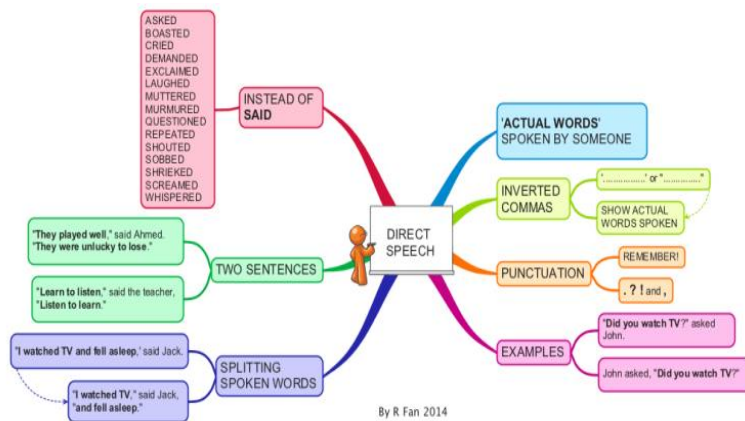




INDIAN SCHOOL AL WADI AL KABIR

Grade 7	Department: ENGLISH	Date of Submission: October, 2021
Worksheet & Question Bank	Topic: REPORTED SPEECH	Note: English Notebook



Meaning of Direct and Indirect Speech:

In **direct speech**, we report the words of a speaker by repeating the actual words which are indicated with the help of inverted commas. e.g. Ritu said, "The Taj Mahal was built on the banks of the River Yamuna long ago and it still attracts tourists to Agra."

Refer to the mind map above to see the features and form of sentences written in Direct Speech.

When we convey the speaker's thoughts without repeating the actual words but the substance of the words used by speaker is expressed, it is called reported speech or **indirect speech** or narration.

e.g. Roma said that she had to reach home as soon as possible because her mother was not well.

Refer to the image to see the changes that occur in a sentence when written in Indirect Speech:

REPORTED SPEECH CHEAT-SHEET

DIRECT SPEECH: the exact words someone said. We use quotation marks. "I like onion soup," she said.

REPORTED SPEECH: someone tells us what someone else said. We *don't* use quotation marks. She said that she liked onion soup.

SIX CHANGES:

- PRONOUNS
- EXPRESSIONS OF TIME AND PLACE
- VERB TENSES
- FOR QUESTIONS
- WORD ORDER
- QUESTION WORD

TEMPERATURE CHANGES:

PRESENT SIMPLE	PAST SIMPLE
PRESENT CONTINUOUS	PAST CONTINUOUS
PRESENT PERFECT	PAST PERFECT
PAST SIMPLE	PAST PERFECT
PAST CONTINUOUS	PAST PERF. CONT.
PAST PERFECT	DOESN'T CHANGE
WILL	WOULD
FUTURE CONTINUOUS	WOULD BE + ING
FUTURE PERFECT	WOULD HAVE + PA
CAN	COULD
MUST / HAVE TO	HAD TO
SHOULD	SHOULD HAVE + P.P.
INFINITIVE	TO BE + P.P.
IMPERATIVE (do it)	INFINITIVE (to do it)

SAY or TELL?

SAY + SOMETHING
He said he liked onion soup.

TELL + SOMEONE + SOMETHING
He told us he liked onion soup.

There are **3 important things** that you need to keep in mind **while converting a sentence from Direct to Indirect Speech**:

1. Remove the **inverted commas**
2. Pay attention to the **pronoun and time & place expressions** in a sentence, as these undergo a change in indirect speech
3. **Back shifting of Tenses** ~ this means that the tense of the sentence undergoes a change. For example, if the sentence is in Present Simple, it will change to Past Simple (move one tense back along the time line)

Exercise 1: Convert the sentences below into Indirect speech and rewrite them

1. Anu said to him, "The boys are not late."
2. She said, "I enjoy listening to music".
3. Father said, "Reena has come."
4. He said, "I like to read books."
5. Mother said, "Bina had left."
6. Nisha said to him, "You are an intelligent boy."
7. The teacher said, "The students were late for class."
8. The teacher said, "The boy was injured."
9. Alok said to me, "Your parents are in the room."
10. Mina said, "The packet has been distributed."
11. Mitali said, "The plumber did the work well."
12. Mohit said to her, "Your pen is new."
13. Piyush said, "Neha can come if she keeps well."

Changing different types of sentences into Indirect Speech

A) Declarative Sentences

While converting the Declarative sentences into indirect speech the words of the speaker should not be changed in such a way that the meaning changes. None of the 3 points mentioned above should be left out. The conversion should be to the point and unnecessary words should not be added.

e.g. He said to her, "I promise to return the bag."

In reported speech we should write: He promised her to return the bag.

Exercise 2: Rewrite the following Declarative sentences in indirect speech

1. The vendor said to the customer, "I have sold all the apples but some oranges and bananas are left for you."
2. Mr. Narang said to the mechanic, "I have a problem because I have to leave immediately and my car needs repair."
3. She said to her friend, "I will invite Nalini also for dinner tomorrow."
4. Sagar said, "I will wait here for my parents."
5. Aditi said to Ankit, "Your file is on the teacher's table."

6. Sohan said, "I went there last week."
7. He said, "Rita bought this car a week ago."
8. She said, "The minister will inaugurate that bridge the next month."
9. She said, "Ramesh will go to Goa tonight."
10. Heena said, "The weather is pleasant today,"

B) Exclamatory Sentences

The following guidelines have to be remembered while changing exclamatory sentences into indirect speech:

- The exclamatory form of the reported speech is changed to the assertive form while converting a sentence into indirect speech.
- Exclamatory words/interjections indicating strong emotions such as oh, hurrah, alas are omitted in indirect speech, and the emotions are conveyed by using phrases like exclaimed with joy, exclaimed with sorrow/regret and so on.
- The exclamation mark is omitted in reported speech

e.g. The leader said, "Hurrah! We have achieved our goal".

The leader exclaimed with joy that they had achieved their goal.

Exercise 3: Rewrite the following exclamatory sentences into indirect speech

1. The girl said, "Alas! We missed the flight."
2. He said, "Hurrah! We have won the contest."
3. My friend said. "Yay! I scored the highest marks in Mathematics."
4. Sabrina said, "Oh no! I lost my wallet."
5. Harish said to Nita, "Oh! I regret that you lost your grandma recently."