



Introduction

Presenting the words of a speaker is called narration. Narration may be of two types:

- (i) Direct Speech
- (ii) Indirect Speech



Direct Speech

When the actual or exact words of a speaker is presented, it is called Direct Speech.

- ❖ Monu said, "Mamta lives in London."
- ❖ Monu said that Mamta lived in London.

These two sentences refer to the two ways of reporting the words of a speaker.

In sentence 1, the actual or exact words of the speaker is presented. This speech is called **Direct Speech**.

NOTE:

- ❖ In Direct Speech the actual words of the speaker are put within inverted commas (" ")
- ❖ The sentence within inverted commas begins with a capital letter.

There are two parts of a sentence in direct speech.



Reporting Verb

The first part of the sentence in Direct Speech is called Reporting Verb.

For Example: In the sentence, Monu said, "Mamta lives in London", 'Monu said' is the reported verb.



Reported Speech

The actual words of the speaker put within inverted commas are called Reported Speech.

For Example: "Mamta lives in London."



Indirect Speech

When the substance or meaning of a person's speech is presented, it is called Indirect Speech.

For Example: Monu said that Mamta lived in London.

In sentence given above, the actual or exact words of the speaker is not presented.

The substance or meaning of the speech has been presented. This speech is called **Indirect Speech**.

NOTE:

- ❖ In Indirect Speech the words of the speaker are not put within inverted commas.
- ❖ A conjunction that is introduced after 'said'. The comma and inverted commas are omitted.
- ❖ The tense of the actual words of the speaker may or may not change.
- ❖ The person used within inverted commas may or may not change.



General Rules for Changing Direct Speech to Indirect Speech

There are three general rules for changing Direct Speech into Indirect Speech.

1. Change of Tense

2. Change of Person

3. Change of other parts of speech.



Change of Tense

(i) When the Reporting Verb is in Present or Future, the Tense of the Verb in the Reported Speech does not change.

Direct : Sneha says, "It is four o'clock."

Indirect : Sneha says that it is four o'clock.

Direct : Monica will say, "There is a Church in the village."

Indirect : Monica will say that there is a Church in the village.

(ii) When the reporting Verb is in the Past, the Tense of the Verb in the Reported Speech changes into the corresponding Past Tense as per the following table:

| Direct Speech | Indirect Speech |
|----------------------------|--------------------------|
| Simple Present | Simple Past |
| Present Continuous | Past Continuous |
| Present Perfect | Past Perfect |
| Present Perfect Continuous | Past Perfect Continuous |
| Simple Past | Past Perfect |
| Past Continuous | Past Perfect Continuous |
| Past Perfect | No Change - remains same |
| Past Perfect Continuous | No Change - remains same |
| Shall/Will | Should/Would |
| Can/May | Could/Might |
| Is / Am / Are | Was / Were |
| Have / Has | Had |
| Was/Were | Had been |

Illustrative EXAMPLE



Direct : Shiv said, "The village is very far."

Indirect : Shiv said that the village was very far.

Direct : Shiv said, "The dog barked at the man."

Indirect : Shiv said that the dog had barked at the man.

Direct : Ravi said, "The horse was running on the road."

Indirect : Ravi said that the horse had been running on the road.

Direct : The teacher said, "The students had passed in the examination."

Indirect : The teacher said that the students had passed in the examination.

Direct : The doctor said, "The patient will recover soon."

Indirect : The doctors said that the patient would recover soon.

(iii) When the Reported Speech has universal truth, the Tense of the Verb of the Reported Speech does not change even though the Reporting Verb is in the Past Tense.

Illustrative EXAMPLE

- Direct** : The teacher says, "The earth is round."
Indirect : The teacher says that the earth is round.
Direct : Donald said to me, "The earth moves round the sun."
Indirect : Donald said to me that the earth moves round the sun.



Change of Person

The first, second and third persons used in Direct Speech within Inverted Commas, change as per the following

- First Person** : According to Subject of Reporting Verb.
Second Person : According to Object of Reporting Verb.
Third Person : No change - Remains same

Illustrative EXAMPLE

- Direct** : Shiv said to me, "I am your friend."
Indirect : Shiv said to me that he was my friend.

Here I (First Person) of Reported Speech has changed according to Shiv (Subject) of Reporting verb and your (second person) has changed according to me (Object) of Reporting Verb.

- Direct** : Ravina said to me, "Ravi will read the book."
Indirect : Ravina said to me that Ravi would read the book.

Here Ravi, which is in Third Person, does not change.



Change of other Parts of Speech

Some words used in Reported Speech, which express nearness are changed into words expressing distance as per the following:

| Direct Speech | Indirect Speech |
|---------------|----------------------|
| This | That |
| These | Those |
| Here | There |
| Now | Then |
| Today | That day |
| Tomorrow | The next day |
| Yesterday | The previous day |
| Thus | So |
| Ago | Before |
| Last Night | The previous night |
| Next week | The following week " |

Illustrative EXAMPLE

- Direct** : He said to me, "I will give you a pen today."
Indirect : He told me that he would give me a pen that day.
Direct : Reena said to Ravi, " I will go home today."

- Indirect** : Reena told Ravi that he would go home that day.
Direct : Seema said, "this is going to happen next week."
Indirect : Seema said that was going to happen the following week.

Special rules for changing direct speech to indirect speech.

There are some special rules which are applied in the conversion of different types of sentences from Direct to Indirect.



Rules for the Conversion of statements from Direct to Indirect

- (i) The verb 'said to' of Reporting Verb changes into 'told'.
- (ii) The comma is replaced by the conjunction 'that'
- (iii) The Inverted Commas are omitted.

Illustrative EXAMPLE



- Direct** : Rajesh said to him, "You are an intelligent boy."
Indirect : Rajesh told him that he was an intelligent boy.
Direct : We said to her, "You must keep your promise."
Indirect : We told her that she must keep her promise.



Rules for the Conversion of Questions from Direct to Indirect

- (i) The verb 'said' of Reporting Verb is changed into 'asked' or 'enquired'.
- (ii) The Commas Inverted Commas and Question Mark are omitted.
- (iii) The sentence structure in the Reported Speech is changed from Question to Statement.
- (iv) When the Question begins with an Interrogative word (what, who, how, where, when, whom, which, why etc.) in the Reported Speech, the same is retained in the Indirect Speech.
- (v) When the Question begins with an Auxiliary Verb in the Reported Speech a Conjunction 'if' or 'whether' is used in the beginning of the Reported Speech.

Illustrative EXAMPLE



- Direct** : Zacob said to me, "What is your name?"
Indirect : Zacob asked me what my name was.
Direct : The teacher said to the students, "Why did you not come to school today?"
Indirect : The teacher asked the students why they had not gone to school that day.
Direct : Sonal said to me, "Will you give me your pen?"
Indirect : Sonal asked me if I would give her my pen.
Direct : Rozy said to Lilly, "Have you cleaned the room."
Indirect : Rozy asked Lilly if she had cleaned the room.



Rules for the Conversion of Imperative Sentence into Indirect Speech.

- (i) The Verb 'said to' of Reporting Verb is changed into 'ordered', 'requested', 'advised' or 'forbade' according to the sense of reported speech.
- (ii) The Comma and Inverted Commas are omitted.
- (iii) The conjunction 'to' is used to remove the inverted comma.
- (iv) The word showing request (Please) is omitted.

Illustrative EXAMPLE



| | | |
|-----------------|---|--|
| Direct | : | My father said to me, "Open the door." |
| Indirect | : | My father ordered me to open the door. |
| Direct | : | Rosy said to me, "Please give me your watch." |
| Indirect | : | Rosy requested me to give her my watch. |
| Direct | : | The doctor said to the patient, "Take this medicine once daily." |
| Indirect | : | The doctor advised the patient to take that medicine once daily. |
| Direct | : | The boy said to me, "Don't buy this book." |
| Indirect | : | The boy for bade me to buy that book. |



Rule for the Conversion of Exclamatory Sentence into Indirect Speech

- (i) The Verb 'said to' of Reporting Verb is changed into 'exclaimed with joy / sorrow / surprise / anger / applause / fear / contempt / regret etc according to the sense of Reported Speech.
- (ii) The Comma and Inverted Commas are omitted and the Conjunction 'that is' used.
- (iii) Words showing Exclamations (Hurrah! , Alas!, Oh', etc.) are omitted.
- (iv) The sentence structure is changed from Exclamatory to Statement.

Illustrative EXAMPLE



| | | |
|-----------------|---|--|
| Direct | : | The boy said, "Hurrah! I have won the prize." |
| Indirect | : | The boy exclaimed with joy that he had won the prize. |
| Direct | : | The man said, "Alas! I am ruined." |
| Indirect | : | The man exclaimed with sorrow that he was ruined. |
| Direct | : | The tourist said, "What a beautiful sunset!" |
| Indirect | : | The tourist exclaimed with surprise that it was a very beautiful sunset. |
| Direct | : | The teacher said, "What nonsense!" |
| Indirect | : | The teacher exclaimed with anger that it was a great nonsense. |



Rules for the Conversion of Optative Sentence into Indirect Speech

- (i) The verb 'said to' of Reporting Verb is changed into wished / prayed / desired / cursed, etc. according to the sense of the Reported Speech.
- (ii) The commas and inverted commas are omitted and the Conjunction that is used.
- (iii) The sentence structure is changed from Optative to Statement.

Illustrative EXAMPLE



| | | |
|-----------------|---|---|
| Direct | : | My father said to me, "God bless you!" |
| Indirect | : | My father wished that God might bless me. |
| Direct | : | The man said, "Long live the chairman!" |
| Indirect | : | The man wished that the chairman might live long. |
| Direct | : | He said, "Bravo! You have played well." |
| Indirect | : | He applauded me that I had played well. |



Practice Exercise

Change the following direct speech into indirect speech.



Varun says, "It is four o'clock."

Answer: Steve says that it is four o'clock.



Selena will say, "There is a temple in the village"

Answer: Selena will say that there is a temple in the village.



Simran said, "The village is very far".

Answer: Simran said that the village was very far.



Raj said, "The dog barked at the man."

Answer: Raj said that the dog had barked at the man.

Commonly Asked QUESTIONS

Change the following direct into indirect speech.



Steve said, "The horse was running on the road."

- (A) Steve said that the horse had been running on the road
- (B) Steve said that the horse had been run on the road
- (C) Steve said that the horse had been ran on the road
- (D) Steve said that the horse had been runs on the road
- (E) Steve said that the horse had being running on the road

Answer: (A)

Explanation: *Steve said that the horse had been running on the road.*



The teacher said, "The students had passed in the examination."

- (A) The teacher said that the students had pass in the examination
- (B) The teacher said that the students had passed in the examination
- (C) The teacher said that the students had passing in the examination
- (D) The teacher said that the students had passes in the examination
- (E) The teacher said that the students have passed in the examination

Answer: (B)

Explanation: *The teacher said that the students had passed in the examination.*

Self Evaluation TEST



Duration
10 Minutes



Rosa asked Jose, "Have you been studying English?"

- (A) Rosa asked Jose when do you study English.
- (B) Rosa asked Jose if he had studied English.
- (C) Rosa asked Jose if he had been studying English.
- (D) Rosa asked Jose if he was studying English.
- (E) None of these



Roshan asked me, "May I borrow your English dictionary?"

- (A) Roshan asked me if she may borrow my English dictionary.
- (B) Roshan asked me if she might borrow my English dictionary.
- (C) Roshan asked me if I could borrow her English dictionary.
- (D) Roshan asked me if I had borrowed her English dictionary.
- (E) None of these



Jay said to Krishan, "Are you going to visit Cambodia?"

- (A) Jay asked Krishan if he is going to visit Cambodia
- (B) Jay asked Krishan if he had visited Cambodia
- (C) Jay asked Krishan if he had gone to Cambodia
- (D) Jay asked Krishan if he was going to visit Cambodia
- (E) None of these



The teacher said to the students, "Stand up on the bench!"

- (A) The teacher ordered the students that stand up on the bench.
- (B) The teacher ordered the students stand up on the bench.
- (C) The teacher ordered the students to stand up on the bench.
- (D) The teacher ordered the students stood up on the bench.
- (E) None of these



The teacher said, "Don't come to school on Monday because it is a holiday!"

- (A) The teacher asked to us to don't come to school on Monday because it is a holiday.
- (B) The teacher asked if we were coming to school on Monday because it is a holiday.
- (C) The teacher told to us don't come to school on Monday because it is a holiday.
- (D) The teacher told us not to come to school on Monday because it is a holiday.

(E) None of these



The teacher said, "Review exercises two and three for the test!"

- (A) The teacher told us to review exercises two and three for the test.
 - (B) The teacher told to us to review exercises two and three for the test.
 - (C) The teacher asked if we were going to review exercises two and three for the test.
 - (D) The teacher said us to review exercises two and three for the test.
 - (E) None of these
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Anita said, "Don't listen to Mr. Bishan Das because he is not an honest person!"

- (A) Anita asked us not to listen to Mr. Bishan Das because he is not an honest person.
 - (B) Anita said that Mr. Bishan Das is not an honest person.
 - (C) Anita said not to listen to Mr. Bishan Das because he is not an honest person,
 - (D) Anita told to us to don't listen to Mr. Bishan Das because he is not an honest person.
 - (E) None of these
-



He said to me, Hurrah! "I have won the match".

- (A) He exclaimed with happiness that he has won the match.
 - (B) He exclaimed with happiness that he had won the match.
 - (C) He exclaimed with sorrow that he has won the match.
 - (D) He exclaimed with surprise that he has won the match.
 - (E) None of these
-



Salena said to Rani, "You should visit Shimla in the summer."

- (A) Salena asked Rani if she was visiting Shimla in the summer.
 - (B) Salena told Rani that she should visit Shimla in the summer.
 - (C) Salena told Rani if she should visit Shimla in the summer.
 - (D) Salena asked Rani where she should visit in Shimla this summer.
 - (E) None of these
-



Harold said, "Please, don't bring sodas near the computers!"

- (A) Harold requested not to bring sodas near the computers.
 - (B) Harold asked us if we were bringing sodas near the computers.
 - (C) Harold told to us that we had brimmed sodas near the computers
 - (D) Harold said to bring sodas near the computers.
 - (E) None of these
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Answers

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|----|---|----|---|----|---|----|---|----|---|----|---|----|---|----|---|----|---|-----|---|
| 1. | C | 2. | B | 3. | D | 4. | C | 5. | D | 6. | A | 7. | A | 8. | B | 9. | B | 10. | A |
|----|---|----|---|----|---|----|---|----|---|----|---|----|---|----|---|----|---|-----|---|