

Business English Communication
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Lecture – 14
Grammar (Prepositions, Reported Speech, Active Voice and Passive Voice)

Welcome back friends, so we continue with grammar and we are going to do prepositions, reported speech, active voice and passive voice; as you know what are prepositions? Prepositions are those words that connect phrases and clauses reported speech as you know direct and indirect speech you must have all done at high school, we have active and passive voice which is extremely important to understand especially in business communication and also in technical communication.

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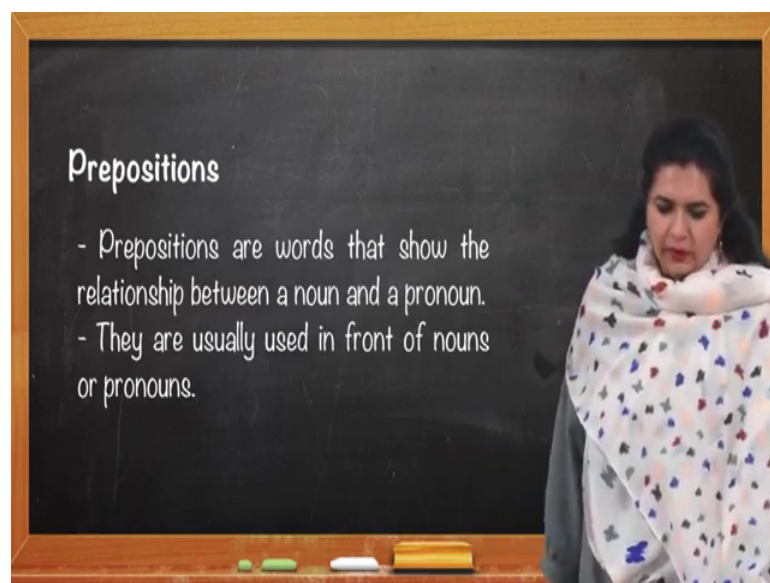
So, objectives of this lesson would be today to have an overview of how prepositions function, what is reported speech and how to write reported speech, how to communicate and express reported speech and where to use active voice and passive voice, so voice is important.

If I say I wrote the book and the book was written by me; obviously, the second sentence looks a little ridiculous to say because, the book was written by me is very formal and unnecessarily formal rather in day to day communication; the I wrote the book that

sounds much more natural. So, passive voice is used in more formal communication definitely not when we talk especially to our friends and in business situation.

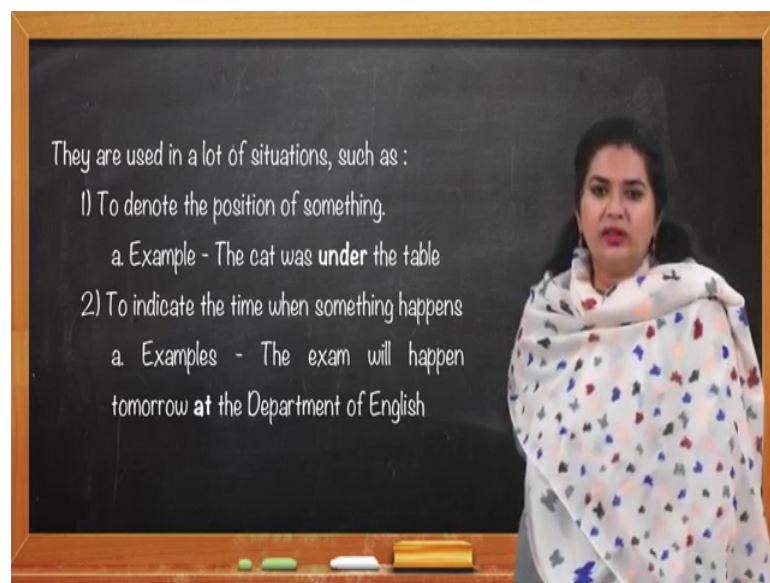
So, it is better to use a active voice, passive voice is usually written when we write business reports or technical reports. So, that is the place to use passive voice, excessive use of active passive voice in written communication is absurd and we do not encourage passive voice to be used in everyday and particularly verbal communication in overall situations.

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Prepositions are words that show that relationship between a noun and a pronoun or sometimes connecting clauses and phrases also, they are usually used in front of the noun of nouns or pronouns; the book is on the table. So, the table is a noun and on is a preposition; the book was written by me, me is a pronoun by is a preposition the board is behind me, me is a pronoun and behind is a preposition.

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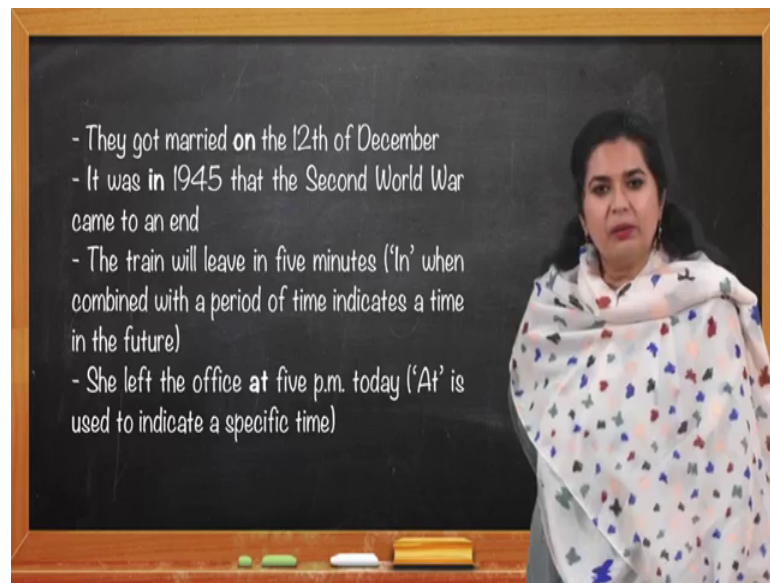
Prepositions are used in situations to denote the position of something, the cat was under the table it is a very common example, the board or the television is attached to the wall that is another example, to indicate the time when something happens the exam will happen tomorrow at the department. So, at is the preposition here.

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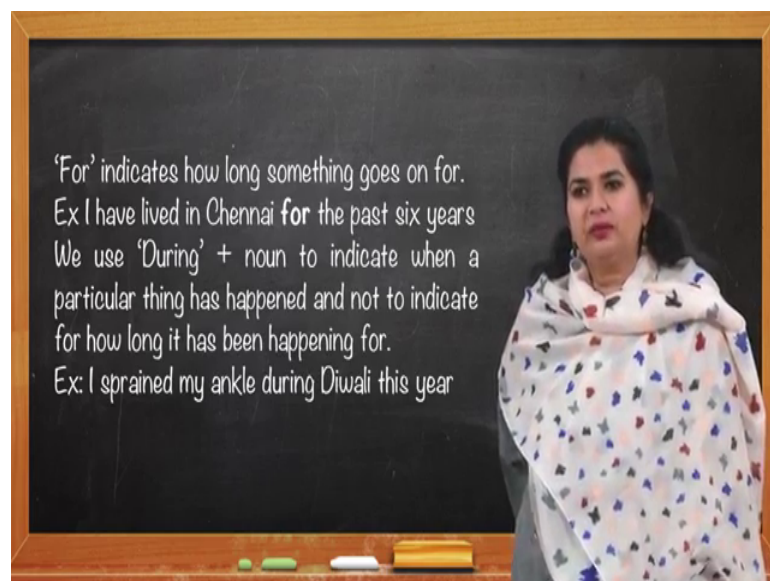
Remember at on in are prepositions used to indicate time, I will be there within in a minute, so time in is a preposition look at some more examples.

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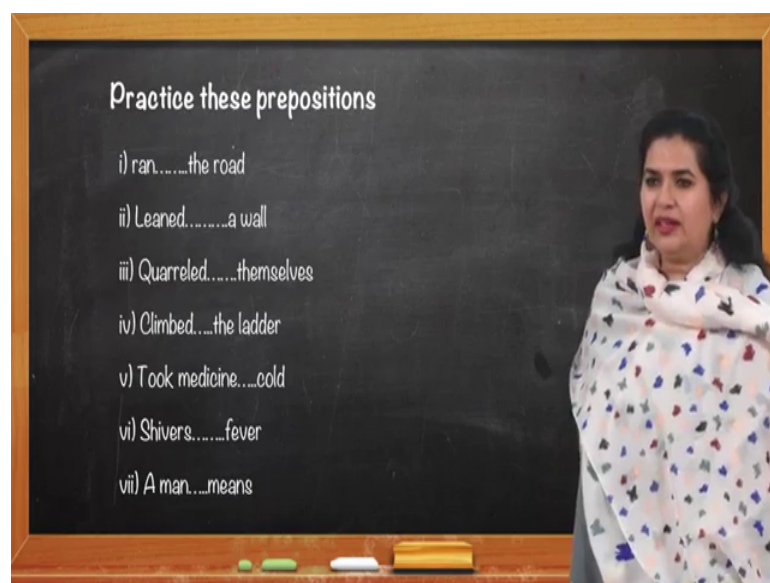
Here they got married on the twelfth of December it was in 1945 that the second world war came to an end, the train will leave in 5 minutes remember when in is combined with the period of time it indicates the time in the future and she left the office at 5 p m. So, at is used to indicate a specific time, she left almost an hour ago. So, almost is again your preposition it was in 1945 that the Second World War came to an end. So, in again look at the positioning of the preposition in here, it is a very specific time that you are using. So, you are not going to say at 1945 it is in when it is years you have to say in.

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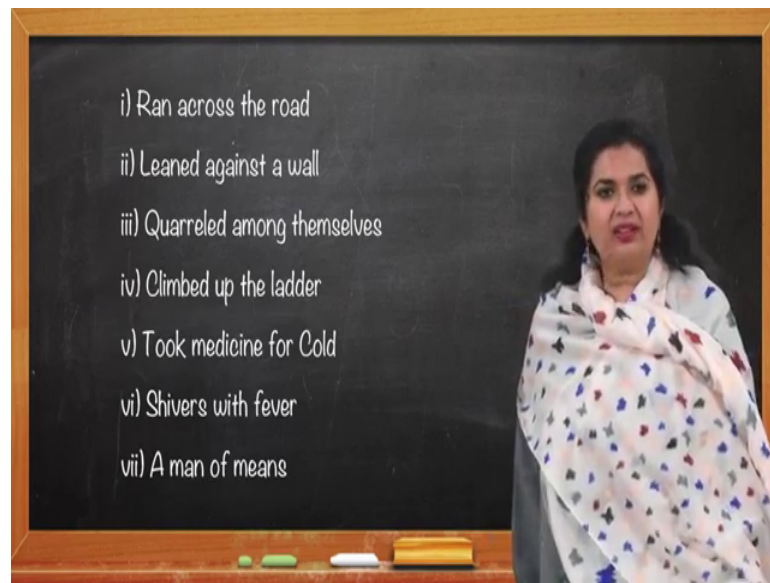
Another important preposition is for indicates how long something goes on for, I have lived in Chennai for the past 16 year or sixteen years and we use during along with noun to indicate when a particular thing has happened and not to indicate for how long it has been happening, I sprained my ankle during diwali holidays this year. So, I heard I saw the movie star during the match. So, during plus noun indicates when a particular thing had happened, we do not say it has happening for a long time; I mean we do not use during to denote a period or a the stretch of time just to indicate when a particular thing happened.

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Here is an exercise for you sort of warm up practice these prepositions ran dash the road how do we use would we say ran in the road ran on the road, so ran behind the road. So, please look at it and try to insert prepositions try to recall your prepositions, what are prepositions what would go here? leaned dash a wall lean on a wall at a wall in a wall against the wall behind the wall quarrelled themselves, quarrelled between themselves among themselves on themselves by themselves which should it be; climb the ladder climb up or by or at the ladder took medicine dash cold she was dash fever a man dash means; this is a sort of an idiom a man dash means it is a man by means among means between means of means for means what should it be?

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And here are your answers I ran across the road generally you learn from here to there. So, you know you ran across the road I ran on the road should also be not so unacceptable. So, we can accept that leaned against the wall, this is the way I saw him leaning against the wall I put the ladder against the wall.

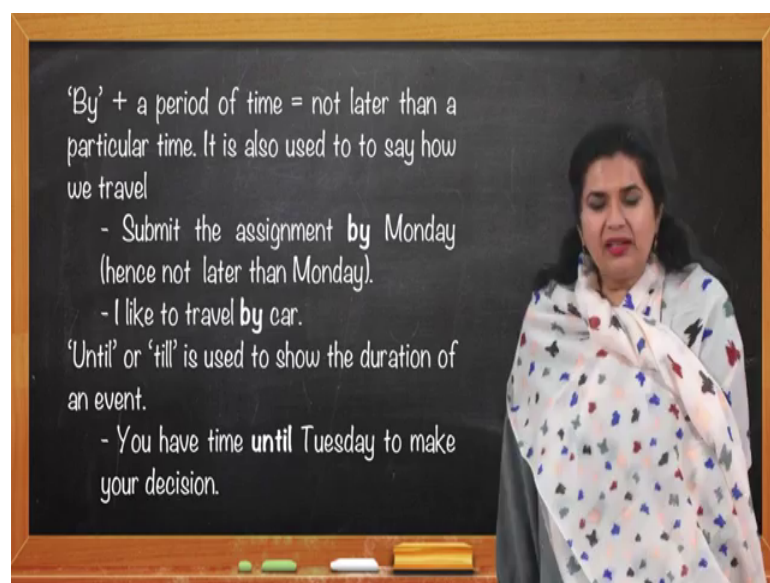
So, against the wall is the most accurate way to use here, quarrel among themselves between is for to, when p more than 2 people at the thing is between the situation is between more than 2 then it becomes among themselves; climbed up the ladder you climb up the ladder of success that is again an idiomatic use of the phrase took medicine for cold not on cold or not by cold, but for cold for fever for headache shivers with fever, when you are shivering you when you have fever you often shiver. So, shivering with fever a man of means; that means, a man who has a certain degree of position in society; you can also say a woman of means.

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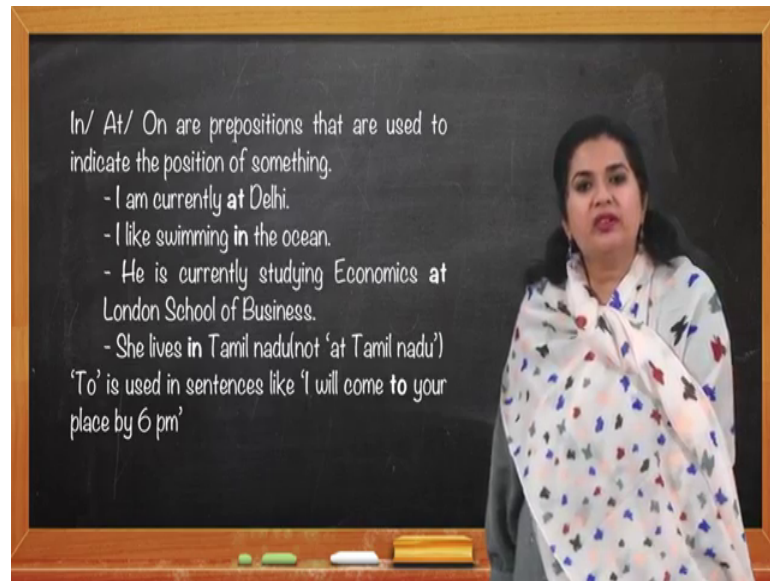
Now, let us look at this line and I want you to read and practice and look at the highlighted prepositions, look at the way the prepositions are used in a passage; when you think of the great gilded age of business big name industrialists like Carnegie and Rockefeller probably come to mind indeed these entrepreneurs became business magnets for ever changing entire industries, for better or for worse this again an idiom; while building their individual empires, while the century ended with the beginning of national antitrust regulation the entrepreneurs behind the mega companies laid groundwork for business owners to come. So, look at the various ways in which prepositions has have been placed here, this is the source given here this is just for you to read and practice.

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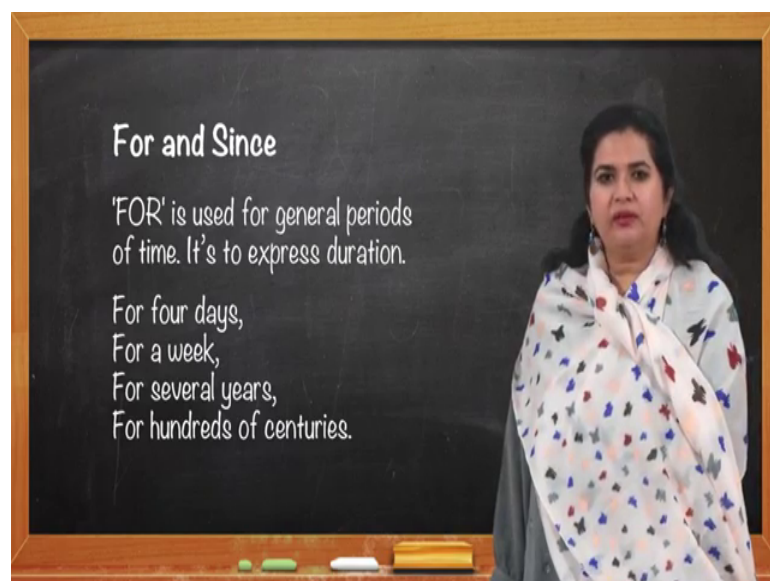
Now, understand that the use of the preposition by plus a period of time not later than a particular time, it is also used to say how we travel submit the assignment by Monday, hence not later than Monday; I like to travel by car by the underground by ship by boat. So, not in car a by car by the metro, so the it also by is used to indicate how we travel and also to indicate a period of time until or till is used to show the duration of an event, you have to wait you have time until Tuesday to make your decision, you have time till Tuesday to make your decision until and unless you come the party would not happen, you cannot stay here till you come party cant until you come party cannot happen. So, there are subtle differences for more on these you can look up the oxford English dictionary or Cambridge English advance learn dictionary net will also give you more examples.

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The use of prepositions in at on that is used to indicate the position of something. So, I am currently at Delhi, exam will happen at the department of mechanical engineering or at the department of management studies, I like swimming in the ocean you do not say by the ocean inside the ocean in the ocean; he is currently studying economics at London school of business, she lives in Tamilnadu not at tamilnadu and also remember to is an used in sentences like I will come to your place by 6 pm for and since.

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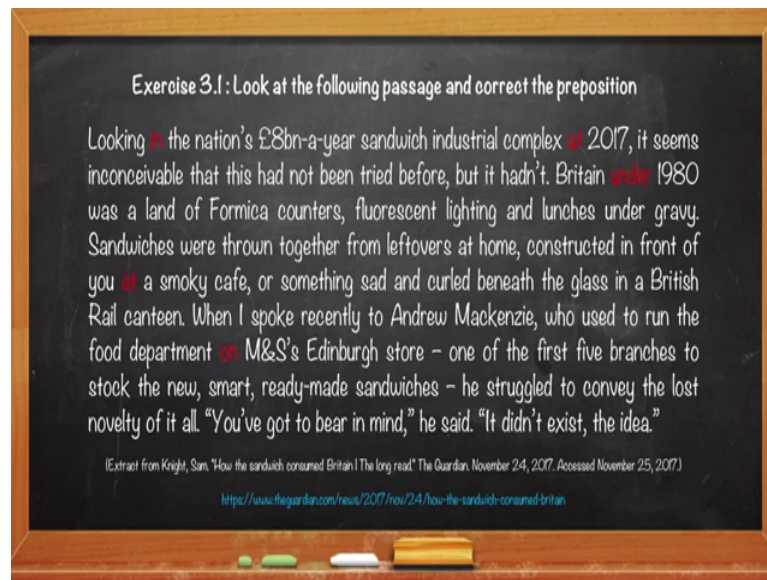
Quite often confused for is used for general periods of time, it is used to express duration for 4 days I have been having fever for 4 days, for a week it has been raining for a week for several years the brothers did not speak to each other for several years, for hundreds of centuries for hundreds of centuries these trees have been here.

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This tree have been around and since is used for a starting point as specific time. So, since Monday so you cannot say for I have been ill for a week, since last Monday, this has been going on since 1999 but you can say for the last 15 years or 18 years; since the last war since the day you joined. So, starting point we do not say for the day you joined.

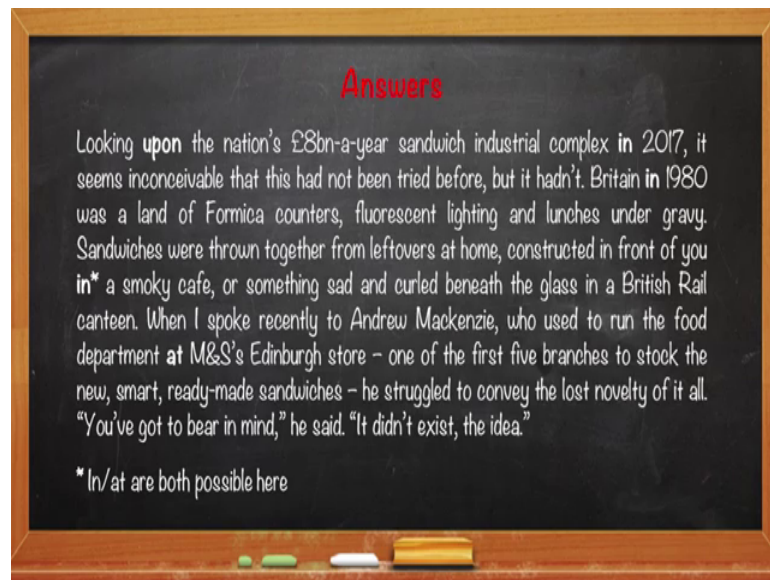
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Now, look at the following passage and correct the prepositions. Looking in the nation's 8 billion pound a year sandwich industrial complex at 2017, it seems inconceivable that this had not been tried before, but it had not. Britain under 1980 was a land of Formica counters fluorescent lighting and lunches under gravy; sandwiches were thrown together from leftovers at home, constructed in front of you at a smoky cafe or something sad and curled beneath the glass in a British rail canteen.

When I spoke recently to Andrew Mackenzie, who used to run the food department on a M&S Edinburgh store that is marks mark and Spencer's Edinburgh's store; 1 of the first 5 branches to stock the new smart readymade sandwiches, he struggled to convey the lost novelty of it all. You have got to my bear in mind he said it did not exist the idea, so look at the way prepositions are used here and whether they are and you have to make corrections wherever necessary.

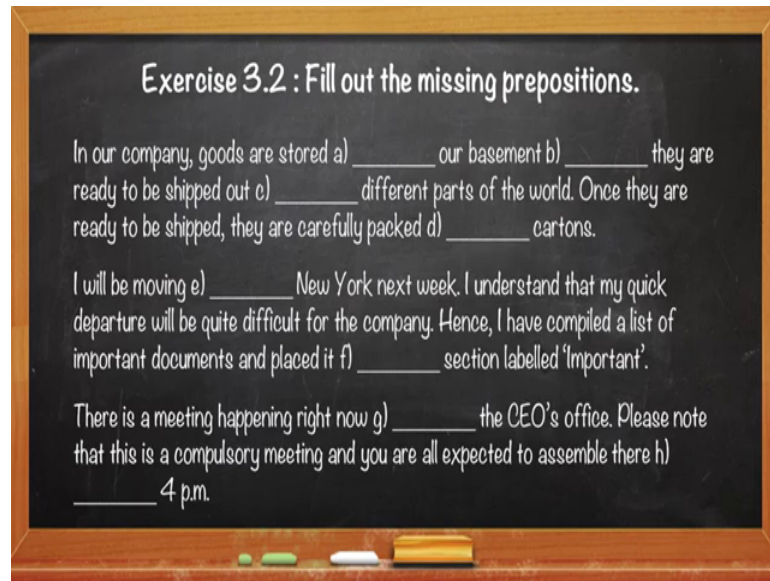
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Here is the answer looking upon the nations not in 8 billion etc; sandwich industrial complex in 2017 it is seems inconceivable that this had not been tried before, but it had not.

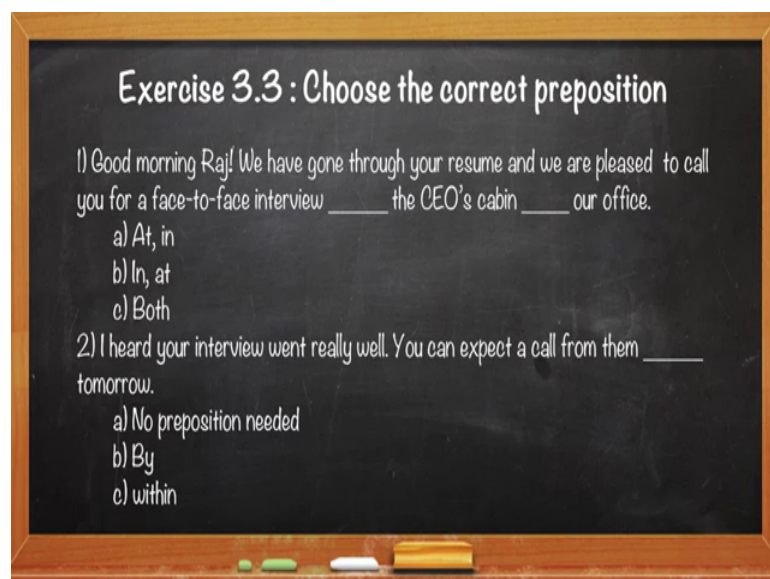
Britain in 1980 was a land of Formica counters fluorescent lighting and lunches under gravy, sandwiches were thrown together from leftovers at home; constructed in front of you in a smoky cafe or something sad and curled beneath the glass in a British rail canteen. When I spoke recently to Andrew Mackenzie who used to run the food department at an m and s s Edinburg store; 1 of the first 5 branches to stock the new smart readymade sandwiches he struggled to convey the lost novelty of it, all you have got to bear it in bear in mind he said, it did not exist the idea now second exercise next exercise.

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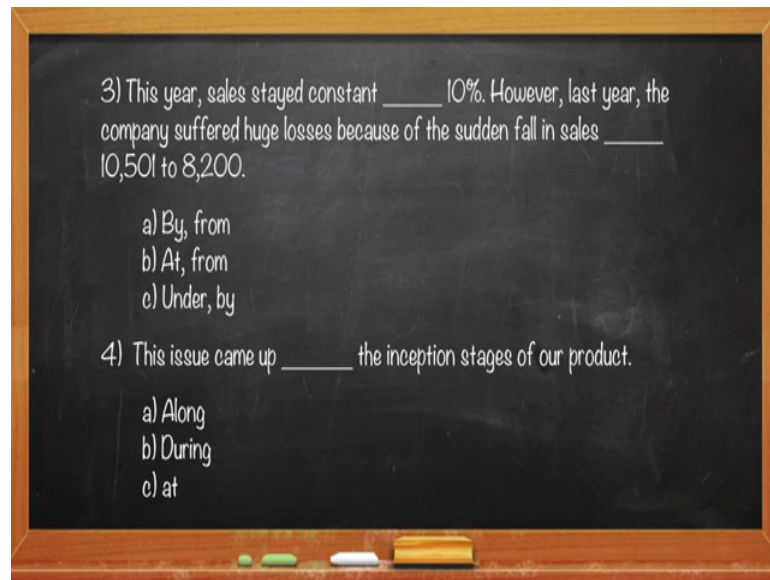
Fill out the missing prepositions please look at it, in our company goods are stored dash our basement, they are ready to be shipped out dash different parts of the world once they are ready to be shipped, they are carefully packed dash cartons. I will be moving dash new York next week I understand that my quick departure will be quite difficult for the company; hence I have compiled a list of important documents and place dash placed it dash section labelled important. There is a meeting happening right now dash the CEOs office please note that this is a compulsory meeting and you are all expected to assemble there dash 4 p m; fill in the missing prepositions next exercise.

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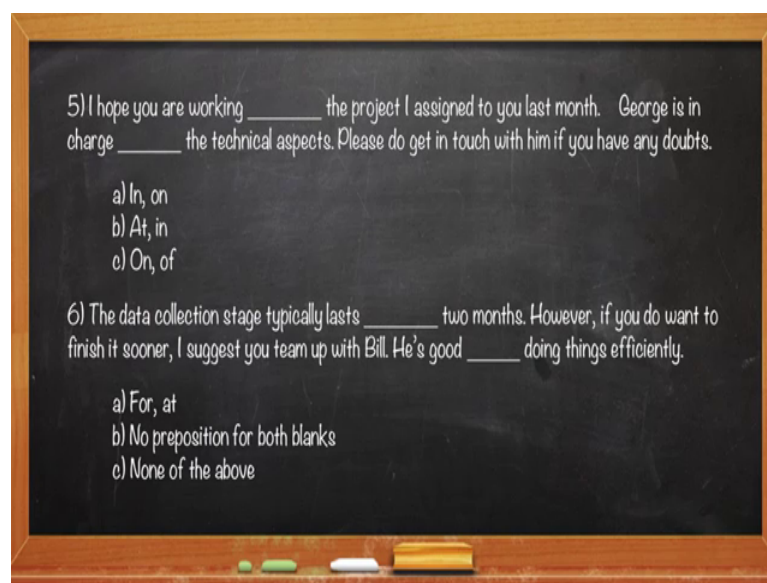
Choose the right or correct preposition here we have gone through your resume and we are pleased to call you for a face to face interview dash, the CEOs cabin dash our office. So, look at the set of prepositions at in at both next one I heard your interview went really well you can expect a call from them dash tomorrow.

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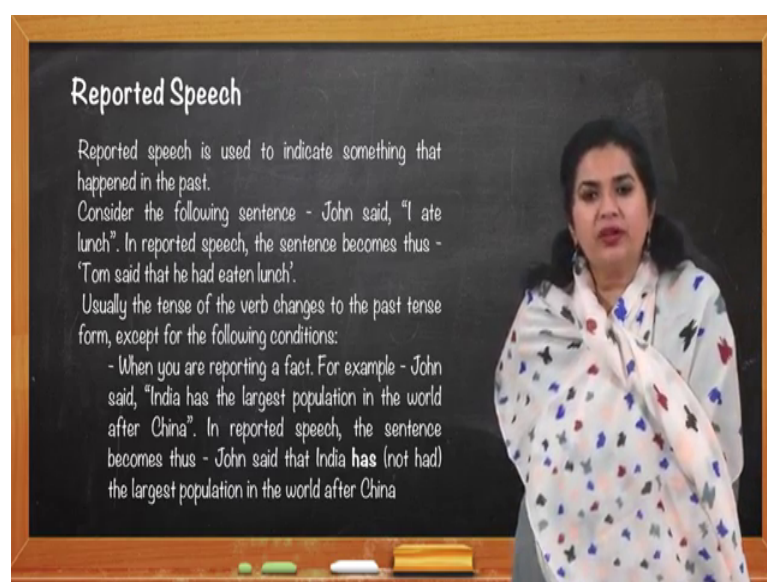
So, a no preposition need next by and within next one this year sales stayed constant dash ten percent; however, last year the company suffered huge losses because of the sudden fall in sales 10501 to 8200. So, by from at from under by this issue came up dash the inception stages of a product along the inception during the inception at the inception stages number 5.

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I hope you are working dash the project I assigned you last month, George is in charge dash the technical aspects please do get in touch with him if you have any doubts. So, in on at in on of next one sixth sentence the data collection stage typically lasts dash 2 months; however, if you do want to finish it sooner I suggest you team will up with bill he is good dash doing things efficiently so for at no prepositions and none of the above.

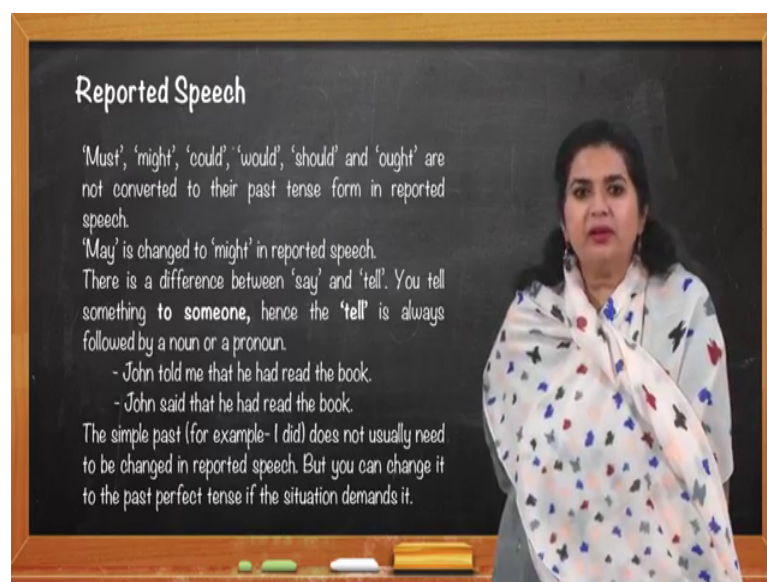
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Before we discuss the answers let me also introduce you quickly to what is reported speech as discussed earlier reported speech is used to indicate something that happened in the past.

So, let us look at the sentences here and look at the slide john said I ate lunch and john said that he ate lunch in reported speech the sentence becomes thus tom said that he had or john said that he had eaten lunch. So, he pronounce he from I first person it becomes the third person he, usually the tense of the verb changes to the past tense form except for the I mean if you look at the condition when you are reporting a fact, john said India has the largest population in the world after china john said that India has the largest population in the world after china; this is an accepted truth.

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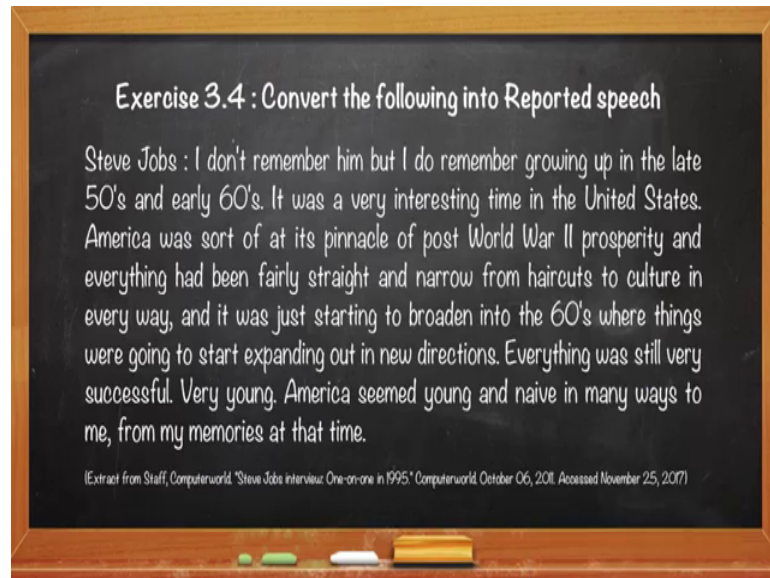


Also remember that in reported speech modal words like verbs like must might could would should and ought are not converted to the past tense in reported speech, may is changed to might in reported speech and there is a difference between say and tell you tell something has the tell is always followed by a noun or a pronoun.

So, john told me that he had read the book john said that he had read the book remember these very simple rules and the simple past see these things are important, he told me he said to me he said me these are the mistakes that people often make he said me we do not know he told me to do something; my father told me to study hard or to work hard, my father said me to study hard or work hard is inaccurate remember the simple past for

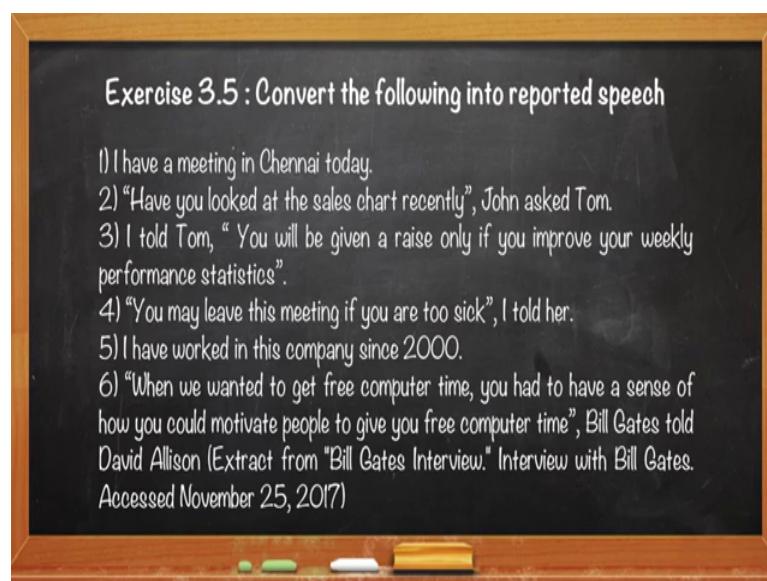
example, I did does not usually need to be change in reported speech, but you can change it to the past perfect tense if the situation demands it that is I had done.

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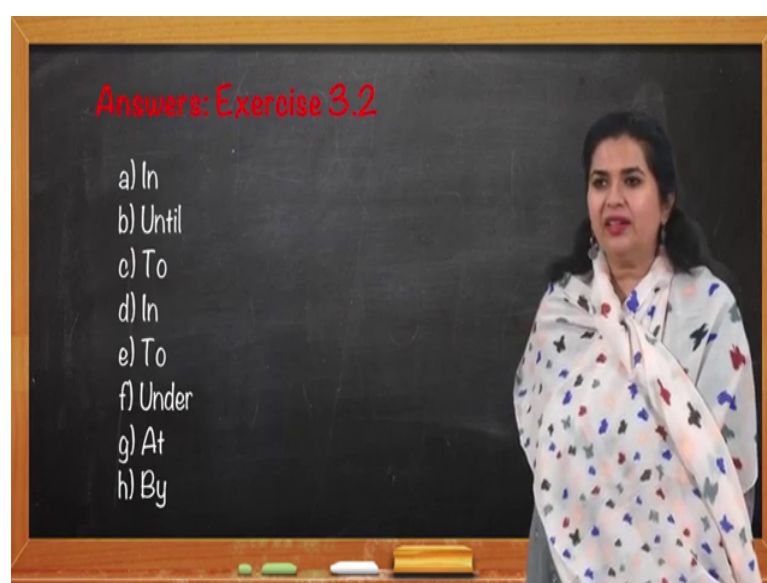
And now here is 1 exercise for you to convert the following into reported speech, Steve jobs I do not remember him, but I do remember growing up in the late 50 and early sixties it was a very interesting time in the united states America was sort of at it is pinnacle of post second world war prosperity and everything had been fairly straight and narrow from haircut to culture in every way and it was just starting to broaden into the 60, where things were going to start expanding out in new directions everything was still very successful very young America seemed young and naive in many ways to me from my memories at that time. Here is a excerpt from his interview and there more exercises.

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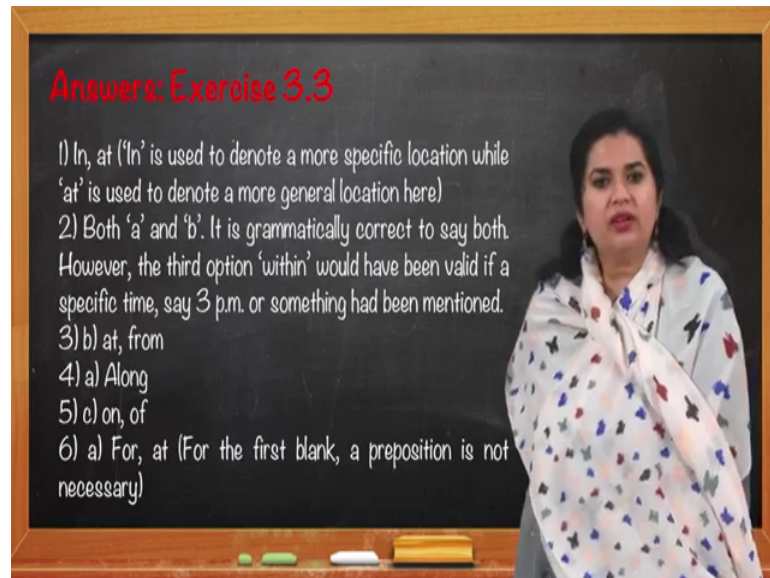
For you convert the following into reported speech; I have a meeting in Chennai today, have you looked at the sales that at the sales chart recently john asked tom, I told tom you will be given i. So, it is remember I said tom no I told tom you will be given a raise only if you improve your weekly performance statistics, you may leave this meeting if you are too sick I told her; next sentence I have worked in the company since 2000 and number 6 when we wanted to get free computer time you had to have a sense of how you could motivate people to give you free computer time, Bill gates told David Allison and this is the source here.

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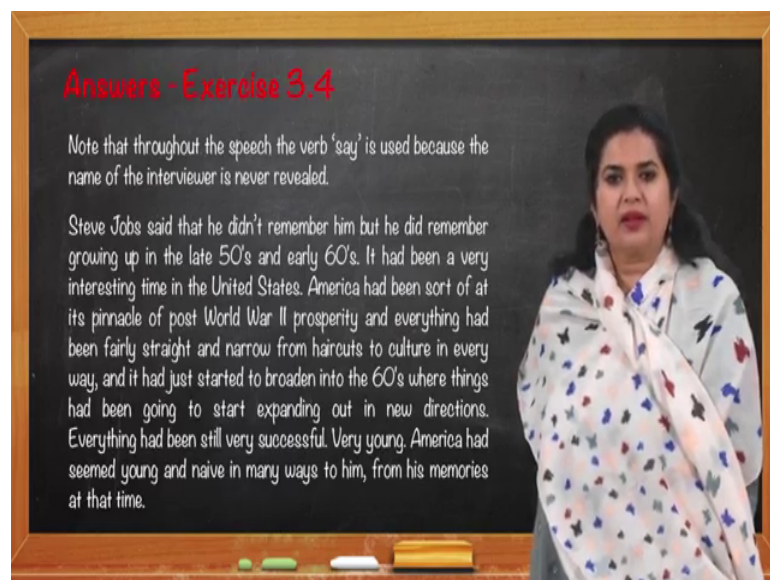
Now, answers here for the preposition exercises, please look at it a In b Until c To d In e To f Under g At h By and next exercise.

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3.3 in and at number 2 both a and b explanation is given to you please go through it, number 3 b at and from number 4 is a along number 5 c on and of 6 is a for and at.

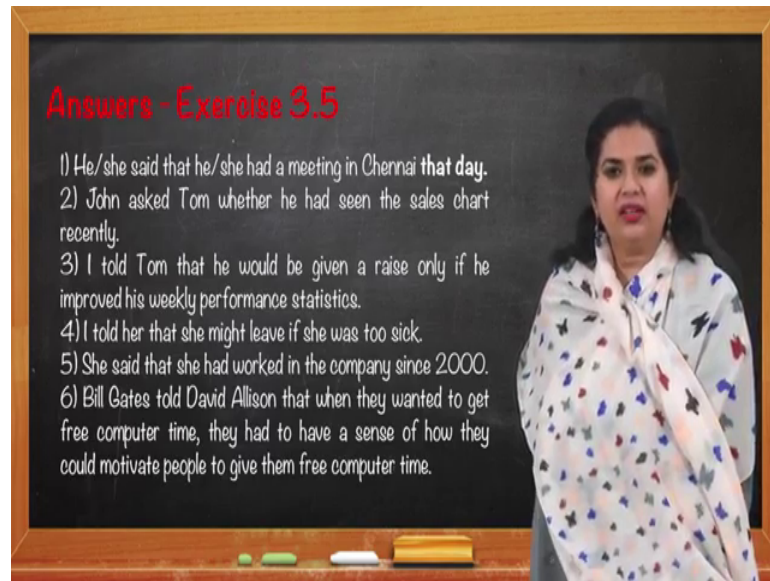
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And number exercise 3.4 Steve jobs said that he did not remember him, but he did remember growing up in the late 50 and early 60, it had been a very interesting time in the united states America had had been sort of it is at pinnacle of post second world war

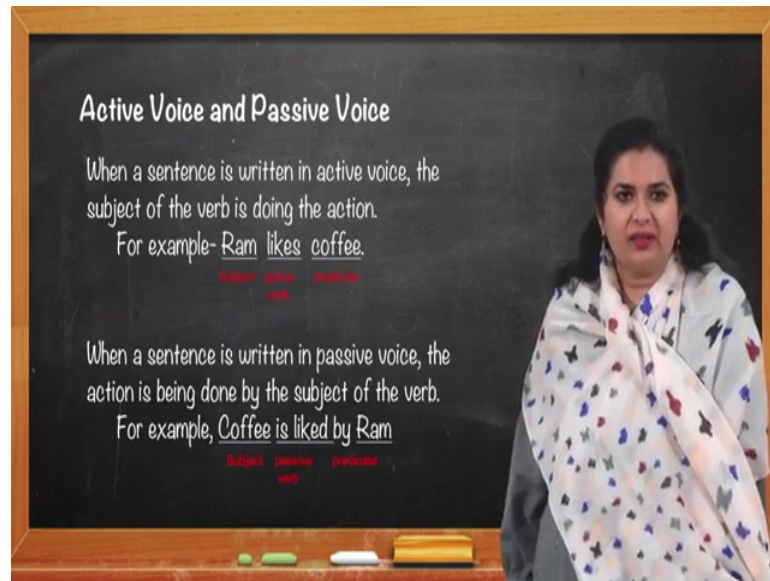
prosperity and everything had been fairly straight and narrow from hair cuts to culture in every way and it had just started to broaden into the 60, where things had been going to start expanding out in new directions everything had been still very successful, very young America had seemed young and naive in many ways to him from his memories and at that time. So, this is all indirect speech and look at the next exercise.

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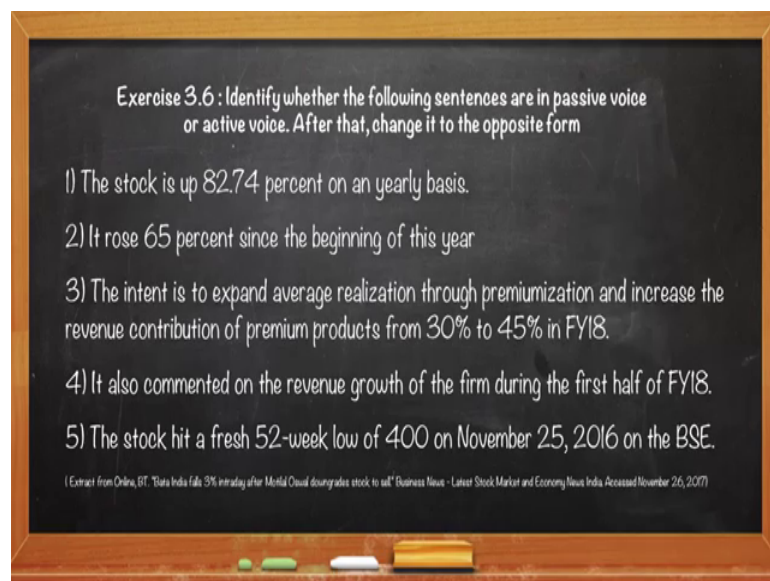
He said that he or she had been she had a meeting in Chennai that day, so not this day or today but that day, john asked tom whether he had seen the sales chart recently. So, asked have you seen. So, it becomes asked I told to tom that he would be given a raise only if he improved his weekly performance statistics; number 4, I told her that she might leave if she was to sick, number 5 she said that she had worked in the company since 2000, number 6 bill gates told David Allison that when they wanted to get free computer time, they had to have a sense of how they could motivate people to give the computer time.

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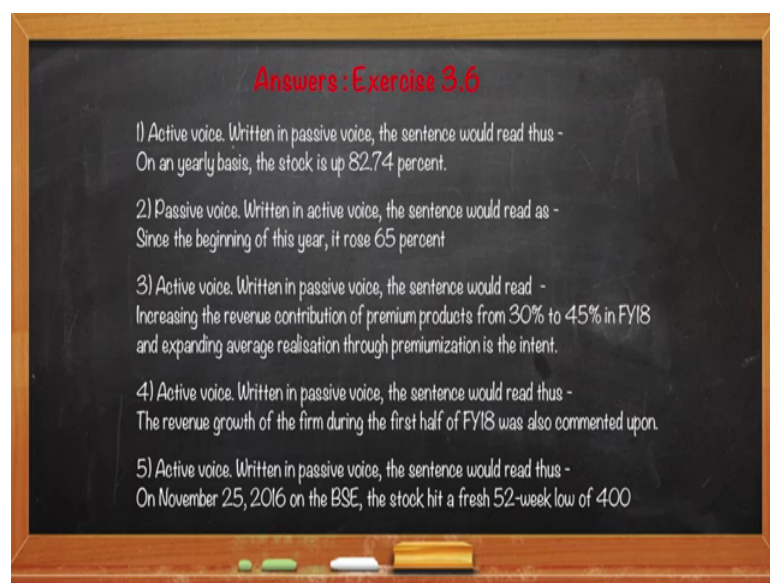
Moving on to the next topic of the day active voice and passive voice; now when a sentence is written in active voice the subject of the verb is doing the action ram likes coffee, ram is the subject coffee is the predicate likes is the active verb coffee is liked by ram; just imagine how strange that sounds tea is liked by me, it is not a very well put sentence or well constructed sentence remember when a sentence is written in passive voice the action is being done by the subject or so if you say coffee is liked by ram coffee becomes the subject, but the sentence is very unnatural.

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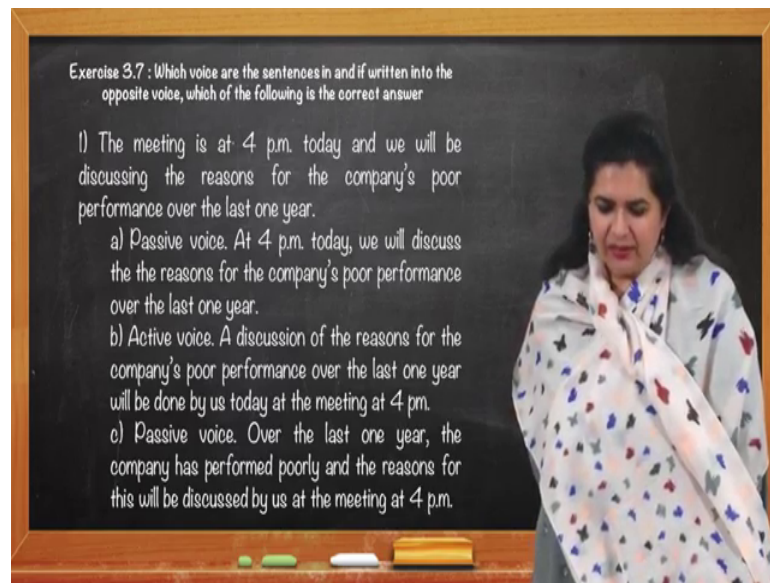
Now, here is 1 exercise for you identify whether the following sentences are a passive or active voice and you change active into passive and vice versa; now first 1 the stock is up 82.74 percent on an yearly basis; second it rose 65 percent since the beginning of this year; 3 the intent is to expand average realization through premiumization and increase the revenue contribution of premium products from 30 to 45 percent in a financial year 18. 4 It also commented on the revenue growth of the firm during the first half of the financial year 18, the stock hit a fresh 52 week low of 400 on November 25, 2016 on the BSE. So, here is your source also. So, let here are the answers.

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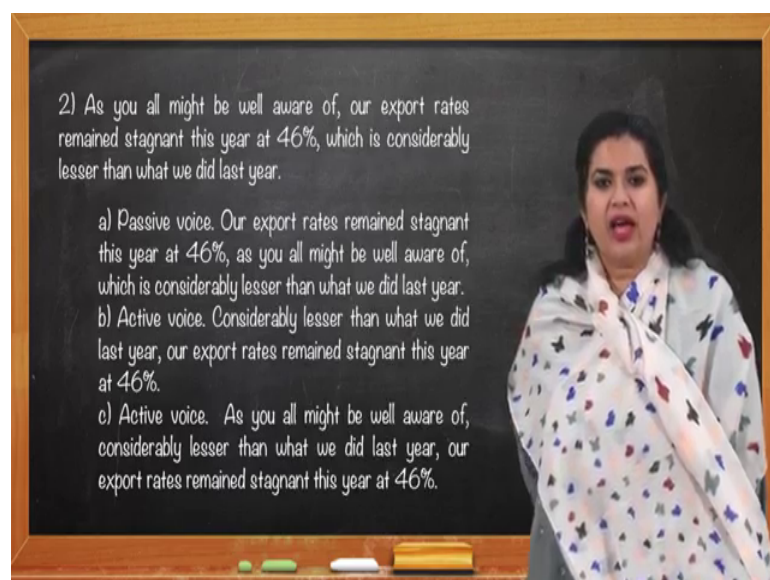
The sentence is in active voice and written in the opposite that is passive voice it would read as on an yearly basis the stock is up by 82.7 percent, second is in passive sentence in active voice it is since the beginning of this year it rose 65 percent, number 3 active voice and if is converted in passive it will read as increasing the revenue contribution of premium products etcetera; financial year 2018 and expanding average realization through premiumization of is the intent, number 4 is active and in passive it would be the revenue growth of the firm during the first year first half of this 2018 was also commented upon commented upon is dead giveaway that is a passive sentence and number 5 this is active voice it is written in passive when we convert it into passive it will become on November 2016 on the b s e the stock hit a fresh 52 week low of 400.

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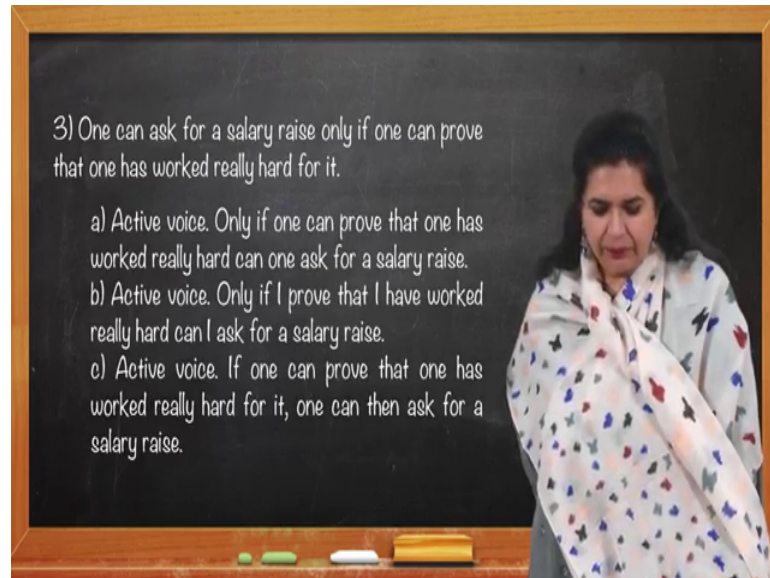
Now, look at this exercise and the question is which voice are the sentences in and if written into the opposite voice which of the following is the correct answer. So, the meeting is at 4 p m today and we will be discussing the reasons for the companies poor performance over the last 1 year please look at the responses choices, is it an active or is a passive.

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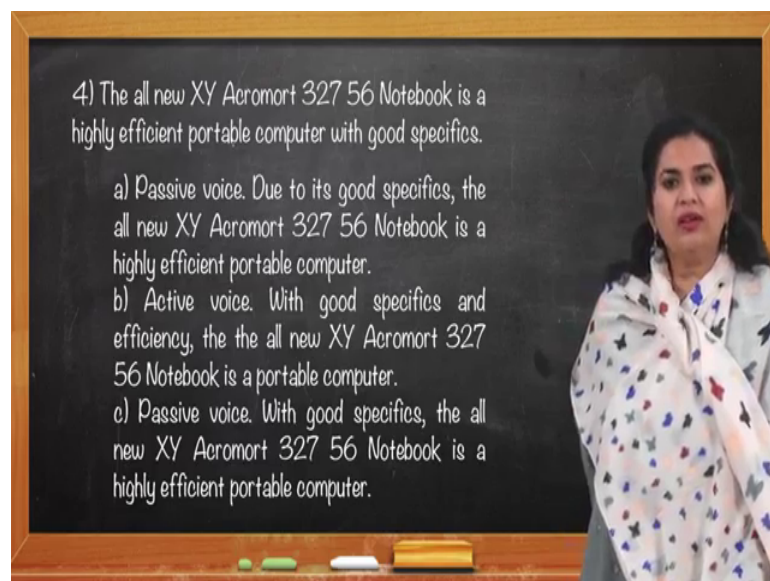
Next as you all might be well aware of our export rates remain stagnant this year at 46 percent which is considerably lesser than what we did last year. So, is it passive active or active?

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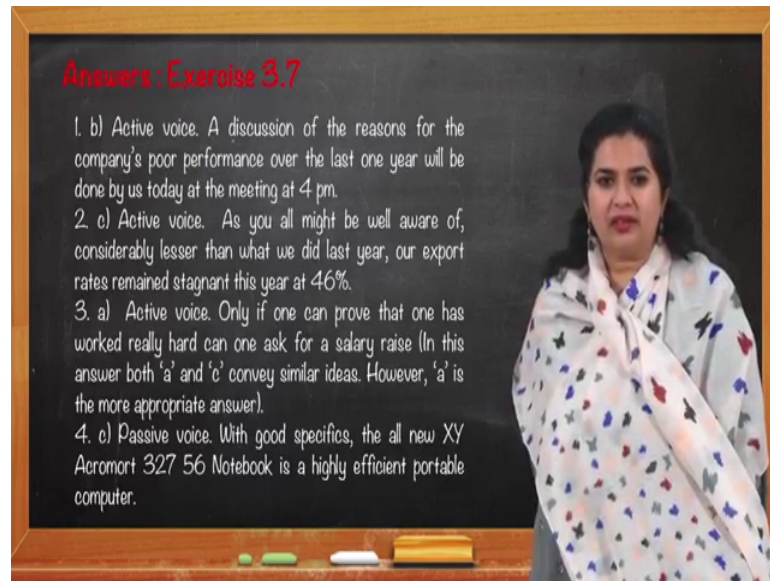
Number 3, one can ask for a salary raise only if one can prove that one has worked really hard.

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Number 4 the all new x y acromort 327 56 notebook is the highly efficient portable computer with good specifics and here are your answers.

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First is b active voice second is c this is active voice number 3 is a active voice number 4 is c passive voice, the with good specifics the all new x y acromort 32656 notebook is a highly efficient portable computer that is your active so.

Thank you very much and we will soon meet for our next topic.