



SENTENCE TRANSFORMATION (REPORTED SPEECH)

Class: XI

Sub: ENGLISH CORE

Reported speech is when we tell someone what another person said. To do this, we can use direct speech or indirect speech.

Direct speech: 'I work in a bank,' said Daniel.

Indirect speech: Daniel said that he worked in a bank.

Direct: Radha said, "I am very busy now."

Indirect: Radha said that she was very busy then.

1. All inverted commas or quotation marks are omitted and the sentence ends with a full stop.
2. Conjunction 'that' is added before the indirect statement.
3. The pronoun 'I' is changed to 'she'. (The Pronoun is changed in Person)
4. The verb 'am' is changed to 'was'. (Present Tense is changed to Past)
5. The adverb 'now' is changed to 'then'.

Reporting verbs

When we want to report what people say, we use reporting verbs. Different reporting verbs have different patterns. Some reporting verbs are: Advise, apologize, ask, assure, command, complain, confess, demand, Explain, grumble, inform, point out, promise, remind, suggest, thank, urge etc.

e.g. Mary complained (that) she was tired.

She asked if they could stop for a rest.

Peter told her not to worry.

He suggested stopping and having a picnic.

POINTS TO REMEMBER:

If the reporting verb is in the Present or Future Tense, the tenses of the Direct Speech do not change.

- a) **Direct:** He **says/will say**, "I am unwell."
- b) **Indirect:** He **says/will say** that he **is** unwell.

The Tense in Indirect Speech is NOT CHANGED if the words within the quotation marks talk of a universal truth or habitual action.

- a) **Direct:** He said, "Honesty is the best policy"
- b) **Indirect:** He said that honesty is the best policy.

He said, "The sun rises in the east,"

He said that the sun rises in the east.

Rakesh said, "I am an early riser."

Rakesh said that he is an early riser.

If the verb in direct speech is in the Simple Present tense, the verb in reported speech Changes to Simple Past tense.

- a) **Direct:** "I **am** happy", she said.
- b) **Indirect:** She said that she **was** happy.

- a) He said, " I am quite well".
- b) He said that he was quite well.

If the verb in direct speech is in the Present Continuous tense, the verb in reported speech Changes to Past Continuous tense.

- a) **Direct:** "I **am reading** a book", he explained.
- b) **Indirect:** He explained that he **was reading** a book.
 - a) She said, "My brother is writing a letter".
 - b) she said that her brother was writing a letter.

If the verb in direct speech is in the Present Perfect tense, the verb in reported speech Changes to Past Perfect tense.

- a) **Direct:** She said, "He **has finished** his food".
- b) **Indirect:** She said that he **had finished** his food.

If the verb in direct speech is in the Simple Past tense, the verb in reported speech Changes to Past Perfect tense.

- a) **Direct:** He said, "Ira **arrived** on Monday."
- b) **Indirect:** He said that Ira **had arrived** on Monday.
 - a) She said, "I bought a book". - She said that she had bought a book.

If the verb in direct speech is in the Past Continuous tense, the verb in reported speech Changes to Past Perfect Continuous tense.

- a) **Direct:** "We **were living** in Goa", they told me.
- b) **Indirect:** They told me that they **had been living** in Goa.
 - a) They said, "We were celebrating Eid yesterday."
 - b) They said that they had been celebrating Eid the previous day.

Future Tense(will/shall)

- a) **Direct:** He said, "I **will be** in Kolkata tomorrow."
- b) **Indirect:** He said that he **would be** in Kolkata the next day.
 - a) Rafiq said, "I shall leave for London tomorrow."
 - b) Rafiq said that he would leave for London the next day.

NOTE:NO CHANGES ARE REQUIRED TO BE MADE INTO PAST PERFECT AND PAST PERFECT CONTINUOUS TENSES.

Conversion of Interrogative

Note that we do not use **say** or **tell** to report questions. In reporting questions, the indirect speech is introduced by such verbs as asked, enquired, wondered, wanted to know. When you report a question, you need to change the interrogative form into an affirmative sentence.

There are two types of questions that we can report – questions that have a yes/no response, and questions that begin with a question word like 'what', 'where', 'who' etc. When we report a yes/no question, we use 'if/whether'. In indirect speech, we change the question structure to a statement structure. We also often make changes to the tenses and other words in the same way as for reported statements (e.g. have done → had done, today → that day).

- a) **Direct:** He said, "**Will** you come for the meeting?"
- b) **Indirect:** He asked him **whether he would** come for the meeting.

The boy asked his mother, 'Is there anything in the fridge?'

The boy asked his mother **if there was anything in the fridge.**

I said to him, “Did you enjoy the movie?”

I asked him if he had enjoyed the movie.

He said, “Will you listen to such a man”?

He asked her whether/if she would listen to such a man.

If sentence begins with ‘wh’ questions then no conjunction is used as the "question-word" itself act as joining clause. For questions starting with question words like ‘what’, ‘where’, ‘when’, ‘who’, etc., we report the question using the question word but change the interrogative form to the affirmative form.

Reporting Verb like ‘said/ said to’ changes to asked, enquired or demanded

a) **Direct:** He **said to** me, “What are you doing?”

b) **Indirect:** He **asked** me what I was doing.

a) **Direct:** “**Where** do you live?” asked the girl

b) **Indirect:** The girl **enquired where** I lived.

Table 1 – Change of Pronouns

Direct Speech	Reported Speech
I	He, she
Me	Him, her
We	They
Us	Them
You	He, she, they
You	Him, her, them
My	His, her

Mine	His, hers
Our	Their
Ours	Theirs
Your	His, her, their
Yours	His, hers, theirs

Table 2 – Change of Adverbs of Place and Adverbs of Time

Direct Speech	Reported Speech
This	That
These	Those
Adverbs of Place	
Here	There
Adverbs of Time	
Now	Then
Today	That day
Tomorrow	The next day / The following day
Yesterday	The previous day

Tonight	That night
Last week	The week before
Next week	The week after
Last month	The previous month
Next month	The following month
Last year	The previous year
Next year	The following year
Ago	Before
Thus	So

Table 3 – Change of Tense

Direct Speech	Reported Speech
Simple Present Example: Preethi said, “I cook pasta.”	Simple Past Example: Preethi said that she cooked pasta.
Present Continuous Example: Preethi said, “I am cooking pasta.”	Past Continuous Example: Preethi said that she was cooking pasta.
Present Perfect Example: Preethi said, “I have cooked pasta.”	Past Perfect Example: Preethi said that she had cooked pasta.
Present Perfect	Past Perfect Continuous

Example: Preethi said, "I have been cooking pasta."	Example: Preethi said that she had been cooking pasta.
Simple Past Example: Preethi said, "I cooked pasta."	Past Perfect Example: Preethi said that she had cooked pasta.
Past Continuous Example: Preethi said, "I was cooking pasta."	Past Perfect Continuous Example: Preethi said that she had been cooking pasta.
Past Perfect Example: Preethi said, "I had cooked pasta."	Past Perfect (No change) Example: Preethi said that she had cooked pasta.
Past Perfect Continuous Example: Preethi said, "I had been cooking pasta."	Past Perfect Continuous (No change) Example: Preethi said that she had been cooking pasta.

Table 4 – Change of Modal Verbs

Direct Speech	Reported Speech
Will	Would
May	Might
Can	Could
Shall	Should
Has/Have	Had

Reporting orders & requests :

Imperative sentences are sentences that give an order or a direct command. These sentences may be in the shape of advice, entreaty, request, or order. Mostly, it depends upon the forcefulness of the speaker.

The reporting verb is changed according to reported speech into order in case the sentence gives a direct command and into a request in case the sentence makes a request.

Reported Orders, Commands and Requests are formed using the **to-infinitive** and **not to-infinitive**.

The reporting verbs for the orders/ commands/ requests are: **order, shout, demand, warn, beg, command, tell, insist, beseech, threaten, implore, ask, propose, forbid...**

E.g The man with the gun said to us, "Don't move!"

The man with the gun **warned us not to move**.

"Get out of the car!" said the policeman.

The policeman **ordered him to get out** of the car.

Direct speech: The teacher said to the boys, 'Work hard.'

Indirect speech: The teacher **advised the boys to work** hard.

Direct speech: The doctor said to the patient, 'Do not consume too much sugar.'

Indirect speech: The doctor **advised the patient not to consume** too much sugar.

Direct: Jim said to me, 'Please lend me your pen.'

Indirect: Jim **requested me to lend** him my pen.

. Direct: The doctor said to the patient, 'Quit smoking.'

Indirect: The doctor **advised the patient to quit** smoking. OR The doctor **suggested that the patient should quit smoking**.

Direct: The officer said to the clerk, 'Do it immediately.'

Indirect: The officer **ordered the clerk to do** it immediately.

Direct: The teacher said to the boy, 'Come in, please.'

Indirect: The teacher **allowed (or asked) the boy to come** in.

Direct: He said to me, 'Post this letter at once.'

Indirect: He **ordered me to post** that letter at once.

Direct: I said to her, 'Don't mention his name.'

Indirect: I **forbade her to mention** his name.

Direct: I said to the child, 'Do not look down into the well.'

Indirect: I **warned the child not to look** down into the well.

Direct: He said to me, 'Wait here till I return.'

Indirect: He **asked me to wait** there till he returned.

Direct: I said to him, "Don't open the door, please."

Indirect: I **requested him not to open** the door.

10. Direct: The shopkeeper said to the customer, "Please do not eat raw and overripe fruit."

Indirect – The shopkeeper **requested the customer not to eat** raw and overripe fruit.

Exclamatory sentences express a sudden outburst of some emotions such as joy, sorrow, contempt, regret, surprise etc. Common exclamatory phrases are given below:

Hurrah! Ha! (Express joy)

Alas! Oh! (Express sorrow, regret, or loss)

Bravo! (Express Applause)

What! Oh! How! (Express surprise)

Pooh! Pshaw! (Express contempt)

An exclamatory sentence has a sign of exclamation after it which changes into a full stop in the indirect speech.

In indirect speech, the exclamatory phrase or word (interjection) is replaced by ‘**exclaimed with joy, sorrow, regret, surprise, contempt etc.**’

The conjunction **that** has to be supplied in the indirect speech.

Direct: The boy said, ‘Hurrah! We have won the match.’

Indirect: The **boy exclaimed with joy** that they had won the match.

Direct: The old man said, ‘Alas! I have lost my purse.’

Indirect: The old man **exclaimed with sorrow** that he had lost his purse.

Direct: The child said, ‘What a beautiful sight!’

Indirect: The child **exclaimed with delight** that it was a very beautiful sight. OR The child exclaimed with delight that the sight was very beautiful.

Direct: The girl said, ‘How beautiful the rainbow is!’

Indirect: The girl **exclaimed with delight** that the rainbow was very beautiful.

Direct: The candidate said, ‘How difficult the problem is!’

Indirect: The candidate **exclaimed with disapproval** that the problem was very difficult.

DIRECT AND INDIRECT SPEECH- SENTENCE WITH ‘LET’

If a sentence beginning with 'Let' suggests or proposes something or expresses a desire or orders something, the reporting verb 'said to' is replaced with 'suggested to/proposed to' and the Conjunction word ‘that’ is used to connect both parts of the sentence. We remove 'Let' and use 'should' instead. 'Should' is used after the pronoun/noun of the Reported Speech. We can replace the pronoun 'us' with both 'we' or 'they'. If the subject or Object of the Reporting Verb is of the 1st Person, then we should use ‘We’.

Imperative sentences beginning with **let** are different from other imperative sentences. Sentences beginning with **let** express ideas such as a *suggestion, proposal, request, wish, determination, desire etc.*

Let has different meanings. If let gives us a sense of suggestion then reported verb will change into proposed or suggested and ‘should’ is used in place of ‘let’.

I said to him “let us go out for a walk”

I proposed to him that we should go for a walk.

He said, “let us go home”.

He proposed to his friends that they should go home.

He said, 'Let's take him to the doctor.'

He **suggested that they should take** him to the doctor.

The police inspector said, 'Let no one leave this room.'

The police inspector **ordered that no one should leave** the room.

They said to us, 'Let's go for a walk.'

They **proposed (or suggested) that we should go** for a walk.

She said, 'Let the child go home.'

She **permitted the child to go** home.

QUESTIONS FOR PRACTICE:

1. Read the following conversation carefully and complete the passage.

Smita: I want to tell you something about my holiday in Malaysia.

Preeti : When did you go?

Smita : I went there in July.

Preeti : For how many weeks did you stay there?

Smita : We spent just one week there.

Smita told her friend Preeti that (a)_____. Preeti asked her (b)_____. Smita replied that (c)_____. Preeti further enquired that (d)_____. Smita answered that (e)_____.

2. Read the following conversation carefully and complete the passage.

Vijay: Hello Prashant! How are you?

Prashant: Life is rather tough. I desperately need a job.

Vijay: We have a vacancy in our office for the post of an accounts officer. Would _____ you like to join?

Prashant: I have no problem.

Vijay on meeting Prashant asked him (a)_____. Prashant replied that (b)_____. He told Vijay that (c)_____. Vijay told him (d)_____. Vijay enquired (e)_____. Prashant replied that (f)_____.

3. Read the conversation between Ria and her mother. Complete the sentence by reporting Ria's reply correctly.

Mother: Ria, you went to the market. Is it crowded?

Ria: The market is always crowded with people.

In response to the question about the market, Ria replied that_____.

4. Which option displays the correct change of the following to reported speech?

“I am going out tonight.” Manisha said.

- A. Manisha said that she was going out tonight.
- B. Manisha said that she was going out that night.
- C. Manisha said she was going out that night.
- D. Manisha said that she will be going out that night.

5. Which option displays the correct change of the following to reported speech?

He said, “I have been a great mentor.”

- A. He said that he had been a great mentor.
- B. He said that he was a great mentor.
- C. He exclaimed that he was a great mentor.
- D. He said that he has been a great mentor.

6. Which option displays the correct change of the following to reported speech?

Vidushi said, “We went for a summer trip.”

- A. Vidushi said that they went for a summer trip.
- B. Vidushi said that they were on a summer trip.
- C. Vidushi said that they had gone for a summer trip.
- D. Vidushi said they went for a summer trip.

7. Which option displays the correct change of the following to reported speech?

Ravi said, “The concert ended yesterday.”

- A. Ravi said that the concert had ended yesterday.
- B. Ravi said that the concert ended the day before.
- C. Ravi said that the concert had ended the previous day.
- D. Ravi said that the concert ended already.

8. Which option displays the correct change of the following to reported speech?

Sunitha asked Venkat, how much is the rent for your flat?

- (a) Sunitha asked Venkat how much was his rent for flat.
- (b) Sunitha asked Venkat how much the rent for his flat was.

- (c) Sunitha enquires from Venkat that how much rent he pays.
- (d) Sunitha told Venkat how much the rent for his flat was.

9. Which option displays the correct change of the following to reported speech?

Jacob said, “Have you read this book?”

- A. Jacob asked me if I have read this book.
- B. Jacob asked me if I had read that book.
- C. Jacob asked me if I would read this book.
- D. Jacob asked me if I had been reading this book.

10. Which option displays the correct change of the following to reported speech?

She said, “Bring a glass of water, please.”

- A. She commands me to bring a glass of water.
- B. She requested me to bring a glass of water.
- C. She asked me to brought a glass of water.
- D. She ordered me to bring her a glass of water.

11. She said, “Shut the door!”

- A. She asked me whether I would shut the door.
- B. She ordered me to shut the door.
- C. She said that I should shut the door.
- D. She shouted and said to shut the door.

12. Report the dialogue between Priti and Meera, by completing the sentence.

Priti: Life’s pretty dull. I need a job.

Meera: What kind of job are you interested in?

In response to Priti’s claim that she needed a job, Meera _____.

13. Report the dialogue between Rahul and his father by completing the sentence.

Rahul: Father, I want a car.

Father: No, you are not eighteen yet.

Rahul asked his father to get him a car but his father _____.

**14. Rashid shared some information about the piano with Tanu.
Report Tanu’s question.**

Who could have broken the piano?

15. Read the conversation between the Cobbler and Rohit and complete the sentence by reporting the reply correctly.

Cobbler: Does this shoe hurt when you walk?

Rohit: Yes, my left shoe pinches my toes.

The Cobbler was trying to find out whether Rohit was uncomfortable in his shoes and asked whether they hurt him while he walked, to which Rohit replied _____.

16. Report the dialogue between the Coach and Gautam by completing the sentence.

Coach: Gautam, have you recovered from your muscle injury?

Gautam: After physiotherapy, I am feeling much better.

The coach while trying to understand Gautam's medical issue asked about his muscle injury to which Gautam replied-----

17. Read the conversation between two friends Ravi and Reena. Complete the sentence by reporting Reena's reply correctly.

Ravi: "Reena, lend me hundred rupees.

Reena: "I don't have it right now, but I will arrange it for you".

Ravi asked Reena to lend him hundred rupees, to which Reena replied that _____.

18. Report the dialogue between a mother and a daughter by completing the sentence:

Mother: Why are you looking so worried?

Daughter: My exams are approaching.

In response to the question of the mother, the daughter replied that-----

19. Which option displays the correct change of the following to reported speech?

She said, "What a beautiful view!"

- A. She said that the view was beautiful.
- B. She exclaimed that the view is beautiful.
- C. She exclaimed with joy and said that the view was beautiful.
- D. She exclaimed that the view was beautiful.

20. Which option displays the correct change of the following to reported speech?

"Alas! It can't be this bad." He said.

- A. He exclaimed with sorrow that couldn't be that bad.
- B. He grieved that it couldn't be that bad.
- C. He said that it was really that bad.
- D. He said with sorrow that that was bad.