



INDIAN SCHOOL AL WADI AL KABIR

Class: VII	Department: ENGLISH	Date of Submission: October 2020
Worksheet No: 09	Topic: Reported Speech	Note: to be written in notebook



Reported Speech

The words spoken by a person can be reported in two ways—Direct and Indirect.

When we quote the exact words spoken by a person, we call it **Direct Speech**. But when we give the substance of what the speaker has said, it is called the **Indirect Speech** or **Reported Speech**.



Direct Speech:

In direct speech, we repeat the speaker's exact words.

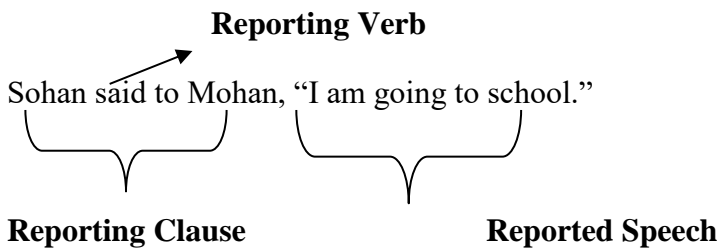
E.g. *Sohan said to Mohan, "I am going to school."*

Remarks thus repeated are placed between inverted commas and a comma is placed immediately before the remark. Direct speech is found in conversations in books, in plays and in quotations.

A narration sentence has two parts. These are:

Reporting Clause and Reported Speech:

The words which generally come before the inverted commas are called the reporting clause, i.e. Sohan said to Mohan and the verb 'said', is called the reporting verb. The words spoken by Sohan, within inverted commas are called the reported speech, i.e. "I am going to school."



Indirect Speech/ Reported Speech:

In indirect speech, we give the exact meaning of a remark or a speech,

without necessarily using the speaker's exact words.

E.g. *Sohan told Mohan that he was going to school.*

Rules for Changing Direct Speech into Indirect Speech:

- ⊕ In the Indirect speech, no inverted commas are used.
- ⊕ The conjunctions that, if, whether, are generally used after the reporting verb.
- ⊕ The first word of the reported speech begins with a capital letter.
- ⊕ The tense of the reporting verb is never changed.
- ⊕ The reporting verb changes according to sense: it may be told, asked, inquired etc.

Change in Pronouns

- ⊕ The first person pronouns (I, me, my, we, us, our) in the reported speech change according to the subject of the reporting verb.
- ⊕ The pronouns of the second person (you, your, yourself) in the reported speech change according to the object of the reporting verb.
- ⊕ The pronouns of the third person do not change.

For example:

He said, "I like this book."

He said that he liked that book.

He said to me, "Do you like the book?"

He asked me if I liked the book.

Reported Speech

What is it? How do you use it?



Direct Speech	Reported Speech
Personal Pronouns	Personal Pronouns
› I / you (subject)	› she / he
› we / you (subject)	› they
› me / you (object)	› him / her
› us / you (object)	› them
Possessive Pronouns / Determiners	Possessive Pronouns / Determiners
› my / your	› his / her
› mine / yours	› his / hers
› our / your	› their
› ours / yours	› theirs
Demonstrative Pronouns / Determiners	Demonstrative Pronouns / Determiners
› this	› that
› these	› those

Change in words expressing nearness, time, place etc

- ⊕ In direct speeches, the words that express nearness in time or place are changed to words that express distance in indirect speech. Such as:

DIRECT SPEECH	REPORTED SPEECH	DIRECT SPEECH	REPORTED SPEECH
Now	Then	"The children are playing outside now ."	He said that the children were playing outside then .
Today	That day	"I've got a piano lesson today ."	She said that she had got a piano lesson that day .
Here	There	"Put the box here ."	He told us to put the box there .
This	That	"I shall be very busy this week."	She said she would be very busy that week.
Tomorrow	The following day/ the next day/ the day after	"I will leave for New York tomorrow ."	She said that she would leave for New York the next day .
Next week	The following week/ the next week/ the week after	"I have an appointment next week."	She said that she had an appointment the following week.
Yesterday	The previous day/ The day before	"Our English teacher quizzed us yesterday ."	They said their English teacher had quizzed them the day before.
Last week	The previous week/ The week before	"We had an awful earthquake last week."	They told us they had had an awful earthquake the previous week.
Ago	Previously/ Before	"The letter came a few days ago ."	He said the letter had come a few days before .
Tonight	That night	"I'm going for a beer with Karl tonight ."	He said that he was going for a beer with Karl that night.

For example:

Direct : Rama said, "He is busy now."

Indirect: Rama said that he was very busy then.

Direct: "I'll do it tomorrow", he promised.

Indirect: He promised that he would do it the next day.

Change in Tenses

- ⊕ In indirect speech, change of tense takes place if and only if the reporting verb is in past tense.
- ⊕ No change of tense is made if the reporting verb is in present or future tense.

For example:

Satish says, "I am flying a kite."

Satish says that he is flying a kite.

Satish will say, "I want a glass of milk."

Satish will say that he wants a glass of milk.

⊕ When the reporting verb is past tense, the change of reported speech takes place as shown below.

Reported speech – verb forms

Verb tense	Direct speech	Verb tense	Indirect speech
present simple	'I am exhausted.'	past simple	He said (that) he was exhausted.
present continuous	'I' m studying.'	past continuous	She told me (that) she was studying .
past simple	'I loved the concert.'	past perfect	He told me (that) he had loved the concert.
present perfect	'I have never been to Rome.'	past perfect	She said (that) she' d never been to Rome.
will	'I will help you.'	would	He said (that) he would help me.
must	'You must pay attention.'	had to	She told me (that) I had to pay attention.
can	'You can stay with me.'	could	She said (that) I could stay with her.
may	'I may arrive late.'	might	He told me (that) he might arrive late.
could, might, should	'I should help Tom.'	could, might, should	She said (that) she should help Tom.

⊕ If the direct speech expresses a historical fact, a universal truth or a habitual fact, tense of the direct speech will not change:

For example:

Direct : He said, "Honesty is the best policy."

Indirect : He said that honesty is the best policy.

Direct : She said, "God is omnipresent."

Indirect : She said that God is omnipresent.

Changing Statements into Indirect Speech

- ⊕ The reporting verb "said to" is changed to 'told, 'replied', "remarked",
- ⊕ The inverted commas are removed.
- ⊕ The conjunction 'that' is used to connect the reporting clause with the reported speech.
- ⊕ The rules for the change of pronouns, tenses, etc. are followed.

For example:

Direct : Ramu said, "I saw a lion in the forest."

Indirect : Ramu said that he had seen a lion in the forest.

Direct : Satish said to me, "I am very happy here."

Indirect : Satish told me that he was very happy there.

Direct : He said, "I can do this work."

Indirect : He said that he could do that work.



Changing questions/Interrogative sentences into Indirect Speech

The reporting verb 'say' is changed into ask or inquire,

- ⊕ The interrogative sentence is changed into a statement by placing the subject before the verb and the full stop is put at the end of the sentence.
- ⊕ If the interrogative sentence has a *wh-word* (who, when, where, how, why, etc) the *wh-word* is repeated in the sentence. It serves as a conjunction.
- ⊕ If the interrogative sentence is a yes-no answer type sentence (with auxiliary verbs is, are, was, were, do, did, have, shall, etc), then *if* or '*whether*' is used as a conjunction.
- ⊕ The auxiliaries do, does, did in a positive question in the reported speech are dropped.
- ⊕ The conjunction that is not used after the reporting clause.



For example:

Direct : I said to him, "Where are you going?"

Indirect : I asked him where he was going.

Direct : He said to me, "Will you go there?"

Indirect : He asked me if I would go there.

Direct : My friend said to Deepak, "Have you ever been to Agra?"

Indirect : My friend asked Deepak if he had ever been to Agra.

Direct : I said to him, "Did you enjoy the movie?"

Indirect : I asked him if he had enjoyed the movie.

Changing Commands and Requests into Indirect Speech

- ⊕ In imperative sentences, the reporting verb is changed into command, order, tell, allow, request etc.
- ⊕ The imperative mood is changed into the infinitive mood by putting to, before the verb. In case of negative sentences, the auxiliary 'do' is dropped and 'to' is placed after 'not'.

For example:

Direct : She said to me, "Open the window."

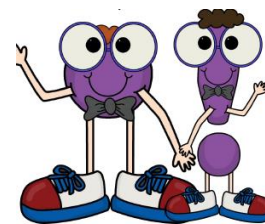
Indirect : She ordered me to open the window.

Direct : I said to him, "Leave this place at once."

Indirect : I told him to leave that place at once.

Direct : The teacher said to the students, "Listen to me attentively."

Indirect : The teacher asked the students to listen to him attentively.



Direct : I said to him, "Please bring me a glass of water."

Indirect : I requested him to bring me a glass of water.

Changing Exclamations into Indirect Speech

⊕ In **Exclamatory sentences** that express (grief, sorrow, happiness, applaud) **Interjections are removed** and the sentence is **changed to an assertive sentence**.

⊕ The reporting verb is changed into exclaimed with joy, sorrow etc.

For example:

Direct: Aviral said, "What a beautiful rainbow it is!"

Indirect: Aviral exclaimed with wonder that the scenery was very beautiful.

Direct: The man said, "Ah! I am ruined."

Indirect: The man exclaimed with sorrow that he was ruined.

Direct: He said, "What a great idea!"

Indirect: He exclaimed that it was a great idea.



Exercise: 1

Change the following sentences into Indirect Speech:

1. Rahul said, "I am unwell."
2. He said, "I am glad to be here this evening."
3. I will tell him, "You haven't sent me the computer."
4. Mohan said to Sohan, "You could help me in my need."
5. The villagers said to the saint, "We shall be very happy if you live in our village."
6. He says to me, "I am your friend."
7. He said, "India became free on 15th August, 1947."
8. He said to me, "I will meet you outside the post office at three tomorrow afternoon."
9. Veena said, "Let us go for a movie in the evening".
10. Nidhi said to Shradha, "I did not find your story book."
11. The science teacher told the class, "Ice floats on water."
12. The boss will say to his staff, "We are going to throw a party on the golden jubilee, of our company."
13. She said, "I will be in Scotland tomorrow."
14. Rony said, "I was completing my work."
15. The headmaster said, "The prize will be awarded to the meritorious students."



Exercise: 2

Rewrite the following sentences into Indirect speech.

1. He said to me, "Take proper rest".
2. "Don't waste your money", he said to the boys.
3. The captain asked his team, "Who wants to bat first today?"
4. My friend said to me, "Do you know the way to my house?"
5. Amar said to Naman, "Why did you beat Tapan?"
6. "Please stand here till I return", he said to his brother.
7. Abhishek said to his friend, "Were you present at the conference yesterday?"
8. "Have you anything to say on behalf of the accused?", said the policeman to the grieving father.
9. Amit said to his father, "Please send me some cash."
10. She said, "Thank you friends!"
11. I said to the playful kids, "Do not make noise."
12. He said, "Oh! How foolish I have been in money matters!"
13. "What an excellent piece of art!" she said.
14. The leader said, "Farewell, my countrymen!"
15. The captain said to the soldiers, "Guard this village."

Exercise: 3

Read the following conversations and complete the report that follows.

I.

Teacher: Why are you late for school everyday?

Shikha: Sir, my mother is ill.

Teacher: How does it affect your late coming?

Shikha: I have to prepare breakfast.

The teacher asked Shikha why she (a) _____. Shikha replied respectfully that her mother (b) _____. The teacher wanted to know how (c) _____ late coming. Shikha told him that (d) _____ to prepare breakfast.

II.

Shilpa: Can I borrow your English textbook?

Jaya: Sure you can. But when will you return it?

Shilpa: I will return it to you after two days from today.

Jaya: Please do as I have to prepare for the exams.

Shilpa asked Jaya (a) _____. Jaya replied that she could and asked her (b) _____. Shilpa said she (c) _____. Jaya urged her (d) _____ as she (e) _____.

III.

Soumya: How do you make such beautiful dolls?

Kirthi: It is an art which has to be learnt.

Soumya: Where did you learn it from?

Kirthi: I attended the Art and Craft classes.

Expressing her surprise Soumya asked Kirthi (a) _____. Kirthi told her that (b) _____.
Soumya enquired (c) _____. Kirthi replied that (d) _____.

Additional Web Resources:

<https://www.youtube.com/watch?v=0VzDQPcHFNM>

https://www.youtube.com/watch?v=ivz7D4PtZ_Q

<https://www.youtube.com/watch?v=UpznGgIuTHQ&t=99s>
