



INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH (2025-26)
CLASS – IX
REPORTED SPEECH

WHAT IS REPORTED SPEECH?

Reported speech (also called indirect speech) is a way of telling someone what another person said without quoting their exact words. In reported speech, the tense, pronouns, and time expressions often change to match the context.

Example:

Direct speech: She said, “I am feeling happy.”

Reported speech: She said that she was feeling happy.

REPORTED SPEECH: RULES AND EXCEPTIONS

1. Changing Tense in Reported Speech

Direct Speech (DS)	Reported Speech (RS)
Present Simple →	Past Simple
Present Continuous →	Past Continuous
Present Perfect →	Past Perfect
Present Perfect Continuous →	Past Perfect Continuous
Past Simple →	Past Perfect
Past Continuous →	Past Perfect Continuous
Will →	Would
Can →	Could
May →	Might
Shall →	Should
Must →	Had to / Must (context-dependent)

Example:

- **DS:** He said, “I am reading a book.”
- **RS:** He said that he was reading a book.

Exceptions (No change in tense if):

- Reporting verb is in present, future, or present perfect.
 - DS: She says, “I am tired.” → RS: She says that she is tired.
- Statement is a universal truth.
 - DS: He said, “The sun rises in the east.” → RS: He said that the sun rises in the east.

2. Changing Pronouns

Pronouns usually change according to the person speaking.

Example:

- **DS:** I am happy. → **RS:** She said she was happy.
- **DS:** We will help you. → **RS:** They said they would help me.

3. Changing Time and Place Words

Direct Speech	Reported Speech
today →	that day
tomorrow →	the next day / the following day
yesterday →	the day before / the previous day
now →	then
here →	there
ago →	before
this →	that
these →	those

Example:

- DS: She said, "I will meet you here tomorrow."
- RS: She said that she would meet me there the next day.

4. Reporting Questions

a) Yes/No Questions:

Use if / whether and change tense.

DS: "Do you like ice cream?" → RS: He asked if I liked ice cream.

b) Wh- Questions:

Keep the wh-word, change tense.

DS: "Where are you going?" → RS: He asked where I was going.

Exception: No change in tense for universal truths or facts.

5. Reporting Commands, Requests, and Advice

Direct Speech	Reported Speech
Do it! →	He told me to do it.
Don't smoke! →	He told me not to smoke.
Please help me →	He requested me to help him.
Let's go →	He suggested going.

Keywords: told, asked, requested, advised, ordered, suggested

6. Reporting Modal Verbs

Direct Speech	Reported Speech
will → would	I will help → He said he would help
can → could	I can do it → She said she could do it
may → might	I may come → He said he might come
shall → should	I shall call → She said she should call
must → had to / must	You must leave → He said I had to leave

7. Reporting Exclamations

- DS: "What a beautiful day!" → RS: She exclaimed that it was a beautiful day.
- DS: "How well he sings!" → RS: He exclaimed how well he sang.

PRACTICE EXERCISES

EXERCISE 1

Change the following sentences into Reported Speech

1. She said, "I am reading a new novel."
2. Ramesh said, "I will help you with your homework."
3. Anil said, "I have finished my project."
4. Priya said, "I was waiting for the bus when it started raining."
5. The teacher said, "The exam starts at 9 a.m."
6. "Where are you going?" asked Raj.
7. She asked, "Have you finished your assignment?"
8. The teacher asked, "Why didn't you submit your homework yesterday?"
9. He asked, "Will you attend the meeting tomorrow?"
10. My mother asked, "What are you doing now?"
11. The teacher said, "Close the door."
12. He said, "Please help me with this problem."
13. The mother said, "Don't play in the rain."
14. The officer said, "Submit the report by Friday."
15. She said, "Let's go to the park."
16. "I can't come to the party tonight," said Rahul.
17. She asked, "Do you know the way to the station?"
18. The teacher said, "Be careful while handling the chemicals."
19. "Where were you yesterday?" asked my friend.
20. He said, "I have been learning French for two years."

EXERCISE 2

Change the following sentences into Reported Speech

1. "I can speak three languages," said Ravi.
2. "We are planning a trip to the mountains," said Neha.
3. "I have lost my keys," said Ananya.
4. "Where do you live?" asked the teacher.
5. "Did you complete your homework?" asked Rahul.
6. "Why are you so late?" asked my friend.
7. "Please open the window," said the teacher.
8. "Don't touch the paintings," said the guide.

ANSWER KEY

EXERCISE 1

1. She said that she was reading a new novel.
2. Ramesh said that he would help me with my homework.
3. Anil said that he had finished his project.
4. Priya said that she had been waiting for the bus when it started raining.
5. The teacher said that the exam started at 9 a.m.
6. Raj asked me where I was going.
7. She asked if I had finished my assignment.
8. The teacher asked why I hadn't submitted my homework the day before.
9. He asked if I would attend the meeting the next day.
10. My mother asked what I was doing then.
11. The teacher told us to close the door.
12. He requested me to help him with that problem.
13. The mother advised me not to play in the rain.
14. The officer instructed us to submit the report by Friday.
15. She suggested going to the park.
16. Rahul said that he couldn't come to the party that night.
17. She asked if I knew the way to the station.
18. The teacher advised us to be careful while handling the chemicals.
19. My friend asked where I had been the day before.
20. He said that he had been learning French for two years.

EXERCISE 2

1. Ravi said that he could speak three languages.
2. Neha said that they were planning a trip to the mountains.
3. Ananya said that she had lost her keys.
4. The teacher asked where I lived.
5. Rahul asked if I had completed my homework.
6. My friend asked why I was so late.
7. The teacher asked me to open the window.
8. The guide told me not to touch the paintings.

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