Aanya told Aditya that **he** was the best boy of her class.

First Person

(I, we)

Second Person

(you)

Third Person

(he, she, it, they)



Subject

(changed according to subject)



Object

(changed according to object)



No

(No change)

Subject	Object	Possessive
I	me	my, mine
we	us	our, ours
you	you	your, yours
he	him	his
she	her	her, hers
it	it	its
they	them	their, theirs

Changes according to Tense (Tense सम्बन्धी परिवर्तन)

यदि reporting verb, past tense (verb की 2nd form) में हो तो reported speech का tense निम्नलिखित प्रकार से change होता है।

Direct Speech		Indirect Speech
Present indefinite tense	changes into	Past indefinite tense
Present continuous tense		Past continuous tense
Present perfect tense		Past perfect tense
Present perfect continuous tense		Past perfect continuous tense
Past indefinite tense		Past perfect tense
Past continuous tense		Past perfect continuous tense
Past perfect tense		No change tense
Past perfect continuous tense		No change tense

Examples of Tense-

- a. Golu said, "I give a new pen to my friend."
Golu said that he gave a new pen to his friend.
(Present indefinite is changed into past indefinite.)
- b. Peter said, "We are celebrating Independence Day today."
Peter said that they were celebrating Independence Day that day.
(Present continuous is changed into past continuous.)
- c. Ragini said, "I have passed the examination."
Ragini said that she had passed the examination.
(Present perfect is changed into past perfect.)
- d. Salim said, "I have been writing since morning."
Salim said that he had been writing since morning.
(Present perfect continuous is changed into past perfect continuous.)
- e. Marry said, "The cow died in the night."
Marry said that the cow had died in the night.
(Past indefinite changed into past perfect.)
- h. Kavya said to me, "My mother was going to Mathura."

Kavya told me that her mother had been going to Mathura.

(Past continuous is changed into past perfect continuous.)

- i. John said, "I had done all the work."

John said that he had done all the work.

(No change of tense.)

- j. Aamna said, "Sameer had been working in the field since afternoon."

Aamna said that Sameer had been working in the field since afternoon.

(No change of tense.)

Assess Yourself - 1

Change the following sentences into indirect speech-

- My servant said to me, "I am feeding cows."
- Gauri said, "Mayuri has been watching the TV since morning."
- Seema says, "I like sweets."
- Mohan said, "I have furnished my duties."
- Sohan will say, "Asha is very intelligent."

Rules to change modals

यदि reported speech, past tense में हो तो इसमें प्रयुक्त **can, may, will, shall** आदि को indirect speech बनाते समय इनके स्थान पर क्रम 1: **could, might, would, should** का प्रयोग किया जाता है।

Examples-

- They said to us, "We **can** speak Punjabi."
They told us that they **could** speak Punjabi.
- Riya said, "I **will** operate computer."
Riya said that she **would** operate computer.

Reported speech में प्रयुक्त **time and position** प्रकट करने वाले भावों को निम्नतः बदलते हैं—

this	that
these	those
here	there
now	then

today	that day
yesterday	the previous day
tomorrow	the next day
last night	previous night
last week/month/year	the previous week/month/year

Rules for Universal Truth

निम्न स्थितियों में reporting verb past tense में होने पर भी reported speech में tense सम्बन्धी कोई परिवर्तन नहीं किये जाते हैं।

When the reported speech is about Universal truth (सार्वभौमिक सत्य) -

- a. The teacher said, "The sun rises in the east."
The teacher said that the sun rises in the east.

When the reported speech is about Historical facts (ऐतिहासिक सत्य) -

- a. The teacher said to the students, "The Taj Mahal is situated in Agra."
The teacher told the students that the Taj Mahal is situated in Agra.

When the reported speech is about Mathematical facts (गणितीय सत्य) -

- a. The teacher said, "Five and five make ten."
The teacher said that five and five make ten.

When the reported speech is about Scientific facts (वैज्ञानिक सत्य) -

- a. Jyoti said, "Deer is a herbivorous animal."
Jyoti said that deer is a herbivorous animal.

Assess Yourself - 2

Change the following sentences into indirect speech-

- The teacher said, "Man can't live without water."
- Zoya said, "The earth moves round the sun."
- Akash said, "Rome was not built in a day."
- The teacher said to the students, "Four is an even number."
- The priest said, "Man is mortal."

Rules to change interrogative sentences

Interrogative sentences को दो भागों में विभाजित किया जाता है—

1. जब reported speech auxiliary verb/helping verb (do, does, is, was, are, were, can, etc.) से शुरू हों तो निम्न परिवर्तन होते हैं।

- Reporting verb 'said' को 'asked' में बदलते हैं।
- Comma के स्थान पर conjunction 'if' या 'whether' का use करते हैं।
- Sentence को assertive बनाते हैं।

Note:- 'If' और 'whether' का use हमें वाक्य के भाव को समझकर करना होता है। 'If' का use हम तब करते हैं जब वाक्य **conditional** हो।

Examples-

- Pratibha said to me, "Were you present at the ceremony?"
Pratibha asked me if I had been present at the ceremony.

or

Pratibha asked me whether I have been present at the ceremony.

Note- यदि reported speech में पसन्द (choice) या विकल्प (option) का भाव स्पष्ट करना हो तो 'whether' का use करना चाहिए।

Examples-

- Father said to me, "Will you join Army or Navy?"
Father asked me whether you join Army or Navy?

2. जब reported speech 'Wh' words (why, what, where, which, etc.) से start हो तो निम्न परिवर्तन करते हैं।

- Said को asked में change करते हैं।
- 'Wh' word को ही conjunction बना देते हैं।
- वाक्य को assertive sentence बनाते हैं अर्थात् वाक्य को subject + verb से शुरू करते हैं।

Examples-

- Raziya said to Naaz, "What do you want?"
Raziya asked Naaz what she wanted.
- Komal said to me, "Why have you come late today?"
Komal asked me why I had come late that day.

Assess Yourself - 3

Change the following sentences into indirect speech-

- Peehu said to me, "Are you writing a letter?"

- b. They said, "Were you waiting at the bus stop?"
- c. He said to me, "When will your examination begin?"
- d. My teacher said to me, "Who wrote the Ramayana?"
- e. They said to us, "Have you seen the Red Fort?"

Rules to change Imperative Sentences

Sentences जिनमें **order/command** (निर्देश), **request** (प्रार्थना), **suggestion** (सुझाव), **advise** (सलाह) का भाव निहित रहता है, **imperative sentences** कहलाते हैं। Imperative sentences को indirect में बदलने के लिए निम्न rules को follow करते हैं—

- Reporting verb को वाक्य के भाव के अनुसार ordered, commanded, advised, suggested, requested, etc. में change करते हैं।
- Conjunction 'to' का प्रयोग करते हैं।

Example-

- a. Doctor said to patient, "Take medicine regularly."

Doctor advised patient to take medicine regularly.

यदि वाक्य negative में हो तो 'not to/forbade' का प्रयोग होता है। Forbade के साथ not का प्रयोग नहीं किया जाता है।

Example-

- a. The Principal said, "Don't make a noise, students."

The Principal instructed the students not to make a noise. * or

The Principal forbade the student to make a noise.

Note:- वाक्य में यदि please, kindly जैसे शब्द हों तो इनको indirect speech में नहीं रखते हैं। भाव के अनुसार reporting verb में requested का प्रयोग किया जाता है।

- a. Tony said to Raju, "Please, give me a glass of water."

Tony requested Raju to give him a glass of water.

Assess Yourself - 4

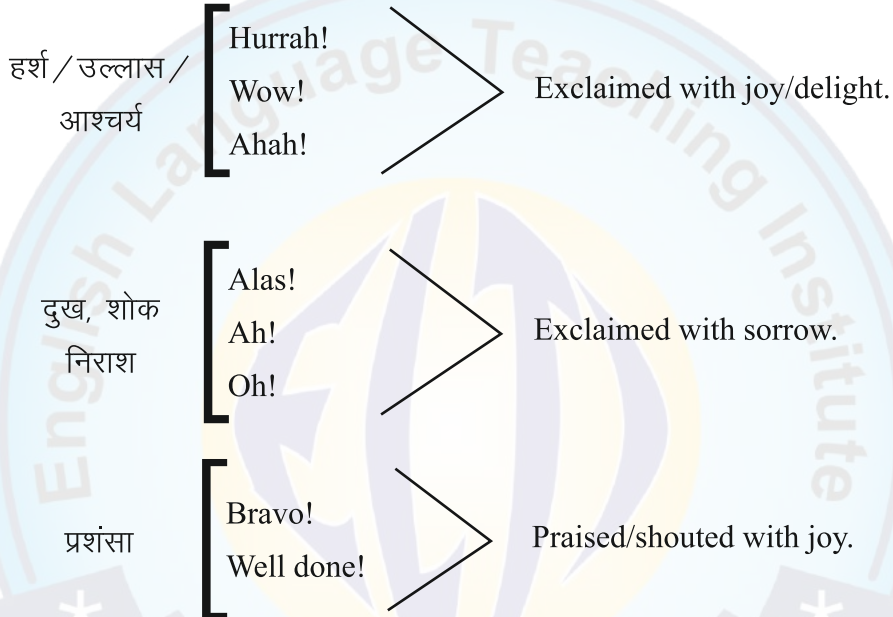
Change the following sentences into indirect speech-

- a. My Grandfather said to me, "Don't pluck the flowers."
- b. Mr. Sharma said to the servant, "Arrange all the books properly in the shelf."
- c. The beggar said, "Please, give me some food to eat."

- d. The manager said to me, "Kindly, do it as early as possible."
 e. He said, "Don't drive the car too fast."

Rules to change Exclamatory Sentences

Exclamatory sentences में हर्ष-उल्लास, आशा-निराशा, सुख-दुख, आश्चर्य, आशीर्वाद का भाव प्रकट होता है। ऐसे sentences को indirect speech में बदलते समय reporting verb को भाव के अनुसार निम्नवत् change करते हैं।



Exclamatory sentences को indirect में बदलने के लिए निम्न rules को follow करते हैं—

- Conjunction 'that' का use करते हैं।
- Reported speech को assertive बना देते हैं।
- Interjection words को हटा देते हैं।

Example-

- a. Kajal said, "Ahha! I am glad to see you."
 Kajal exclaimed with joy that she was glad to see him.
- b. The lady said, "Oh! My dog is dead."
 The lady exclaimed with sorrow that her dog was dead.

- c. The captain said to the soldiers, "Bravo! You have fought well."
The captain praised the soldiers that they had fought well.

Assess Yourself - 5

Change the following sentences into indirect speech-

- a. The Principal said, "Well done! my boys."
- b. My friend said, "Oh! I am not selected in the hockey team."
- c. My father said, "Bravo! You got first position in the class."
- d. The old lady said, "Alas! I have lost my only son."
- e. The boys said, "Hurrah! Our college has won the trophy in the inter school competition."

Assess Yourself - 6 (Miscellaneous)

Change the following sentences into indirect speech-

1. Karuna says, "Abhijeet is a good singer."
2. The captain said, "I had been waiting for the orders from command office."
3. The washerman said, "It has been raining since morning."
4. Mr. Sharma said, "I went to Jaipur last week."
5. The teacher said, "India became free in 1947."
6. Puneet said, "Can you help me?"
7. The manager said to the workers, "Finish all the work today."
8. The old lady said, "Oh! The crops are destroyed due to rain."
9. Teacher said to the students, "Who wrote the Mahabharata?"
10. Chetan Bhagat said, "I will write a new story on women issues."