

# Direct & Indirect Speech

## DIRECT SPEECH

Quoting the exact words of the speaker is called “The Direct Speech”.

Dhruv said, “I am writing a letter now”.

## INDIRECT SPEECH

Reporting of what a speaker said without quoting his exact words is called ‘Indirect Speech’.

Dhruv said that he was writing a letter then.

**Rule 1: The adverbs of nearness should be put into those of distance.**

Direct Speech	-	Indirect Speech
now	-	then
here	-	there
this	-	that
these	-	those
ago	-	before
thus	-	so
today	-	that day
tonight	-	that night
yesterday	-	the day before (or)
the previous day tomorrow	-	the next day (or) the following day
last week	-	the week before
next week	-	the week after

## Rule 2: Tenses

If the reporting verb is in the Present or Future tense (e.g., say, will say) there is no change in the tense of the verb in the Indirect speech.

- Aman says, “I eat a mango”. (Direct Speech)
- Aman says, that he eats a mango”. (Indirect Speech)

If Reporting Verb is in the Past Tense, the tense of the verbs in the reported speech or Indirect Speech must be generally changed.

1. Present Tense in the Direct becomes past tense.
  - John said, “I write a letter”. (Direct Speech)
  - John said that he wrote a letter. (Indirect Speech)
2. Past Tense in the direct becomes past perfect or remains unchanged.
  - Angel said, “I bought a pen yesterday”. (Direct Speech)
  - Angel said that she had bought a pen the day before. (Indirect Speech)
3. Present Continuous in the direct becomes past continuous.
  - Julie said, “I am going to Church”. (Direct Speech)
  - Julie said that she was going to Church. (Indirect Speech)

4. Past Continuous in the direct becomes past perfect continuous.
  - Neel said, "I was playing cricket". (Direct Speech)
  - Neel said that he had been playing cricket. (Indirect Speech)
5. Present Perfect in the direct becomes past perfect.
  - Kamal said, "I have done my home work". (Direct Speech)
  - Kamal said that he had done his home work. (Indirect Speech)
6. Present Perfect Continuous in the direct becomes past perfect continuous.
  - He said, "I have been reading a novel". (Direct Speech)
  - He said that he had been reading a novel. (Indirect Speech)
7. 'Will' and 'Shall' are changed to 'would'.
  - He said, "I will go to London tomorrow". (Direct Speech)
  - He said that he would go to London the next day. (Indirect Speech)
8. may - might  
can - could  
must - had to (or) must
  - Johnsi said, "I must go now". (Direct Speech)
  - Johnsi said that she must (or) had to go then. (Indirect Speech)

**Exception to the above rule:**

If the direct speech contains the Universal Truth, the tense of the direct speech remains unchanged even if the reporting verb is in the past.

- The teacher said, "The sun rises in the East". (Direct Speech)
- The teacher said that the sun rises in the East. (Indirect Speech)

**Rule 3: Statement or Assertive Sentence**

- Remove the quotation marks in the statement
- Use the conjunction 'that'
- Change the reporting verb 'say to' into 'tell'
- Change the reporting verb 'said to' into 'told'

**Note:**

- He said that (correct)
  - He told me that (correct)
  - He told that (Incorrect)
1. "I will work hard to get first class" said Lazar (Direct Speech)  
Lazar said he would work hard to get first class. (Indirect Speech)
  2. "You can do this work" said Nelson to Johnsi (Direct Speech)  
Nelson told Johnsi that he could do that work. (Indirect Speech)
  3. He says, "I am glad to be here this evening" (Direct Speech.)  
He says that he is glad to be there that evening. (Indirect Speech)
  4. "I'm going to the library now" said David (Direct Speech)  
David said that he was going to the library then. (Indirect Speech)

**Rule 4: Imperative Sentence (Order or Request)**

- Remove the quotation mark in an Imperative sentence.
  - Use 'to' if it is an affirmative sentence. (without don't)
  - Use 'not to' if the sentence begins without Don't.
  - Don't use 'that'
  - Omit the word 'please'. Use the word 'request' instead of 'say'.
  - If the direct speech contains a request or a command, the reporting verb (say, said) change to tell, request, order, command etc., in its correct tense.
1. "Don't talk in the class" said the teacher to the boys. (Direct Speech)  
The teacher advised the boys not to talk in the class. (Indirect Speech)
  2. "Please give me something to eat. I am hungry" the old man said to them. (Direct Speech)  
The old man requested them to give him something to eat and said that he was hungry (Indirect Speech)
  3. "Be careful" said he to her. (Direct Speech)  
He ordered her to be careful. (Indirect Speech)
  4. "Bring me a cup of tea" said Nelson to Andriya. (Direct Speech)  
Nelson asked Andriya to bring him a cup of tea. (Indirect Speech)

**Rule 5: Interrogative Sentence (Questions)**

- Remove the quotation marks and question mark in the interrogative sentence.
  - Use 'if' or 'whether' if the sentence inside the quotation marks begins with a helping verb (Auxiliary verb).
  - Use the given interrogative word (what, when, where, why, who, whom, whose, which, now etc.) if it does not begin with the helping verb.
  - Don't use 'that'.
  - Changing the reporting verb (say, said) into 'ask' or 'enquire' in its correct tense.
  - Omit helping verb like 'do, does, did'. But don't omit them when they are with 'not'.
1. "Won't you help me to carry this box?" said I to my friend. (Direct Speech)  
I asked my friend if he would not help me to carry that box. (Indirect Speech)
  2. Mohan said to Stalin, "Why didn't you attend the meeting yesterday?" (Direct Speech)  
Mohan asked Stalin why he had not attended the meeting the day before. (Indirect Speech)
  3. "How often do you go to the theatre?" said David to John. (Direct Speech)  
David asked John how often he went to the theatre. (Indirect Speech)
  4. Mohamed said to Sultan, "Do you like mangoes?" (Direct Speech)  
Mohamed asked Sultan if he liked mangoes. (Indirect Speech)

**Rule 6: Exclamatory Sentence**

- Change the exclamatory sentence into statement or Assertive.
  - Remove the quotation marks and exclamatory mark.
  - Use the conjunction 'that'
  - Omit the interjections such as Oh, O, Alas, how, what, hurrah.
  - Add the word 'very' to the adjective or adverb if necessary.
  - If the verb is not given, use 'Be' form verb (is, was, are, were, am) in its correct tense according to the subject.
  - Change the reporting verb (say, said) to 'exclaim joyfully'
  - Use 'exclaim' sorrowfully for sorrowful incidents.
1. "O, what a beautiful flower that is!" said she. (Direct Speech)  
She exclaimed joyfully that that was a very beautiful flower. (Indirect Speech)
  2. "What a horrible sight!" we all exclaimed. (Direct Speech)  
We all exclaimed that it was a very horrible sight. (Indirect Speech)
  3. "Alas! I have broken my brother's watch" said he. (Direct Speech)  
He exclaimed sorrowfully that he had broken his brother's watch. (Indirect Speech)
  4. "How beautiful she is!" said Boon. (Direct Speech)  
Boon exclaimed joyfully that she was very beautiful. (Indirect Speech)

# Practice Exercise

## LEVEL-I

**DIECTIONS (Qs. No. 1-35):** *In the following questions, a sentence has been given in Direct/Indirect Speech. Out of the four alternatives suggested select the one which best expresses the same sentence in Indirect/Direct Speech*

1. He said to her, "Are you coming to the party?"
  - (a) He asked her whether she was coming to the party.
  - (b) He told her if she was coming to the party.
  - (c) He asked her if she will be coming to the party.
  - (d) He asked her if she will be coming to the party.
2. The sage said, "God helps those who help themselves"
  - (a) The sage said that God helps those who help themselves.
  - (b) The sage said that God helped those whose helped themselves.
  - (c) The sage said that God helps those who helped themselves.
  - (d) The rage said God will help those who will help themselves.
3. "Please don't go away", she said.
  - (a) She said to please her and not go away.
  - (b) She told me not to go away.
  - (c) She begged that I not go away.
  - (d) She begged me not to go away.
4. He said, "I clean my teeth twice a day."
  - (a) He said that he cleaned his teeth twice a day.
  - (b) He said that he cleans his teeth twice a day.
  - (c) He said that he used to clean his teeth twice a day.
  - (d) He said that he is used to cleaning his teeth twice a day.
5. He said to them, "Don't make a noise".
  - (a) He told them that don't make a noise.
  - (b) He told them not to make noise.
  - (c) He told them not to make a noise.
  - (d) He asked them not to make a noise.
6. The teacher said, "Be quiet, boys."
  - (a) The teacher said that the boys should be quiet.
  - (b) The teacher called the boys and ordered them to the quiet.
  - (c) The teacher urged the boys to be quiet.
  - (d) The teacher commanded the boys that they be quiet.
7. My friend said to me, "Has your father returned from Calcutta?"
  - (a) My friend said to me that my father has returned form Calcutta.
  - (b) My friend asked me if my father had returned from Calcutta.
  - (c) My friend told me that his father has returned from Calcutta.
  - (d) My friend enquired me if his father has returned from Calcutta.
8. He said, "Where shall I be this time next year?"
  - (a) He asked that where should he be that time next year.
  - (b) He wondered where he should be that time the following year.
  - (c) He contemplated where shall he be that time the following year.
  - (d) He wondered where he would be that time the following year.
9. Rajesh said, "I bought a car yesterday."
  - (a) Rajesh said that I have bought a car the previous day.
  - (b) Rajesh told that he had bought a car yesterday.
  - (c) Rajesh said that he had bought a car the previous day.
  - (d) Rajesh said that he bought a car the previous day.
10. The employer said to the workman, "I cannot pay you higher wages."
  - (a) The employer told the workman that he could not be paid higher wages.
  - (b) The employer forbade the workman that he could not pay him higher wages.
  - (c) The employer forbade the workman to pay higher wages.
  - (d) The employer warned the workman that he cannot pay him higher wages.
11. My cousin said, "My room-mate snored throughout the night."
  - (a) My cousin said that her room-mate had snored throughout the night.
  - (b) My cousin told me that her room-mate snored throughout the right.
  - (c) My cousin complained to me that her room-mate is snoring throughout the night.
  - (d) My cousin felt that her room-mate may be snoring throughout the night.
12. He asked his teacher, "Need I read this chapter?"
  - (a) He asked his teacher whether there was a need to read that chapter.
  - (b) He asked his teacher whether he needed to read this chapter.
  - (c) He asked his teacher if it was necessary to read this chapter.
  - (d) He asked his teacher if he had to read that chapter.
13. He said, "What a beautiful scene!"
  - (a) He said that what a beautiful scene it was.
  - (b) He wondered that it was a beautiful scene.
  - (c) He exclaimed what a beautiful scene it was.
  - (d) He exclaimed that it was a very beautiful scene.
14. He said, "I saw a book here."
  - (a) He said that he saw a book here.
  - (b) He said that he saw a book there.
  - (c) He said that he had seen a book here.
  - (d) He said that he had seen a book there.
15. He said to me, "What time do the offices close?"
  - (a) He wanted to know what time the offices close.
  - (b) He asked me what time did the offices close.
  - (c) He asked me what time the offices close .
  - (d) He asked me what time the offices did close.

16. Pinki said to Gaurav, "will you help me in my work just now"
  - (a) Pinki asked Gaurav if he would help her in her work just then.
  - (b) Pinki questioned to Gaurav that will you help me in my work just now.
  - (c) Pinki told Gaurav whether he will help her in her work just now.
  - (d) Pinki asked to Gaurav that will he help her in her work just now.
17. Sarita said to me, "I will do it now or never."
  - (a) Sarita told me that I would do it then or never.
  - (b) Sarita told me that she would do it now or never.
  - (c) Sarita told me tht she will do that now or never.
  - (d) Sarita told me that she would do it then or never.
18. She said to him, "Why don't you go today?"
  - (a) She said to him that why he don't go today.
  - (b) She asked him if he was going that day.
  - (c) She asked him why he did not go today.
  - (d) She asked him why he did not go that day.
19. Gavaskar said, "Bravo! Azhar, you have done well."
  - (a) Gavaskar exclaimed with joy that Azhar had done well.
  - (b) Gavaskar called Azhar and exclaimed that he had done well.
  - (c) Gavaskar congratulated Azhar, saying that he had done well.
  - (d) Gavaskar praised Azhar for his having done well.
20. He said to me, "Where is the post office?"
  - (a) He wanted to know where the post office was.
  - (b) He asked me that where the post office was.
  - (c) He asked me where the post office was.
  - (d) He asked me where was the post office.
21. He said, "The mice will play, when the cat is away."
  - (a) He said that the mice will play when the cat is away.
  - (b) He said that the mice would play when the cat was away.
  - (c) He said that the mice would play when the cat would be away.
  - (d) He said that the mice shall play, when the cat is away.
22. He said to his servant, "Why are you so lazy today?"
  - (a) He asked his servant why he was so lazy that day.
  - (b) He asked his servant why he had been so lazy that day.
  - (c) He asked his servant why he was being so lazy that day.
  - (d) He asked his servant why was he so lazy that day.
23. He said, "Can you sing?" And I said, "No".
  - (a) He asked me that could I sing and I refused.
  - (b) He asked me if I could sing and I said that I couldn't.
  - (c) I denied, when he asked me if I could sing.
  - (d) He asked me if I could sing and I said no.
24. He said to her, "May you succeed!"
  - (a) He told her that she might succeed.
  - (b) He prayed to God that she may succeed.
  - (c) He wished her success.
  - (d) He said to her that she might succeed.
25. He said, "May God grant peace to the departed soul"
  - (a) He wished by God to grant peace to the departed soul.
  - (b) He wished that God may grant peace to the departed soul.
  - (c) He prayed that might God grant peace to the departed soul.
  - (d) He prayed that God would grant peace to the departed soul.
26. "Are you alone, my son?" asked a soft voice close behind me.
  - (a) A soft voice from my back asked if I was alone.
  - (b) A soft voice said to me are you alone son.
  - (c) A soft voice asked that what I was doing there alone.
  - (d) A soft voice behind me asked if I was alone.
27. He said, "I must go next week".
  - (a) He said that he must go next week.
  - (b) He said that he must go the following week.
  - (c) He said that he would have to go the following week.
  - (d) He said that he was to go the following week.
28. He said to her, "Don't read so fast."
  - (a) He told her not to read so fast.
  - (b) He advised her don't read so fast.
  - (c) He requested her not to read so fast.
  - (d) He ordered her not to read so fast.
29. "I don't know the way. Do you?" he asked."
  - (a) He said that he didn't know the way and did I know it.
  - (b) He told that he was not knowing the way, but wondered if I knew.
  - (c) He said that he didn't know the way and asked me if I did.
  - (d) He asked me if I knew the way which he didn't.
30. He said, "Will you listen to such a man?"
  - (a) He asked them will you listen to such a man.
  - (b) He asked them are you listening to such a man.
  - (c) He asked them whether they would listen to such a man.
  - (d) He asked them whether they will listen to such a man.
31. Mary said to Robert, "Let him come, then we shall see."
  - (a) Mary said to Robert that if he came, they would see him.
  - (b) Mary told Robert that they shall see him if he came.
  - (c) Mary told Robert that once he came, they would see him.
  - (d) Mary told Robert that they would see him if he might come.
32. He said, "I have often told you not to waste your time."
  - (a) He said that he had often told not to waste your time.
  - (b) He said that he had often told him not to waste his time.
  - (c) He said that he had often suggested to him not to waste him time.
  - (d) He told that he has often told him not to waste his time.
33. Rajan said, "O that I were a child again !"
  - (a) Rajan exclaimed with wonder that he was a child again.
  - (b) Rajan wondered that were be a child again.
  - (c) Rajan strongly wished that he had been a child again.
  - (d) Rajan prayed that he were a child again
34. I said to my brother, "Let us go to some hill station for a change."
  - (a) I asked my brother to go to some hill station for a change.
  - (b) I asked my brother if he would go to some hill station for a change.
  - (c) I permitted my brother to go to some hill station for a change.
  - (d) I suggested to my brother that we should go to some hill station for a change.



35. The Manager said, "Well, what can I do for you?"  
 (a) The Manager asked what he could do for him.  
 (b) The Manager wondered what he could do for him.  
 (c) The Manager wanted to know what he could do for him.  
 (d) The Manager said that he couldn't do any for him.

**DIRECTIONS (Qs. 36 - 40):** *a sentence has been given in Direct/Indirect. Out of the four alternatives suggested, select the one which best expresses the same sentence in Indirect/Direct and mark your answer in the Answer Sheet. [SSC CHSL 2013]*

36. He said to me, "I grew these carrots myself."  
 (a) He told me that he had grown those carrots himself.  
 (b) He told me that he grew those carrots himself.  
 (c) He told me I grew these carrots myself.  
 (d) He told me that he grew these carrots himself.
37. Mrs. Shankar said, "I know what it is to be depressed."  
 (a) Mrs. Shankar is depressed she said.  
 (b) Mrs. Shankar said that she was knowing what it was to be depressed.  
 (c) Mrs. Shankar said that she knew what it was to be depressed.  
 (d) Mrs. Shankar knows what it is to be depressed.
38. "Who now," they had asked, "will listen to our troubles and protect us from the crocodiles?"  
 (a) They had wanted to know who will now listen to their troubles and protect them from the crocodiles.  
 (b) They wanted to know who will listen to their troubles and protect them from the crocodiles.  
 (c) They had wanted to know who would listen to their troubles and protect them from the crocodiles.  
 (d) They had wanted to know who then would listen to their troubles and protect them from the crocodiles.
39. Moti asked Gangu whether the latter was in his senses.  
 (a) "Gangu, are you in your senses?" asked Moti.  
 (b) "Are you senseless, Gangu?" asked Moti.  
 (c) "Hey Gangu, are you in your senses now?" asked Moti.  
 (d) "Gangu, have you lost your senses?" asked Moti.
40. He said that we are all born to die.  
 (a) He said, "We are all born to die."  
 (b) He said, "We have all been born to die."  
 (c) He exclaimed, "We were all born to die."  
 (d) He said, "We were all born to die."

## LEVEL-II

**DIRECTIONS: (Qs. 1-40):** *In the following questions, a sentence has been given in Direct/Indirect. Out of the four alternatives suggested, select the one which best expresses the same sentence in Direct/Indirect and mark your answer in the Answer Sheet.*

1. She said to the children, "You mustn't play with fire."  
 (a) She told the children they mustn't play with ' fire.  
 (b) She told the children they are not to play with fire.  
 (c) She told the children they were not to play with fire.  
 (d) She told the children not to play with fire.
2. He bade his friends goodbye.  
 (a) 'I am bidding you Goodbye'  
 (b) 'Goodbye, my friends', he was saying to them.  
 (c) 'I will see you later', he told his friends.  
 (d) He said, 'Goodbye, my friends.'
3. He exclaimed with joy that their team had won the tournament.  
 (a) He exclaimed, 'Hurrah ! Our team has won the tournament !'  
 (b) He said, 'Our team has won the tournament.'  
 (c) He said, 'Wow ! Our team won the tournament.'  
 (d) He said, 'Our team won the tournament.'
4. Iba said that she might go home the next day with her sister.  
 (a) Iba said, 'I can go home tomorrow with my sister.'  
 (b) Iba said, 'I may just go home tomorrow with my sister.'  
 (c) Iba said, 'I could go home tomorrow with my sister.'  
 (d) Iba said, 'I will go home tomorrow with my sister.'
5. She asked me if I was going to college.  
 (a) She asked to me, 'Was I going to college?'  
 (b) She asked me, 'Will you go to college?'  
 (c) Said, 'Am I going to college?'  
 (d) She said to me. 'Are you going to college?'
6. I said, 'Water is essential for life.'  
 (a) Water is essential for life was said by me.  
 (b) I told that water was essential for life.  
 (c) I exclaimed that water was essential for life.  
 (d) I said that water is essential for life.
7. Tania said to her friend, 'Can you lend me an umbrella?'  
 (a) Tania asked her friend to give her an umbrella.  
 (b) Tania requested her friend to lend her an umbrella.  
 (c) Please give me an umbrella Tania requested her friend.  
 (d) Will you lend me your umbrella, Tania asked her friend.
8. He said, 'If I had the tools I could mend the car.'  
 (a) He said that if he had the tools he could mend the car.  
 (b) He tells that he had the tools he could mend the car.  
 (c) He told he could mend the car.  
 (d) He said I could mend the car if I have the tools.
9. He said, 'I was doing it.'  
 (a) He said that he did it.  
 (b) He said that he has done it.  
 (c) He said that he had done it.  
 (d) He said that he had been doing it.
10. Daman says, 'Priya is working in Ahmedabad.'  
 (a) Daman says that Priya is working in Ahmedabad.  
 (b) Daman say that Priya was working in Ahmedabad.  
 (c) Daman said that Priya was working in Ahmedabad.  
 (d) Daman said that Priya works in Ahmedabad.
11. I said to him, 'Will you go to Delhi?'  
 (a) I asked him will he go to Delhi.  
 (b) I asked him if he would go to Delhi.  
 (c) I said to him would you go to Delhi.  
 (d) I said to him would he go to Delhi.

12. You will say, "I am ill."
  - (a) You would say that you are ill.
  - (b) You would say that you were ill.
  - (c) You will say that you are ill.
  - (d) You will say that you were ill.
13. The old man said that he would soon be leaving the world.
  - (a) The old man said, 'I am going to leave the world soon.'
  - (b) The old man said, 'I shall soon be leaving the world.'
  - (c) The old man said, 'I would soon leave the world.'
  - (d) The old man said, 'I am soon leaving the world.'
14. My friend requested me to bring him a sandwich.
  - (a) Please bring me a sandwich', said my friend.
  - (b) He said, 'My friend, please bring me a sandwich.'
  - (c) Please bring my friend a sandwich.', said he.
  - (d) My friend said, 'Will you bring me a sandwich.'
15. Anne said, 'It is time to leave for the meeting.'
  - (a) Anne said that it was time to leave for the meeting.
  - (b) Anne said its time to leave for the meeting.
  - (c) Anne told that it is time to leave for the meeting.
  - (d) Anne said that it was time for the meeting.
16. He said that he intended to leave for Surat that night.
  - (a) 'I intend to leave for Surat that night', he said.
  - (b) 'I intend to left for Surat that night', he said.
  - (c) 'I intended to leave for Surat tonight', he said.
  - (d) 'I intend to leave for Surat tonight', he said.
17. He said, 'I have read this novel.'
  - (a) He said that he had read that novel.
  - (b) He said that he had read this novel.
  - (c) He said that he read that novel.
  - (d) He said that he has read this novel.
18. Phila ordered her brother to turn down the television and let her work in peace.
  - (a) Phila said to her brother, 'Turned down the television and let me do my work in peace.'
  - (b) Phila said to her brother, 'Turn down the television to let me do my work in peace.'
  - (c) Phila said to her brother, 'Turn down the television that let me do my work in peace.'
  - (d) Phila said to her brother, 'Turn down the television and let me work in peace.'
19. He said, 'Honesty is the best policy.'
  - (a) He said that honesty has been the best policy.
  - (b) He said that honesty is the best policy.
  - (c) He said that honesty had been the best policy.
  - (d) He said that honesty was the best policy.
20. The teacher said to him, 'Is not poverty a curse?'
  - (a) The teacher asked him was poverty not a curse.
  - (b) The teacher asked him whether poverty is not a curse.
  - (c) The teacher asked him is poverty not a curse
  - (d) The teacher asked him if poverty was not a curse
21. 'Come home early', said Mr Mathew to his clerk.
  - (a) Mr Mathew asked his clerk to be home early.
  - (b) Mr Mathew told his clerk to come home as early as possible.
  - (c) Mr Mathew requested his clerk to come home a little early.
  - (d) Mr Mathew ordered his clerk to come home early.
22. Sita said. 'I may go there.'
  - (a) Sita said that she might go there.
  - (b) Sita says that she may go there.
  - (c) Sita said that she will go there.
  - (d) Sita says that she is going there.
23. His father said that it was time he visited his uncle.
  - (a) It is time you visit your uncle', said his father.
  - (b) 'It was time you visited your uncle', said his father.
  - (c) It is time you visited my uncle', said his father
  - (d) 'It is time you visited your uncle', said his father.
24. The prisoner enquired if a lawyer had been — arranged for him.
  - (a) The prisoner enquired, 'Had a lawyer been arranged for me?'
  - (b) The prisoner asked, 'Has a lawyer been arranged for me?'
  - (c) The prisoner enquired, 'Is there a lawyer for me?'
  - (d) The prisoner said, 'Have you arranged a lawyer for me?'
25. He says that he is very sorry.
  - (a) He said. 'He is very sorry'
  - (b) He told me. 'I felt sorry'
  - (c) He says, 'I am very sorry'
  - (d) He said. 'He was very sorry'
26. Everybody' says, 'How well she sings !'
  - (a) Everybody comments that she sings well.
  - (b) Everybody says that she sang well.
  - (c) Everybody says how well she sings.
  - (d) Everybody tells that she sang very well.
27. The lady asked me how my uncle was.
  - (a) The lady said to me, 'How is your uncle?'
  - (b) The lady said to me, 'How was your uncle?'
  - (c) The lady asked me, 'How is your uncle doing?'
  - (d) The lady asked me, 'How has your uncle been?'
28. He said, "Be quiet and listen to my words."
  - (a) He urged them to be quiet and listen to his words
  - (b) He urged them and said be quiet and listen to words
  - (c) He said they should be quiet and listen to his words
  - (d) He said you should be quiet and listen to my words
29. He said to me, "I have often told you not to play with fire."
  - (a) He said that he has often been telling me not to play with fire
  - (b) He told me that he had often told me not to play with fire
  - (c) He remained me that he had often told me not to play with fire
  - (d) He said to me that he often told me not to play with fire
30. The Captain said to his men, "Stand at ease."
  - (a) The Captain urged his men to stand at ease
  - (b) The Captain wanted his men to stand at ease
  - (c) The Captain told his men that they should stand at ease
  - (d) The Captain commanded his men to stand at ease
31. The poor examine said, "O God, take pity on me."
  - (a) The poor examinee prayed God to take pity on him
  - (b) The poor examinee, invoking God, improve him to take pity on him
  - (c) The poor examinee exclaimed that God take pity on him
  - (d) The poor examine asked God to take pity on him

32. Ram says to me "You are smart."  
 (a) Ram tells me that I am smart.  
 (b) Ram tells me that he is smart.  
 (c) Ram tells me that he was smart.  
 (d) Ram tells me that I shall be smart.
33. He said, "May God Grant her peace!"  
 (a) He prayed that God might grant her peace  
 (b) He ordered that God might grant her peace  
 (c) He prayed that God may grant me peace.  
 (d) He told that God may grant me peace.
34. Mohan said to me, "Do not tell a lie."  
 (a) Mohan forbade me not to tell a lie.  
 (b) Mohan advised me not to tell a lie.  
 (c) Mohan ordered me to tell a lie.  
 (d) Mohan advised me to tell a lie.
35. She said, "Good bye Ramesh".  
 (a) She bade Ramesh good bye.  
 (b) She bade to Ramesh good bye.  
 (c) She bids Ramesh good bye.  
 (d) She had bade Ramesh good bye.
36. The student said, "Alas! I wasted my time last year."  
 (a) The student exclaimed with surprise that he had wasted his time the previous year.  
 (b) The student exclaimed with sorrow that he had wasted his time the previous year.  
 (c) The student exclaimed with joy that he had wasted his time the previous year.  
 (d) The student exclaims with sorrow that he had wasted his time the previous year.
37. I said to him, "who teaches you English?"  
 (a) I asked him who was taught him English  
 (b) I asked him who had taught him English  
 (c) I asked him who taught me English  
 (d) I asked him who taught him English
38. I said to him, "Why are you working so hard?"  
 (a) I asked him why was he working so hard  
 (b) I asked him why he had been working so hard  
 (c) I asked him why he was working so hard  
 (d) I asked him why had he been working so hard
39. Manna asked Rohan, "Have you sat in a trolley bus before?"  
 (a) Manna asked Rohan whether he had sat in a trolley bus earlier.  
 (b) Manna asked Rohan had he sat in a trolley bus before.  
 (c) Manna asked Rohan if he sat on a trolley bus before.  
 (d) Manna asked Rohan if he has ever sat in a trolley bus
40. He said to the interviewer, "Could you please repeat the question?"  
 (a) He requested the interviewer if he could please repeat the question  
 (b) He requested the interviewer to repeat the question  
 (c) He requested the interviewer to please repeat the question  
 (d) He requested the interviewer the interviewer if he could repeat the question



## Hints & Solutions



### LEVEL- I

- |         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 1. (a)  | 2. (a)  | 3. (d)  | 4. (b)  | 5. (d)  |
| 6. (c)  | 7. (b)  | 8. (d)  | 9. (d)  | 10. (b) |
| 11. (a) | 12. (d) | 13. (d) | 14. (d) | 15. (c) |
| 16. (a) | 17. (d) | 18. (d) | 19. (c) | 20. (c) |
| 21. (a) | 22. (a) | 23. (b) | 24. (c) | 25. (d) |
| 26. (d) | 27. (c) | 28. (a) | 29. (c) | 30. (c) |
| 31. (d) | 32. (b) | 33. (c) | 34. (d) | 35. (c) |
36. (a) When the sentence is converted from direct speech to indirect speech, the pronoun 'I' is converted to 'he' and the simple past tense gets itself converted into past perfect tense.
37. (c) The pronoun 'I' of the sentence is converted to 'she' and the direct speech which is in present tense gets converted into past tense.
38. (d) While converting a direct speech into indirect speech the adverb 'now' is changed to 'then' and the tense of the sentence also changes with respect to the time period of the speech.

39. (a) While converting a sentence from indirect speech to direct speech, certain changes have to be made as we use inverted commas to mark off the exact words of the speaker. And the speech is addressed in first person and second person mode.
40. (a) Omit 'that' from the direct speech.

### LEVEL- II

- |         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 1. (a)  | 2. (d)  | 3. (a)  | 4. (b)  | 5. (d)  |
| 6. (d)  | 7. (b)  | 8. (a)  | 9. (d)  | 10. (a) |
| 11. (b) | 12. (b) | 13. (b) | 14. (a) | 15. (a) |
| 16. (d) | 17. (a) | 18. (d) | 19. (b) | 20. (d) |
| 21. (d) | 22. (a) | 23. (d) | 24. (b) | 25. (c) |
| 26. (c) | 27. (a) | 28. (a) | 29. (b) | 30. (d) |
| 31. (a) | 32. (a) | 33. (a) | 34. (b) | 35. (a) |
| 36. (b) | 37. (d) | 38. (c) | 39. (a) | 40. (d) |