



INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH (2026-27)
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: Ravi said, "I am preparing dinner."

Reported speech: Ravi said that he was preparing dinner.

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:

- **Direct Speech:** Maya said, "I am writing a letter."
- **Indirect Speech:** Maya said that she was writing a letter.

Exceptions (No change in tense if):

- Reporting verb is in present, future, or present perfect.
 - o **Direct Speech:** She says, "I feel cold."
 - o **Indirect Speech:** She says that she feels cold.
- Statement is a universal truth.
 - o **Direct Speech:** The teacher said, "Water boils at 100°C."
 - o **Indirect Speech:** The teacher said that water boils at 100°C.

2. Changing Pronouns

Pronouns usually change according to the person speaking.

Example:

- **Direct Speech:** I need your notebook. → **Indirect Speech:** He said he needed my notebook.
- **Direct Speech:** We can meet you later. → **Indirect Speech:** They said they could meet me later.

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:** Riya said, "I will finish this work here tomorrow."
- **RS:** Riya said that she would finish that work there the next day.

4. Reporting Questions

a) Yes/No Questions:

Use if / whether and change tense.

DS: "Do you play chess?"

RS: He asked if I played chess.

b) Wh- Questions:

Keep the wh-word, change tense.

DS: "Why are you laughing?"

RS: She asked why I was laughing.

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

5. Reporting Commands, Requests, and Advice

Direct Speech	Reported Speech
Wait here! →	He told me to wait there.
Don't run! →	She told us not to run.
Please lend me your pen →	He requested me to lend him my pen.
Let's watch a movie →	She suggested watching a movie.

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

6. Reporting Modal Verbs

Direct Speech	Reported Speech
will → would	I will return → He said he would return
can → could	I can swim → She said she could swim
may → might	I may visit → He said he might visit
shall → should	I shall write → She said she should write
must → had to / must	You must wait → He said I had to wait

7. Reporting Exclamations

- **DS:** "What an exciting match!" → **RS:** She exclaimed that it was an exciting match.
- **DS:** "How beautifully she dances!" → **RS:** He exclaimed how beautifully she danced.

PRACTICE EXERCISES

Read the following conversations and complete the paragraphs that follow.

Q1. Employer: How are you feeling now?

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

Employer: Do you need more rest?

Worker: It is okay. I will report to work tomorrow.

The employer asked his worker (a)_____. The worker replied that (b) _____. The employer enquired if he needed more rest. To which the worker replied that he was fine and (c)_____.

Q2. Teacher: I want all students to do the work quietly.

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 fast.

The teacher instructed the students that (a)_____. The students asked the teacher (b)_____. The teacher insisted that first, all of them had to finish their work. The students then promised her that (c)_____.

Q3. Manu: Where are you going?

Anu: I am going to the market. Do you want anything?

Manu asked Anu (a) _____ Anu replied (b) _____ and she further asked (c) _____

Q4. Sunita: Tomorrow is your birthday, what do you want as a gift?

Neetu: That is a lovely thought, but I don't want anything.

Sunita asked Neetu since the next day was her birthday, (a) _____ Neetu replied (b)_____ but (c) _____

Q5. Teacher: Why were you absent yesterday?

Student: I was not feeling well.

Teacher: Did you visit a doctor?

Student: Yes, I did. The doctor advised me to take rest.

The teacher asked the student (a) _____. The student replied that (b) _____. The teacher then asked him whether he had visited a doctor. The student replied that he had and added that (c) _____.

Answers:

Q1. (a) how he was feeling then

(b) he was feeling better but was not completely fine

(c) that he would report to work the following day

Q2. (a) she wanted them to do their work quietly

(b) if she would allow them to go for games after that

(c) they would finish their work fast

Q3. (a) where she was going.

(b) that she was going to the market

(c) if/whether she wanted anything.

Q4. (a) what she wanted as a gift

(b) that was a lovely thought

(c) she did not want anything.

Q5. (a) why he had been absent the previous day

(b) he had not been feeling well

(c) the doctor had advised him to take rest
