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Unit I

LIFE SKILLS

Introduction

In this unit we will read a passage about 'Life Skills', discuss what life skills incorporate and the importance of learning, understanding the concept, engage in activities that help you develop your speaking, reading and writing abilities, will consolidate the note-making, 'Active' and 'Passive' voices and applying them in oral and written reports.

Objectives

Students are expected to:

- ✓ identify different components of 'life skills' and actively apply them in life;
- ✓ become successful in living a community successfully and endeavor to execute skills to solve problems that may occur in their community;
- ✓ develop their speaking, listening, reading and writing abilities in different areas.
- ✓ Understand the concept of 'voices' and
- ✓ apply them in academic writing to enhance their writing and reporting quality.

THE CONCEPT OF LIFE SKILLS

Definition of LS

- ✸ Elias (1990) it is the ability to to carry out effective interpersonal relationships and to make choices and resolve conflict without resorting to actions that will harm oneself or others.
- ✸ WHO (1994) life skills as skills that enable individuals to deal effectively with the demands and challenges of everyday life.
- ✸ This generic type of skills includes decision-making, problem-solving, self-awareness and communication skills.
- ✸ TACADE (1990) as personal and social skills required by young people to function confidently and competently with themselves, with other people and with the wider community.
- ✸ Peck and Hong it is a skill which enable people to care for themselves in a supportive environment, and are concerned with independence in selfcare, understanding the environment and living with others.
  - ✓ Skills also enable people to make decisions concerning life situations.

They see it in three ways these are

1) personal skills, which refer to those skills that are necessary to establish and maintain a network of appropriate and meaningful relationships, interests and support systems, developing friendships, leisure interests, environmental and road safety, communication, social life, sexual relationships and marriage and it also have a great importance for especially young people to fully understand the influence of peer pressure.
2) home management skills, which include theoretical and technical knowledge necessary to live safely, comfortable and healthy. Skills such as budgeting, nutrition and hygiene may serve as examples.

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3) self-reliance skills include those skills, which are necessary for the individual to be able to organize his/ her own life and to maintain and utilize the resources, they need.

- Brack & Hill (2000) life skills field suggests that there is a core set of skills that are at the heart to skills-based initiatives for the promotion of the health and well-being of children and adolescents.
-

- It is the skills used to deal with specific risk situations, such as saying "no" in the face of peer pressure and it involves personally responsible choices.
  - it includes to
    a) livelihood skills, such as how to set up a business
    b) practical self-care skills such as how to plan and prepare healthy meals or how to brush one's teeth, etc.;

purpose of LIFE SKILLS

- ✓ enable people to maximize their own choices,
- ✓ to enhance their personal well-being and to improve their quality of life.
- ✓ it contributes to peoples' perceptions of self-efficacy, self-confidence and self-esteem
- ✓ play an important role in the promotion of individuals' mental well-being in turn it
- ✓ motivation to look after themselves and others
- ✓ to prevent mental disorders, and the prevention of health behavior problems.
- ✓ its open doors and enable people to help themselves (Potgieter, 2004).
- ✓ It enables individuals to deal effectively with the demands and challenges of everyday life" (WHO, 1997)
- ✓

- When people are being personally responsible, they are in the process of making choices that maximize their happiness and fulfillment.
- Personal responsibility is a positive concept wherein people are responsible for their well-being and for making their own choices within the givens of their existence.
- Life skills therefore, are the component skills through which people assume – rather than avoid – personal responsibility for their lives.
- These skills enable people to make positive contribution which can lead to improvement of their lives.

Activity

Much the following word with their meaning

| | |
|---|---|
| 1. well-being | A) to follow |
| 2. self-awareness | B) blood relationship |
| 3. peer pressure | C) core, main, central |
| 4. self-efficacy | D) too many |
| 5. self-esteem | E) self-esteem, confidence in one's own work or abilities |
| 6. framed | F) formed, seen, considered |
| 7. innumerable | G) self-efficacy, ability/ power to do something by oneself |
| 8. core | H) influence from members of one's peer group |




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9. kinship I) conscious knowledge, feeling, motives, and desires
10. pursue J) healthy or happy

Part II Grammar

Active and Passive Voices

Voices

What is voice?

- It is the form of **a verb indicating the relation between the participants in a narrated event (subject, object) and the event itself**.
- It is the term **used to describe whether a verb is active or passive or middle.**

**Active voice**

- **Active voice means that a sentence has a subject that acts upon its verb**.
- **If the subject is performing the action, then the sentence is in active voice**.

Examples: -

1) The cashier counted the money.

The subject *the cashier* performs the action described by *counted*.

Passive voice

- Passive voice means that a subject is a recipient of a verb's action.
- You may have learned that the passive voice is weak and incorrect, but it isn't that simple.

Five hamburgers must have been eaten by the man.

***Hamburgers*** (subject) *are being* ***eaten*** (verb).

The letter was mailed by Marilyn.

The ***letter*** (subject) *was being* ***mailed*** (verb).

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## Uses of Passive Voice

1. Passive voice is used when the actor needs to know the job. In this case "by" is used in the passive voice.
   **Example:** "Love addicted" was sung by Vamps.
2. Passive voice is used if it doesn't need to know the perpetrator work.
   **Example:** the streets are cleaned every day.
3. Passive voice is used if we don't know or forget who the perpetrator work.
   **Example:** The police was murdered.
4. Passive voice is used if we are more interested in the job than the actors who work.
   **Example:** A new departmental store is being built.
5. Passive voice is used to avoid an awkward sentence or inappropriate with grammar.
   **Example:** When she arrived home police arrested her — it's better: when she arrived home she was arrested (by the police).

## The Rules to Change the Sentences from Active to Passive Form

1. The places of *subject* and *object* are interchanged i.e. the *object* shifts to the place of *subject* and *subject* shifts to the place of *object* in passive voice.

**Example:**

- **Active voice:** I write a letter.
- **Passive voice:** A letter is written by me.



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2. Sometimes subject of the sentence is not used in passive voice. The subject of a sentence can be omitted in passive voice, if without subject it can give enough meaning in passive voice.

Example:

- **Passive voice:** cloth is sold in yards

3. 3rd form of verb (past participle) is always used as main verb in sentences of passive voice for all tenses. Base form of verb or present participle will be never used in passive voice. The word "by" is used before subject in sentences in passive voice.

Example:

- **Active voice:** He sings a song.
- **Passive voice:** A song is sung by him.

4. The word "by" is not always used before the subject in a passive voice. Sometimes words "with, to, etc" may also be used before the subject in passive voice.

Examples:

- **Active voice:** The water fills the tub.
- **Passive voice:** The tub is filled with water.
- **Active voice:** He knows me.
- **Passive voice:** I am known to him.

5. Auxiliary verbs are used in passive voice according to the tense of the sentence.



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## Changes of Pronouns

The following are the changes occurred in the pronouns while converting a sentence from active to passive voice:

| Active Voice | Passive Voice |
|---|---|
| I | me |
| we | us |
| you | you |
| he | him |
| she | her |
| it | it |
| they | them |



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# The Form of Active Voice and Passive Voice in Tenses

## Passive voice in Simple Present Tense

| Active Voice | Passive Voice |
|---|---|
| *Formula:* Subject + infinitive + object | *Formula:* S + to be + past participle + by object |

Examples:

| | |
|---|---|
| Simson cares the lion | The lion is cared by Simson |
| Ana does the homework | The homework is done by Ana |
| They sell that house | That house is sell by them |
| Jessica always plays the piano | The piano is always played by Jessica |
| She buys a book | A book is bought by her |

## Passive voice in Present Continuous Tense

| Active Voice | Passive Voice |
|---|---|
| *Formula:* Subject + to be (is, am, are) + present participle + object | *Formula*: S + to be (is, am, are) + being + past participle + by object |

Examples:

| | |
|---|---|
| She is doing her homework | The homework is being done by her |
| He is waiting for Dewi | Dewi is being waited by him |
| They are giving the present | The present is being given by them |
| Bobby is drawing a nice scenery | A nice scenery is being drawn by Bobby |
| Ratna is writing the letter | The letter is being written by Ratna |

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## Passive voice in Present Perfect Tense

| Active Voice | Passive Voice |
|---|---|
| *Formula:* Subject + have/has + past participle + object | *Formula:* S + have/has been + past participle + by object |

### Examples:

| | |
|---|---|
| Kerrie has paid the bill | The bill has been paid by Kerrie |
| We have cycled five miles | Five miles have been cycled by us |
| They have not read the book | The book has not been read by them |
| We have not agreed to this issue | This issue has not been agreed to by us |
| Has she phoned him? | Has he been phoned by her? |

## Passive voice in Simple Past Tense

| Active Voice | Passive Voice |
|---|---|
| *Formula:* Subject + past participle + object | *Formula:* S + was/were + past participle + by object |

### Examples:

| | |
|---|---|
| She cleaned the house | The house was cleaned by her |
| Jeffri bought a new car | A new car was bought by Jeffri |
| The teacher called the students | The students were called by the teacher |
| She saved her money | Her money was saved by her |
| Rina paid all her purchase | Her purchase were paid by Rina |



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## Passive voice in Past Continuous Tense

| Active Voice | Passive Voice |
|---|---|
| *Formula:* S + was/were + present participle + object | *Formula*: S + was/were + being + past participle + by object |

### Examples:

| | |
|---|---|
| I was waiting for Dina | Dina was being waited by me |
| She was reading a novel | A novel was being read by her |
| Andi was learning an English | An English was being learnt by Andi |
| They were building the house | The house was being built by them |
| He was playing a kite | A kite was being played by him |

## Passive voice in Past Perfect Tense

| Active Voice | Passive Voice |
|---|---|
| *Formula:* Subject + had + past participle + object | *Formula:* S + had been + past participle + by object |

### Examples:

| | |
|---|---|
| He had left that place | That place had been left by him |
| I had finished my work | My work had been finished by me |
| She had missed the last bus | The last bus had been missed by her |
| He had posted the letter | The letter had been posted by him |
| Rudi had completed his speech | His speech had been completed by Rudi |



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## Passive voice in Simple Future Tense

| Active Voice | Passive Voice |
|---|---|
| *Formula:* Subject + will + infinitive + object | *Formula:* S + will + be + past participle + by object |

### Examples:

| | |
|---|---|
| I shall read a newspaper | A newspaper will be read by me |
| She will sing a beautiful song | A beautiful song will be sung by her |
| Budi will repair his bicycle | His bicycle will be repaired by Budi |
| They will pay the tax | The tax will be paid by them |
| We shall start this meeting | This meeting will be started by us |

## Passive voice in Future Continuous Tense

| Active Voice | Passive Voice |
|---|---|
| *Formula:* Subject + will be + present participle + object | *Formula:* S + will + be + ing + past participle + by object |

### Examples:

| | |
|---|---|
| He will be doing a test tomorrow | A test will be being done by him tomorrow |
| They will be watching movie on next Saturday | The movie will be being watched by them on next Saturday |
| Mita will be increasing her value next time | Her value will be being increased by Mita next time |
| She will be applying a job tomorrow | A job will be being applied by her tomorrow |
| Sinta will be learning her lesson next week | Her lesson will be being learnt by Sinta |



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## Passive voice in Past Future Tense

| Active Voice | Passive Voice |
|---|---|
| *Formula:* Subject + would + infinitive + object | *Formula:* S + would + be +past participle + by object |

Examples:

| | |
|---|---|
| I would buy a book tomorrow | A book would be bought by me |
| They would play football next time | Football would be played by them next time |
| Mita would wash her shoes tomorrow | Her shoes would be washed by Mita tomorrow |
| My father would use Blackberry tomorrow | Blackberry would be used by my father tomorrow |
| I would sell my laptop next week | My laptop would be sold by me next week |

## Sentences which cannot be changed into passive voice

### Tenses which cannot be changed into passive voice

The sentences of following tenses cannot be converted into Passive Voice:

1. Present Perfect Continuous Tense
2. Past Perfect Continuous Tense
3. Future Perfect Continuous Tense
4. Future Continuous Tense

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## Intransitive verb cannot be changed into passive voice

**What is Transitive and Intransitive Verb?**

A verb can be either transitive or intransitive. A transitive verb needs an object (in sentence) to give complete meaning while intransitive verb does need an object (in sentence) to give complete meaning.

**Example of Transitive and Intransitive Verb:**

**Transitive verb:** He sent a letter. (Here sent is a *transitive* verb as it needs an object i.e. letter to express full meaning.)

**Intransitive Verb:** He laughs. (Laugh is an intransitive verb and it does not need an object for expressing full meaning.)

e.g. Sleep, go, reach, sit, die, are examples of intransitive verbs.

The sentences having intransitive verbs (belonging to any tense) cannot be changed into passive voice. The reason is that there is not any *object* in such sentences and **without *object* of sentence passive voice is not possible.**

**Examples:**

- He is sleeping.
- He has gone.



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# Active and Passive voice using Modals

## Active and Passive voice using *Can*

This modal applies to all subjects. The sentence patterns are:

| Active Voice | Passive Voice |
|---|---|
| S + can + infinitive + object | S + can be + past participle + by object |

**Examples:**

| | |
|---|---|
| She can sell the car every time. | The car can be sold by her every time. |
| Can she play a violin? | Can a violin be played by her? |

To change the above sentence into a **negative sentence**, then place the word not after ***can***. The sentence patterns are:

| | |
|---|---|
| S + can not + infinitive + object | S + can not be + past participle + object |
| Risky can not buy this car every time. | This car can not be bought by Risky every time. |



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## Active and Passive voice using *May*

This modal applies to all subjects. The sentence patterns are:

| Active Voice | Passive Voice |
|---|---|
| S + may + infinitive + object | S + may be + past participle + by object |

**Examples:**

| | |
|---|---|
| He may sell the house. | The house may be sold by him. |
| May I buy the computer? | May the computer be bought by me? |

To change the above sentence into a **negative sentence**, then place the word not after *may*.

| | |
|---|---|
| I may not buy the computer. | The computer may not be bought by me. |

## Active and Passive voice using *Must*

This modal applies to all subjects. The sentence patterns are:

| Active Voice | Passive Voice |
|---|---|
| S + must + infinitive + object | S + must be + past participle + by object |

**Examples:**

| | |
|---|---|
| He must finish his duty in a week. | His duty must be finished by him in a week. |

To change the above sentence into a **negative sentence**, then place the word not after *must*.

| | |
|---|---|
| Dewi must not open the gate every morning. | The gate must not be opened by Dewi every morning. |



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## Active and Passive voice using *Might*

This modal applies to all subjects. The sentence patterns are:

| Active Voice | Passive Voice |
|---|---|
| S + might + infinitive + object | S + might be + past participle + by object |

**Examples:**

| | |
|---|---|
| He might meet Dewi. | Dewi might be met by him. |

To change the above sentence into a **negative sentence**, then place the word not after *might*.

| | |
|---|---|
| Guests might not play chess. | Chess might not be played guests. |

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## Passive voice for "May Have, Might Have, Should Have, Must Have, Ought To Have"

| Active voice: MAY HAVE | Active voice: MAY HAVE BEEN |
|---|---|
| You may have availed the opportunity. | The opportunity may have been availed by you. |
| You may not have availed the opportunity. | The opportunity may not have been availed by you. |
| **Active voice: MIGHT HAVE** | **Active voice: MIGHT HAVE BEEN** |
| He might have eaten meal. | Meal might have been eaten by him. |
| He might not have eaten meal. | Meal might not have been eaten by him. |
| **Active voice: SHOULD HAVE** | **Active voice: SHOULD HAVE BEEN** |
| You should have studied the book. | The book should have been studied by you. |
| You should not have studied the book. | The book should have not been studied by you. |
| **Active voice: MUST HAVE** | **Active voice: MUST HAVE BEEN** |
| He must have started job. | Job must have been started by you. |
| He must not have started job. | Job must not have been started by you. |
| **Active voice: OUGHT TO HAVE** | **Active voice: OUGHT TO HAVE BEEN** |
| You ought to have helped him. | He ought to have been helped by you |



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## Verbs Followed by Modals (Can, could, may, might, would, should, ought)

The form of the verb is the same as that of a verb in the Simple Future Tense, i.e., modal auxiliary + be + III form.

| Active Voice | Passive Voice |
|---|---|
| You *can do* this work. | This work *can be done* by you. |
| Police *could not catch* the thief. | The thief *could not be caught* by police. |
| You *may read* this book. | This book *may be read* by you. |
| He *might suffer* a great loss. | A great loss *might be suffered* by him. |
| You *should respect* your parents. | Your parents *should be respected* by you. |
| She *would teach* us today. | We *would be taught* by her today. |
| We *must help* the poor. | The poor *must be helped* by us. |
| We *ought to respect* our elders. | Our elders *ought to be respected* by us. |

| Passive Voice | Active Voice |
|---|---|
| A scholarship *may be won* by her. | She *may win* a scholarship. |
| *Could* this sum be *solved* by you? | *Could* you *solve* this sum? |
| *Should* cards *be played at* by us? | *Should* we *play* at cards. |

## Imperative Sentences

A sentence that expresses a command, or a request or an advice, or an entreaty is called an Imperative Sentence or Desire.



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