



INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH (2026-27)
CLASS – XI
REPORTED SPEECH

WHAT IS REPORTED SPEECH?

It is used to report what someone has said without using the exact words of the speaker.

Example:

Direct: He said, "I am busy."

Reported: He said that he was busy.



Core Rules

- **Tense Shift:** Move one step back into the past if the reporting verb is past tense (e.g., *is/am* → *was*, *do* → *did*).
- **Pronouns:** Adjust first and second-person pronouns to match the speaker and listener (*I/you* → *he/she/they*).
- **Time and Place:** Change words like *now* → *then*, *today* → *that day*, and *here* → *there*.
- **Questions:** Drop the question mark and use statement word order; use *if/whether* for yes/no questions.

1 CHANGE OF PRONOUNS



The pronouns in Direct Speech are changed as per the speaker and the listener.

Direct Speech	Reported Speech
I	he / she
we	they
my, mine	his / her
our, ours	their
you	I / he / she / they
your, yours	my / his / her / their

Example:

- She said to me, "I **will** help you."
She told me that **she** **would** help me.

2 CHANGE OF TENSES



The tense in Direct Speech changes in Reported Speech.

Direct Speech	Reported Speech
Present Simple	Past Simple
Present Continuous	Past Continuous
Present Perfect	Past Perfect
Past Simple	Past Perfect
Past Continuous	Past Perfect Continuous
Will / Shall	Would / Should
Can	Could
May	Might
Must	Had to
Has / Have	Had

Example:

- He said, "I **have finished** my work."
He said that he **had finished** his work.

Direct Speech

He said, "I am reading a book."

She said to me, "Where are you going?"

The teacher said, "The earth moves round the sun."

Rahul said, "Please help me with this task."

Father said to him, "Do not waste your time."

Indirect (Reported) Speech

He said that he was reading a book.

She asked me where I was going.

The teacher said that the earth moves round the sun.

Rahul requested me to help him with that task.

Father advised him not to waste his time.

3 CHANGE OF TIME AND PLACE EXPRESSIONS

Words related to time and place are changed suitably.

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

4 CHANGE OF MODAL VERBS

Modals also change in Reported Speech.

Direct Speech	Reported Speech
can	could
may	might
shall	should
will	would
must	had to
ought to	ought to
need	needed

Example:

- He said, "I can solve this problem."
He said that he could solve that problem.

CHANGE OF SENTENCE TYPE

The type of sentence may change in Reported Speech.

Direct Speech	Reported Speech
Declarative	Declarative
Interrogative	Indirect Question
Imperative	To + infinitive
Exclamatory	Exclamatory

Examples:

- He said, "Where do you live?"
He asked me where I lived.
- She said to me, "Please help me."
She requested me to help her.
- He said, "What a beautiful flower!"
He exclaimed that it was a beautiful flower.

OTHER IMPORTANT RULES

- Commas (,) and inverted commas (" ") are removed.
- If the Reported Speech is in the past, use 'that' after the Reporting Verb (optional in questions).
- No need to change the tense if the Reported Speech is a universal truth or a habitual action.

Examples:

- He said, "The sun rises in the east."
He said that the sun rises in the east.
- She said, "I am reading a book."
She said that she was reading a book.

Q. Given below are questions sentences in Direct/Indirect Speech along with four options. You are required to read the Direct and Indirect Speech questions carefully and select the option that expresses the same sentence in the reverse speech i.e., Indirect/Direct Speech:

1. His father says "Honesty is the best policy"
(a) His father called honesty is the best policy
(b) His father asked if honesty is the best policy
(c) His father exclaimed that honesty is the best policy
(d) His father says that honesty is the best policy
2. Rama said, 'I am very busy now.'
(a) Rama said that he was very busy then
(b) Rama said that he would be very busy now,
(c) Rama said that he is very busy then.
(d) Rama said that he is very busy now.
3. He said to him, 'Isn't your name Khalid?'
(a) He said that his name was Khalid
(b) He inquired whether his name was not Khalid
(c) He asked is his name was not Khalid
(d) He asked why his name was Khalid
4. All said to the beggar, 'I know you very well'.
(a) Ali recognized the beggar
(b) Ali told the beggar that he knew him very well
(c) Beggar knew Ali too
(d) Beggar was recognized by Ali
5. He said, "Yes, I'll come and see you."
(a) He accepted that he will come and see me
(b) He said that he will come and see me
(c) He agreed that he will come and see me
(d) He said that he would come and see me
6. Ram remarked "What a wonderful day!"
(a) Ram exclaimed that it was a wonderful day
(b) Ram asked if it was a wonderful day
(c) Ram said what a wonderful day
(d) Ram asked what a wonderful day
7. The monk said to the followers "Anger kills Intellect"
(a) The monk said to the followers anger kills intellect
(b) The monk told the followers that anger kills intellect
(c) The monk asked followers if anger kills intellect
(d) The monk told the followers that anger has killed intellect
8. The poor beggar said, "O God, have mercy on my soul".
(a) The poor beggar prayed to God to have mercy on his soul.
(b) The poor beggar, invoking God, implored him to have mercy on his soul.

- (c) The poor beggar exclaimed that God, have mercy on his soul.
- (d) The poor beggar told God to have mercy on his soul.

9. John's father reminded him to take his umbrella.

- (a) John's father said, "Remember your umbrella John ?"
- (b) "Here, is your umbrella John," said his father.
- (c) "Are you going to take your umbrella or not ?" said John to his father.
- (d) "Don't forget to take your umbrella, John," said his father.

10. He swore in the name of God that he was ignorant of the matter.

- (a) He said, "I'm ignorant by God
- (b) He declared, "God knows I was ignorant of the matter."
- (c) He said, "By God ! I'm ignorant of the matter."
- (d) He said he was ignorant of God

11. Raj said, "I'm teaching English online"

- (a) Raj told I am teaching English online
- (b) Raj asked me if I was teaching English online
- (c) Raj said he was teaching English online
- (d) Raj ordered that I am teaching English online

12. The father warned his son that he should be beware of him.

- (a) The father warned his son, "Beware of me!"
- (b) The father warned his son, "Watch that chap!"
- (c) The father warned his son, "Be careful about him."
- (d) The father warned his son, "Don't fall into the trap."

13. He said to me, "I expect you to attend the function."

- (a) He told me that he had expected me to attend the function
- (b) He told me that he expected me to attended the function
- (c) He told me that he expected me to have attended the function
- (d) He told me that he expected me to attend the function

14. John asked, "How long will it take to travel from Germany to South Africa?"

- (a) John asked how long it will take to travel from Germany to South Africa
- (b) John asked how long would it take to travel from Germany to South Africa
- (c) John asked how long it should take to travel from Germany to South Africa
- (d) John asking how long must it take to travel from Germany to South Africa

15. The designer said to her, "Will you have the dress ready by tomorrow evening?"

- (a) The designer asked her if she would have the dress ready by next evening.
- (b) The designer asked her that she would have the dress ready by next evening.
- (c) The designer asked her that if she will like to have the dress by next evening.
- (d) The designer asked her that she will have the suit ready by next evening.

16. They said, "Let us come in".

- (a) They told that let them be allowed to come in.
- (b) They requested that they might be allowed to come in.
- (c) They said that if they are allowed to come in.
- (d) They requested me to let them come in.

17. Reshma said to Priya, "Why are you sketching on the wall?"

- (a) Reshma asked Priya why was she sketching on the wall.
- (b) Reshma asked Priya why had she been sketching on the wall.
- (c) Reshma asked Priya that why is she sketching on the wall.
- (d) Reshma asked Priya why she was sketching on the wall.

18. Jacob fell as he'd have wished', the father said.

- (a) The father said that Jacob has fallen as he would have wished.
- (b) The father said that Jacob had fallen as he would have wished.
- (c) The father said that Jacob had fallen as he had wished.
- (d) The father said that Jacob had been fallen as he would have been wished.

19. Arya said to Tara, "David will leave for his mother's place tomorrow."

- (a) Arya told Tara that David will leave for his mother's place tomorrow.
- (b) Arya told Tara that David will leave for his mother's place the next day.
- (c) Arya told Tara that David would leave for his mother's place the next day.
- (d) Arya informed Tara that David would be leaving for his mother's place the next day.

20. The Professor said that nobody could solve the problem.

- (a) The Professor said, 'Nobody can solve the problem'.
- (b) The Professor said, 'Nobody could solve the problem'.
- (c) The Professor exclaimed, 'Nobody could solve the problem'.
- (d) The Professor exclaimed, 'Nobody can solve the problem?'.

21. She said, "Why didn't you send a friend request to me?"

- (a) She asked me why had I not sent a friend request to her.
- (b) She enquired why I had not sent a friend request to her.
- (c) She enquired why I did not send a friend request to her.
- (d) She questioned why I had not sent a friend request to her.

22. The judge commanded them to call the accused in the court.

- (a) The Judge said, 'Call the accused in the court'.
- (b) The Judge ordered, 'Call the accused in the court'.
- (c) The Judge command, 'Call the accused in the court'.
- (d) The Judge said to them, 'Call the accused in the court'.

23. The instructor asked Ronny if he was ready for the race.

- (a) 'Ronny, are you ready for the race?', the instructor asked.
- (b) 'Are you ready for the race Ronny?', the instructor asked.
- (c) 'Ronny, ready for race?' the instructor said.
- (d) 'Ronny, are you ready for the race?', said the instructor.

24. Manager said to Shekher, "Why didn't you attend the meeting yesterday?"

- (a) The manager enquired Shekhar why did not he attend the meeting the day before.
- (b) The manager asked Shekhar why he did not attend the meeting the previous day.
- (c) The manager asked Shekhar why he had not attended the meeting the day before.
- (d) The manager enquired Shekhar that why didn't he attend the meeting yesterday.

25. Kiara said that she had been planning for that for a while.

- (a) Kiara said, "I had a plan for this for a while."

- (b) Kiara said, "I have planned for this for a while."
(c) Kiara said, "I have been planning for this for a while."
(d) Kiara said, "I planned this for a while."

Answers:

1. (d) His father says that honesty is the best policy
2. (a) Rama said that he was very busy then
3. (b) He inquired whether his name was not Khalid
4. (b) Ali told the beggar that he knew him very well
5. (d) He said that he would come and see me
6. (a) Ram exclaimed that it was a wonderful day
7. (b) The monk told the followers that anger kills intellect
8. (a) The poor beggar prayed to God to have mercy on his soul.
9. (d) "Don't forget to take your umbrella, John," said his father.
10. (c) He said, "By God ! I'm ignorant of the matter."
11. (c) Raj said he was teaching English online
12. (a) The father warned his son, "Beware of me!"
13. (a) He told me that he had expected me to attend the function
14. (b) John asked how long would it take to travel from Germany to South Africa
15. (a) The designer asked her if she would have the dress ready by next evening.
16. (b) They requested that they might be allowed to come in.
17. (d) Reshma asked Priya why she was sketching on the wall.
18. (b) The father said that Jacob had fallen as he would have wished.
19. (c) Arya told Tara that David would leave for his mother's place the next day.
20. (a) The Professor said, 'Nobody can solve the problem'.
21. (b) She enquired why I had not sent a friend request to her.
22. (d) The Judge said to them, 'Call the accused in the court'.
23. (a) 'Ronny, are you ready for the race?', the instructor asked.
24. (c) The manager asked Shekhar why he had not attended the meeting the day before.
25. (c) Kiara said, "I have been planning for this for a while."

b. Change the following dialogues in indirect speech of narration:

1. Mother: Where were you?

Daughter: I was on the terrace playing.

Mother: Please do not go without prior permission.

Daughter: This was the first time ever that I went on the terrace.

Mother: Remember, do not go there alone.

Answer: Mother asked her daughter where she had been. The daughter replied that she had been on the terrace playing. The mother then requested her not to go without prior permission. The daughter apologized saying that that had been the first time ever that she had gone on the terrace. The mother warned her not to go there alone.

2. Master: How are you feeling now?

Worker: I am feeling better but I am not completely fine.

Master: Do you need more rest?

Worker: It is okay. I will report tomorrow

Answer: Master asked his worker how he was feeling then. The worker replied that he was feeling better but was not completely fine. The master further asked him if he needed more rest. The worker replied that that was okay and that he would report the next day

3. Rajesh: Where are you going, Rohan?

Rohan: I am going to the temple to offer flowers.

Rajesh: Do you worship everyday and go to the temple?

Rohan: Yes, I go to the temple everyday to worship Lord Shiva.

Answer: Rajesh asked Rohan where he was going. Rohan replied that he was going to the temple to offer flowers. Rajesh then asked him if he worshiped every day and went to the temple. Rohan replied in the affirmative and said that he went to the temple every day to worship Lord Shiva.

4. Teacher: I want all students to quietly do the work.

Students: Will you allow us to go for games after this?

Teacher: First, all of you have to finish your work.

Students: We promise that we will finish our work first

Answer. Teacher instructed the students that she wanted them to quietly do the work. The students asked if she would allow them to go for games after that. The teacher insisted that first, all of them had to finish their work. The students then promised her that they would finish their work first

5. Father. Why did you go to the market today?

Son: I had to buy some material to do my project.

Father: Who gave you the project?

Son: My science teacher gave the project.

Father: Do you need any money for it?

Answer: Father asked his son why he had gone to the market that day. Son replied that he had to buy some material to do his project. Father then asked him who had given the project. Son replied that his science teacher had given the project. Father then asked his son if he needed any money for that.