

Honing the Writing Skills

Sentence 1:

Subject:

E-Payment

Object:

-

Verb:

Be - form

Tense:

General, truth – Simple Present

Voice:

Active

Answer: E-Payment is one of the best options.

Sentence 2:

a. Subject:

We

Object:

everyone's suggestions

Verb:

welcome

Tense:

General – Simple Present

Voice:

Active

Answer: We welcome everyone's suggestions

Sentence 2:

b. Subject:

Everyone's suggestions

Object:

-

Verb:

welcome

Tense:

General – Simple Present

Voice:

Passive (be form + V3)

Answer: Everyone's suggestions are welcomed.

Sentence 3:

a. Subject:

You

Object:

-

Verb:

take

Tense:

Simple Future

Voice:

Active

Answer: How many days will you take to complete this work?

Write the same question with ...

How much ...

Sentence 3:

b. Subject:

You

Object:

-

Verb:

take

Tense:

Simple Future

Voice:

Active

Answer: May / Can I know how many days you will take to complete this work?

Sentence 3:

c. Subject:

You

Object:

us

Verb:

inform

Tense:

Simple Future

Voice:

Active

Answer: Please inform us how many days you will take to complete this work.

Sentence 4:

a. Subject:

Two days time

Object:

-

Verb:

take

Tense:

Simple Past

Voice:

Passive (be form + V3)

Answer: Two days time was taken / has been taken to announce the final list.

Sentence 4:

b. Subject:

Two days time

Object:

-

Verb:

take

Tense:

Simple Future

Voice:

Passive (be form + V3)

Answer: Two days time will be taken to announce the final list.

Sentence 5:

a. Subject:

Manager

Object:

me

Verb:

ask

Tense:

Simple Past

Voice:

Active

Answer: The Manager asked me when I would join.

Sentence 5:

b. Subject:

Manager

Object:

me

Verb:

ask

Tense:

Simple Past

Voice:

Active

Answer: The Manager asked me, “ When will you join?”.

Sentence 6:

a. Subject:

it

Object:

-

Verb:

decide

Tense:

Simple Past

Voice:

Passive

Answer: In view of the limited availability of resources, it was decided / has been decided to spend the funds carefully.

Can you start the sentence with 'because'.

Sentence 6:

b. Subject:

it

Object:

-

Verb:

decide

Tense:

Simple Past

Voice:

Passive

Answer: Though there is limited availability of resources, it was decided / has been decided to spend the funds carefully.

Can you try with 'In spite of / but'.

Sentence 7:

Subject:

Financial estimation

Object:

-

Verb:

do

Tense:

Simple Past

Voice:

Passive

Answer: Financial estimation was done /has been done to build a hostel with the capacity of 100 girls.

Sentence 8:

Subject:

We

Object:

-

Verb:

have

Tense:

General - Simple Present

Voice:

Active

Answer: We have neither work, nor leisure.

Sentence 9:

Subject:

I

Object:

-

Verb:

like, have, get up

Tense:

General - Simple Present

Voice:

Active

Answer: I like to sleep, but I get up early if I have any work.

Sentence 10:

Subject:

I

Object:

-

Verb:

go, rain

Tense:

General - Simple Present

Voice:

Active

Answer: Usually I walk everyday when the Sun rises, but it is raining today.

Sentence 11:

Subject:

AP State Govt.

Object:

-

Verb:

inform

Tense:

Simple Past

Voice:

Passive

Answer: The AP State Govt. informed all the managements of B. Ed. Colleges who are not listed in the counselling can also conduct the spot admissions.

Sentence 12:

It was decided to celebrate 'Swachhata Diwas' on the first working day of every week. Accordingly, all schools must implement swachhata related activities.

•Some of the activities are:

- to check the availability of safe drinking water to all children
- to ensure the surroundings where the drinking water is kept is clean
- to check the provision of soap for safe hand wash