Transformation of Sentences

Objectives
On completion of this unit you'll be able to transform sentences from

- active to passive
- direct to reported
- affirmative to negative
- statement to question

Overview
Lesson 1: Voice: Active and Passive
Lesson 2: Speech: Direct and Reported
Lesson 3: Statements and Questions
Answer Key
Voice: Active and Passive

Lesson 1

A

English Three বইয়ের Unit 7-এ আপনারা Passive voice এর ব্যবহার শিখেছেন। আপনারা জেনেছেন যে, Passive voice is used when the action in the sentence is more important than the agent or doer of the action. এই Lesson-এ কিভাবে Active Sentence কে Passive Sentence-এ রূপান্তর বা transform করা যায়। আমরা তা নিয়ে আলোচনা করব।

তার আগে দেখা যাক Active ও Passive sentence কাকে বল। নিচের sentence দুটি লক্ষ কর।

Farmers harvest Aman rice in winter.
Aman rice is harvested in winter by farmers.

Active Sentence টিতে subject (Farmers) সরাসরি বাক্যের ক্রিয়াপদটি (harvest) সংঘটিত করছে। এ ধরনের sentence-কে বলে Active sentence. দ্বিতীয় sentence-টিতে প্রথম বাক্যের subject টি বা সহযোগী object হিসেবে ব্যবহৃত হয়েছে এবং পরামর্শকের ক্রিয়াটি (is harvested) সংঘটিত করছে। এ ধরনের sentence কে বলা হয় Passive sentence.

লক্ষ Ki ‘হ প্রথম বাক্যের object (Aman rice) দ্বিতীয় বাক্যের subject হিসেবে ব্যবহৃত হয়েছে এবং দ্বিতীয় বাক্যের principal verb এর past participle form (harvested) ও এর সাথে একটি অতিরিক্ত be-verb (is) ব্যবহৃত হয়েছে।

বাক্যটিতে transitive verb (অর্থাৎ যে verb-এর object প্রয়োজন হয়)-এর passive form হতে পারে। যেমন –

I wrote him a letter. বাক্যটির passive form হ’Q–
A letter was written to him by me. কিভাবে

He became tired. বাক্যটিতে 'become' intransitive verb (অর্থাৎ যে verb-এর কোনো object নেই) হওয়ায় এই sentence টির কোনো passive form নেই।

• Active sentence এর object Passive sentence-এ subject হিসেবে ব্যবহৃত হয়।

�েমন –
I have shown him the pictures. (active)
The pictures have been shown to him by me. (passive)

- Passive sentence-এর principal verb এর past participle (pp) form ব্যবহৃত হয় এবং এর সাথে tense অনুসারে একটি অতিরিক্ত be-verb (be, am, is, are, was, were, been, being) ব্যবহৃত হয়। যেমন –
  She is drawing a picture. (active)
  A picture is being drawn by her. (passive)

- Active sentence-এর subject টি ব্যবহৃত হয় এবং passive sentence-এর object হিসেবে ব্যবহৃত হয়। অনেক ক্ষেত্রে passive sentence-এর object উল্লিখিত থাকে না।
  I knew the writer. (active)
  The writer was known to me. (passive)

- কোনো sentence-এর দুটি object (অর্থাৎ direct ও indirect object) থাকলে direct object অর্থাৎ বাক্যাংশে object টিকে passive sentence-এ subject হিসেবে ব্যবহার করা যায়।
  He gave me some money. (active)
  Some money was given to me by him. (passive)

- তবে দুটি object একই বাক্যে নির্দেশ করলে বাক্যাংশে object-টিকেই passive sentence-এ subject হিসেবে ব্যবহার করতে হবে।
  They elected him President. (active : 'him' এ 'President' এই বাক্যে 'n) নির্দেশ করছে)
  He was elected President by them. (passive)

### 1. Present Simple Tense:

Present simple tense-এর passive form-এ অতিরিক্ত be-verb হিসেবে am, is, are কিংবা be ব্যবহৃত হয়।

- Active : They alway invite me to their party.
  - Passive : I am always invited to their party (by them).

- Active : Let me tell you the story.
  - Passive : Let the story be told to you by me.

- Active : Farmers sow the Aman seeds in July.
  - Passive : The Aman seeds are sown by farmers in July.
Active : I borrow the book from her.
Passive : The book *is* borrowed by me from her.

2. **Past Simple Tense**:
   Past simple tense-এর passive form-এ অতিরিক্ত be-verb হিসেবে *was* বা *were*
   ব্যবহৃত হয় । যেমন —
   Active : Rajib's mother gave him five hundred Taka.
   Passive : Five hundred Taka *was* given to Rajib by his mother.
   Active : The singer sang a number of songs.
   Passive : A number of songs *were* sung by the singer.

3. **Future Simple Tense**:
   Future simple tense-এর passive form-এ auxiliary *shall* বা *will*-এর পর
   অতিরিক্ত be-verb হিসেবে 'be' ব্যবহৃত হয় । যেমন —
   Active : He will invite you to the party.
   Passive : You will *be* invited by him to the party.
   Active : They will make me group secretary.
   Passive : I shall *be* made group secretary by them.

4. **Present Continuous Tense**:
   Present continuous tense-এর passive form-এ auxiliary *am, is* বা *are* এর
   পরে অতিরিক্ত be-verb হিসেবে *being* ব্যবহৃত হয় । যেমন —
   Active : The sweeper is cleaning the room now.
   Passive : The room is *being* cleaned by the sweeper now.
   Active : She is telling me the stories.
   Passive : The stories are *being* told to me by her.

5. **Past Continuous Tense**:
   Past continuous tense-এর passive form-এ auxiliary *was* বা *were*-এর পর
   অতিরিক্ত be-verb হিসেবে 'being' ব্যবহৃত হয় । যেমন —
   Active : She was drawing a picture.
   Passive : A picture was *being* drawn by her.
   Active : I was buying some books.
   Passive : Some books were *being* bought by me.
6. **Present Perfect Tense:**

Present perfect tense-এর passive form-এ auxiliary *have* বা *has* এর পর অতিরিক্ত be-verb হিসেবে 'been' ব্যবহৃত হয়।

যেমন—

Active : He has successfully completed the course.
Passive : The course has *been* successfully completed by him.

Active : The committee has selected the candidates.
Passive : The candidates have *been* selected by the committee.

অন্যান্য tense যেমন – present perfect continuous, past perfect, past perfect continuous, future continuous, future perfect ও future perfect continuous tense-এ passive form এর ব্যবহার খুবই সীমিত। সুতরাং এগুলো নিয়ে বিশদ আলোচনা করা হল না। তবে একই নিয়ম অনুসরণ করে এগুলোকে passive form-এ transform করা যায়।

নিচের sentence গুলোকে Active থেকে Passive-এ অথবা Passive থেকে Active-এ transform করুন।

1. The building was constructed in 1920.
2. I told the boy to do the sum.
3. Let us play football.
4. She is looking at the picture.
5. I shall give you the money.
6. Rakib has got the first prize.
7. She was watching TV that time.
8. A decision has been taken by the committee to implement the plan.
The teacher said to me, "Do you know this story?"
The teacher asked me if I knew that story.

The teacher said to me, "Do you know this story?"

**A**

The teacher said to me, "Do you know this story?"
The teacher asked me if I knew that story.

The teacher said to me, "Do you know this story?"

**B**

- Reported speech-এর কাঠামো বা form কেমন হবে তা মলত নির্দেশ করে Direct speech এর Reporting clause এর tense এবং Reported sentence এর sentence type (statement, question, command or exclamation) এবং Reporting ও Reported উভয় clause এর subject বা object-এর person-এর উপর।
- Direct speech এর reporting clause টি present বা future tense এ বর্ণিত হলে reported speech-এ reporting sentence এর tense এর কোনো পরিবর্তন হয় না।
  তবে Direct speech-এ Reporting clause টি past tense-এ বর্ণিত হলে Reported speech-এ Reporting sentence টি অনুরূপ past tense (corresponding past)-এ পরিবর্তিত হবে। অর্থাৎ Direct speech-এর Reporting clause টি past tense-এ হলে Reported sentence এর tense নিম্নান্তভাবে change হবে:

<table>
<thead>
<tr>
<th>Tense of the Reported Sentence</th>
<th>Change into</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Simple</td>
<td>Past Simple</td>
</tr>
<tr>
<td>Present Continuous</td>
<td>Past Continuous</td>
</tr>
<tr>
<td>Present Perfect</td>
<td>Past Perfect</td>
</tr>
<tr>
<td>Present Perfect Continuous</td>
<td>Past Perfect Continuous</td>
</tr>
<tr>
<td>Past Simple</td>
<td>Past Perfect</td>
</tr>
<tr>
<td>Past Continuous</td>
<td>Past Perfect Continuous</td>
</tr>
<tr>
<td>Future Simple</td>
<td>Future Simple in Past</td>
</tr>
</tbody>
</table>

যেমন নিচের Speech গলাতে reporting verb past tense-এ হওয়াই reported sentence এর tense পরিবর্তিত হয়েছে।

Direct : Mr Rahman said to me, "I don't take sugar in my tea."
Reported : Mr Rahman told me that he did not take sugar in his tea.

Direct : Rashed said to his friend, "My father is reading a newspaper".
Reported : Rashed told his friend that his father was reading a newspaper.

Direct : "I've done the work" – said the man.
Reported : The man said that he had done the work.

Direct : Nishu said to her sister, "I've been reading in this collage for seven months."
Reported : Nishu told her sister that she had been reading in that collage for seven months.

Direct : Nipa said to you, "Did you come here yesterday?"
Reported : Nipa asked you if you had gone there the previous day.

Direct : Karim said to me, "I was sleeping then."
Reported : Karim told me that he had been sleeping then.

Direct : Morshed said to me, "I shall submit my homework tomorrow."
Reported : Morshed told me that he would submit his homework the next day.
Reporting verb *present tense*—এ হলে Reported sentence এর tense পরিবর্তিত হয় না।

Direct : Kamal says to his friends, "We are lucky that we've won the match."

Reported : Kamal tells his friends that *they* are lucky that they have won the match.

Reported verb যে tense-এ থাকুক না কেন Reported sentence কোনো চিরন্তন সত্য বা universal truth নির্দেশ করলে তার tense-এর পরিবর্তন হবে না। যেমন –

Direct : The teacher *said* to the students, "Plastic bags pollute environment."

Reported : The teacher *told* the students that plastic bags pollute environment.

- Reported speech—এ reported sentence-এর pronoun গুলো কিভাবে পরিবর্তিত হবে তা Reporting Clause এর *subject* ও *object* এবং Reported sentence-এ বর্ণিত pronoun গুলোর person এর উপর নির্ভর করে। এক্ষেত্রে Reported sentence এ বর্ণিত pronoun

  - First person (*I, we, my, our, me, us, mine, ours*) হলে তা Reporting clause-এর *subject* কে অনুসরণ করবে;
  - Second person (*you, your, yours*) হলে তা Reporting clause এর *object* কে অনুসরণ করবে;
  - Third person (*He, she, they, it, his, her, their, its, him, them, hers, theirs, ইত্যাদি*) হলে তা অপরিবর্তিত থাকবে।

যেমন –

Direct : *Aminur* said to me, "I am going to take *my* lunch at 1 p.m."

Reported : Aminur told me that *he* was going to take *his* lunch at 1 p.m. (1st person follows the subject – 'Aminur')

Direct : Russel said to *me*, "Will *you* give *me* the book?"

Reported : Russel asked *me* if *I* would give *him* the book. (2nd person follows the object – 'me')

Direct : You said to *me*, "*He* is a very intelligent man."

Reported : You told me that *he* was a very intelligent man. (3rd person – no change)
English Two

- এ ছাড়া Reporting verb টি past tense-এ হলে Reported sentence-এ বর্ণিত কিছু নিজে শব্দ Reported speech-এর ক্ষেত্রে পরিবর্তিত হয়।

<table>
<thead>
<tr>
<th>Words</th>
<th>Change into</th>
</tr>
</thead>
<tbody>
<tr>
<td>this</td>
<td>that</td>
</tr>
<tr>
<td>these</td>
<td>those</td>
</tr>
<tr>
<td>it</td>
<td>that</td>
</tr>
<tr>
<td>yesterday</td>
<td>the previous day</td>
</tr>
<tr>
<td>tomorrow</td>
<td>the next day, the following day</td>
</tr>
<tr>
<td>here</td>
<td>there</td>
</tr>
<tr>
<td>come</td>
<td>go</td>
</tr>
</tbody>
</table>

ইতেমধোই আপনারা এই পরিবর্তনের উদাহরণ দেখে যাওন।

আপনারা এর মধ্যে জেনেছেন যে Reported speech এর গঠন বা কাঠামো কেন্দ্র হবে তা নির্ধার করে Direct speech-এ Reporting sentence-এর Type (অর্থাৎ Reported sentence টি statement, question, command নাকি exclamation) এর উপর। নিচের অংশে এ সম্পর্কে আলোচনা করা হল।

C

আপনারা English Two বইয়ে জেনেছেন যে বাক্যের অর্থ বা sense অনুসারে চার ধরনের sentence লক্ষ করা যায়। যেমন –

**Statements** – which state something and end with a period ( . ). e.g., *I shall go to Khulna tomorrow.*

**Questions** – which ask something and end with a question mark (?) . e.g., *Who came here yesterday?*

**Commands or imperative sentences** – in which some order, suggestion or request is made and which usually end with a period ( . ). e.g., *Please lend me your pen.*

**Exclamations** – which express some strong emotion or wonder and usually contain an exclamation point ( ! ). e.g., *Hurrah! We’ve won the match.*

Statements:

Direct speech এর Reported sentence টি statement হলে Reported speech এর ক্ষেত্রে
- Reporting verb সাধারণত say বা tell ব্যবহৃত হয়।
- এবং Reported sentence কে বর্ণনা করার জন্য ‘that’ ব্যবহৃত হয়।
SSC Programme

Questions:
- Direct speech এর Reported sentence টিকে question হলে Reported speech এর ক্ষেত্রে
  - Reporting verb হিসেবে সাধারণত ask ব্যবহার করা যায়
  - Reported sentence-এ question word who, which, what, ইত্যাদি ব্যবহৃত হলে
    Reported sentence-এ একে বর্ণনা করার জন্য ঐ question word গ্যালাই (অর্থাৎ who, which, what ইত্যাদি) ব্যবহৃত হয়। তবে Reported sentence টিকে question word এর পরিবর্তে কোনো Auxiliary দিয়ে গুই 'হলে তাকে বর্ণনা করতে if বা whether ব্যবহৃত হয়।
  - Reported speech-এ reported sentence টিকে question থেকে statement-এ পরিবর্তিত করতে হয়।

 Commands:
- Direct speech-এর Reported sentence টিকে command হলে
  - Reported speech-এ sentence এর sense অনুসারে request, order, suggest, propose, tell প্রভৃতি Reporting verb ব্যবহৃত হয়।
  - Reported sentence টিকে বর্ণনার জন্য infinitive phrase (to + verb ....) ব্যবহৃত হয়।

Direct : Rahman said to his brother, "I shall go to Khulna tomorrow."
Reported : Rahman told his brother that he would go to Khulna the next day.

Direct : Nishan says, "I know the man."
Reported : Nishan says that he knows the man.

Direct : The manager said to the guard, "Who came here yesterday?"
Reported : The manager asked the guard who had gone there the previous day.

Direct : My elder brother said to me, "Are you going to Chittagong tomorrow?"
Reported : My elder brother asked me if I was going to Chittagong the next day.

Direct : Rashed said to me, "Please lend me your pen."
Reported : Rahsed requested me to lend him my pen.

Direct : Rafiq suggested you, "Go to a doctor."
Reported : Rafiq suggested you to go to a doctor.

Direct : The captain says to the soldiers, "Turn right."
Reported : The captain orders the soldiers to turn right.
Exclamations:

Direct speech এর Reported sentence টি কোনো exclamation প্রকাশ করলে

Reported speech এর ক্ষেত্রে –

- Exclamation-এর ধরন অনুসারে exclaim with sorrow/grief/joy/wonder প্রতূতি

- Reporting verb ব্যবহৃত হয়।

- Statements এর মতো that দ্বারা Reported sentence টি বর্ণনা করা হয়।

যেমন –

Direct : The team leader said, "Hurrah! We've won the match."
Reported : The team leader exclaimed with joy that they had won the match.

Direct : "What a nice picture it is!" – he said to the boy.
Reported : He exclaimed with wonder to the boy that that was a very nice picture.

Direct : The old man said, "Oh, I've lost my son in the freedom fight!"
Reported : The old man exclaimed with grief that he had lost his son in the freedom fight.

Transform করলে Direct থেকে Reported অথবা Reported থেকে Direct-এ

Translate following sentences

1. "I was walking in the garden last evening," he said to his friend.
2. I said to you, "Is he coming to your house tomorrow?"
3. The teacher says to the students, "Don't talk in the class."
5. "I've been reading the book for three days," said Zafar to Noor.
6. The scientists said, "The earth moves round the sun."
7. The teacher requested the students to listen to him.
8. Tuhin told me that he had submitted the homework the previous day.
9. He said to me, "It's a pity that she's dumb!"
10. The passer-by said to me, "Could you please show me the way to the post office?"
Affirmative and Negative

I watched the cricket match on TV last night.
I did not watch the cricket match on TV last night.

Statement েকে affirmative থেকে negative-এ transform করা বেশ সহজ। এককে নিচের নিয়মগুলো লক্ষ কী ‘ব’:

- সাধারণতঃ statement কে affirmative থেকে negative-এ transform করতে হলে auxiliary verb এর পর negative 'not' ব্যবহার করতে হয়। যেমন —

  Affirmative: He is talking to the girl.
  Negative: He is not talking to the girl.
  Affirmative: I've completed the task.
  Negative: I've not completed the task.
  Affirmative: She was singing a song.
  Negative: She was not singing a song.
  Affirmative: I shall go to a doctor.
  Negative: I shall not go to a doctor tomorrow.

- যেোনু sentence-এ একাধিক auxiliary verb রয়েছে, তাদের negative এর ক্ষেত্রে negative 'not' ব্যবহৃত হয়।

  Affirmative: It has been raining since last week.
  Negative: It has not been raining since last week.
  Affirmative: She has been selected for the post.
  Negative: She has not been selected for the post.

- Present simple এবং past simple tense এ যে ক্ষেত্রে sentence-এ কোনো auxiliary থাকে না, সে ক্ষেত্রে ঐ sentence কে negative করতে হলে auxiliary 'do', 'does' বা 'did' ব্যবহৃত হয়। যেমন —
Affirmative: I like to play cricket.
Negative: I do not like to play cricket.
Affirmative: He works hard.
Negative: He does not work hard.
Affirmative: She went to college yesterday.
Negative: She did not go to college yesterday.

লক্ষণ: Present simple tense-এ third person singular subject (এখানে He) এর ক্ষেত্রে negative does not এর পর principal verb-এর মূল ফর্ম বা plain form (এখানে work) ব্যবহৃত হয়েছে এবং Past simple tense-এ negative – did not এর পরোক্ষ principal verb এর মূল ফর্ম বা plain form (এখানে go) ব্যবহার হয়েছে।

Statement and Question
আপনারা এর মধ্যেই জেনেছেন যে, A question asks something. Statement কে affirmative থেকে negative-এ transform করার মতো question বা interrogative-এ transform করাও দেশ সহজ।

এক্ষেত্রে sentence এর auxiliary verb টি (বা একাধিক auxiliary verb থাকলে প্রথম auxiliary verb টি) subject এর পর্বে বসাতে হয় এবং question টি প্রশ্নবোধক চিহ্ন বা question mark (?) দিয়ে শেষ করতে হয়। Present simple বা past simple tense এ auxiliary না থাকলে auxiliary 'do', 'does' বা 'did' ব্যবহার করতে হয় এবং principal verb এর plain form বা মূল ফর্ম ব্যবহার করতে হয়।

নিচের উদাহরণগুলো লক্ষ ক'ব। এখানে affirmative ও negative ক্ষেত্রে উল্লিখিত একই sentence জুড়েকে interrogative বা question-এ transform করা হয়েছে।

Statement: He is talking to the girl.
Question: Is he talking to the girl?
Statement: I've completed the task.
Question: Have I completed the task?
Statement: She was singing a song.
Question: Was she singing a song?
Statement: I shall go to a doctor.
Question: Shall I go to a doctor?
Statement: I like to play cricket.
Question: Do I like to play cricket?
Statement: He works hard.
Question: Does he work hard?
Statement: She went to college yesterday.
Question : Did she go to college yesterday?

**Negative- interrogative**

Negative-interrogative sentence ব্যবহৃত হয়। এই sentence গুলো negative ও question বা interrogative এর সমন্বয় এবং এরা affirmative বা ইতিবাচক emphasis (জোর) প্রকাশ করে।

Isn't he talking to the girl? এই বাক্যটি নিশ্চিতভাবে নির্দেশ করছে যে, He is talking to the girl.

Negative–interrogative sentence-এ third person (he, she, they, it, Rahman etc.) এর ক্ষেত্রে subject এর পর্যন্ত auxiliary ও negative 'not' বসে। আর first person (I, we) ও second person (you) এর ক্ষেত্রে subject এর পর্যন্ত auxiliary এবং subject এর পরে negative 'not' বসে।

Statement : I've completed the task.
Neg-int : Have I not completed the task?

Statement : You shall go to a doctor.
Neg-int : Shall you not go to a doctor?

Statement : He works hard.
Neg-int : Doesn't he work hard?

নিচের sentence গুলো negative, question এবং Negative-interrogative-এ transform করে দেওয়া হয়েছে।

1. Karim is a sincere student.
   Negative : Karim is not a sincere student.
   Question : Is Karim a sincere student?
   Neg-int : Isn't Karim a sincere student?

2. I was playing chess last afternoon.
3. He will go to London next year.
4. Rumana has been ill for three days.
5. Heera is going to join the meeting today.
6. You did the work yesterday.
7. She can play tennis.
8. The patient has been taken to the hospital.
LESSON : 1

1. The authority constructed the building in 1920. (লক্ষ কান্না: বেহেতু passive sentence টিতে object উল্লিখিত নেই, সুতরাং active sentence-এ subject ধারণা করে নেওয়া হয়েছে।)
2. The boy was told by me to do the sum.
3. Let football be played by us.
4. The picture is being looked at by her.
5. The money will be given to you by me.
6. The first prize has been got by Rakib.
7. TV was being watched by her that time.
8. The committee has taken a decision to implement the plan.

LESSON : 2

1. He told his friend that he had been walking in the garden the previous evening.
2. I asked you whether he was going to your house the next day.
3. The teacher told the students not to talk in the class.
4. The disabled man exclaimed with grief to the journalist that he had lost his leg in 1971.
5. Zafar told Noor that he (Zafar) had been reading the book for three days.
6. The scientists said that the earth moves round the sun.
7. The teacher said to the students, "listen to me, please."
8. Tuhin said to me, "I submitted the homework yesterday."
9. He exclaimed with sympathy to me that it was a pity that she was dumb.
10. The passerby politely requested me to show him the way to the post office.

LESSON : 3

2. Negative : I was not playing chess last afternoon.
   Question : Was I playing chess last afternoon?
   Neg-int : Was I not playing chess last afternoon?

3. Negative : He will not go to London next year.
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Question : Will he go to London next year?
Neg-int : Won't he go to London next year?

4. Negative : Rumana has not been ill for three days.
Question : Has Rumana been ill for three days?
Neg-int : Has not Rumana been ill for three days?

5. Negative : Heera is not going to join the meeting today.
Question : Is Heera going to join the meeting today?
Neg-int : Isn't Heera going to join the meeting today?

6. Negative : You did not do the work yesterday.
Question : Did you do the work yesterday?
Neg-int : Did you not do the work yesterday?

7. Negative : She cannot play tennis?
Question : Can she play tennis?
Neg-int : Can't she play tennis?

8. Negative : The patient has not been taken to the hospital.
Question : Has the patient been taken to the hospital?
Neg-int : Hasn't the patient been taken to the hospital?