



INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH [2021 – 2022]

TOPIC: DIRECT AND INDIRECT SPEECH

HANDOUT - 1

RESOURCE PERSON: Ms. Gemma Schwan

NAME: _____ CLASS: V SEC: _____ DATE: _____

DIRECT SPEECH AND INDIRECT SPEECH (REPORTED SPEECH)

The two ways of reporting a speech

DIRECT SPEECH

Says exactly what someone else has said.

- The words are placed in quotation marks or inverted commas (".....")

Eg. Roy said, "I learn music."

INDIRECT SPEECH (REPORTED SPEECH)

(also called, Reported Speech) is used to say what someone else has said, without actually quoting them.

- Quotation marks are omitted in the Reported Speech.

Eg. Roy said that he learnt music.

DIRECT SPEECH:

Key Terminology



DIRECT SPEECH FACTS

Eg. Mark said, "I'm tired."

- The Reporting Verb is followed by a comma.
- Reported Speech is placed within the quotation marks.
- The first word of the Reported Speech begins with a capital letter.

INDIRECT SPEECH FACTS

Eg. Mark said that he was tired.

- Reporting verb is not followed by a comma but by a conjunction (that etc.)
- The quotation marks are omitted.
- Capitalization depends on the word.



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TOPIC: DIRECT AND INDIRECT SPEECH

HANDOUT – 2 (b)

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NAME: _____ CLASS: V SEC: _____ DATE: _____

*** REPORTING VERBS**

To report what someone said we usually use verbs such as: says, tell, ask, explain, request, etc.

- When the Reporting Verb is in the **past tense**, the Reported Speech changes as follows:

DIRECT SPEECH	INDIRECT SPEECH
Simple Present Tense He said, "I go to school by bus." →	Simple Past Tense He said that he went to school by bus.
Simple Past Tense He said, "I went to school by bus." →	Past Perfect Tense He said that he had gone to school by bus.
Present Perfect Tense He said, "I have gone to school by bus." →	Past Perfect Tense He said that he had gone to school by bus.
Past Perfect Tense He said, "I had gone to school by bus." →	Past Perfect Tense He said that he had gone to school by bus.
Present Progressive Tense He said, "I am going to school by bus." →	Past Progressive Tense He said that he was going to school by bus.
Future Progressive Tense He said, "I will be going to school by bus." →	Past Progressive Tense He said that he would be going to school by bus.



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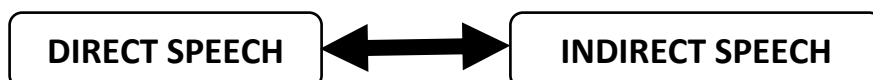
TOPIC: DIRECT AND INDIRECT SPEECH

HANDOUT – 2 (a)

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The speech can be interchanged.



Points to note while changing Direct Speech to Indirect Speech. (only statements are considered here.)

- When you quote what someone else has said (Direct Speech) it's very simple. Nothing changes and the statement is placed between quotation marks.
- But, when you report a statement (you say it in your own words), there will be a few changes that are required.

***CHANGE IN PRONOUNS**

Points to be noted while changing Direct Speech to Indirect Speech. (Only statements are considered here.)

- The pronoun (subject) of the Reported Speech is changed according to the pronoun of reporting verb or object (person) of reporting verb (first part of sentence). Sometimes the pronoun may not change.

Examples for when and how to change pronouns:

DIRECT SPEECH	INDIRECT SPEECH
She says, " I like ice cream."	She says that she likes ice cream.
They say, " You are right." (here 'you' can be a singular or a plural)	They say that we are right. / They say that I'm right.
He says, " My name is Grey."	He says that his name is Grey.

* THE REPORTING VERB

- When the Reporting Verb is in the **Simple Present Tense** or the **Simple Future Tense** the tense of the Reported Speech remains the same.

DIRECT SPEECH		INDIRECT SPEECH
Chris says , "I play the piano."	→	Chris says that he plays the piano.
Alan will say , "Tomorrow is a holiday."	→	Alan will say that tomorrow is a holiday.

- But when you report a statement (you say it in your own words), there will be a few changes that are required.

To report what someone said we usually use verbs such as: says, tell, etc.
For example:

- She **says** we are late for class.
- She **tells me** that I must take care.

Let us learn when to use 'say/says/' and 'tell/tells.'

We use 'tell/tells' when there is an object.

Eg.1 Ria **says to** Rupa, "I drive very slowly". (Direct Speech) – (Rupa is an object here)

So, we replace the words '**says to**' to '**tells**'.

Ria **tells** Rupa that she drives slowly. (Direct Speech)

The verb 'say/says' remain the same if there is no object.

Eg. 2 Anna **says**, "I bake cakes". (Direct Speech)

Anna **says** that she bakes cakes.

Similarly, the Reporting Verb '**said to**' will be changed to '**told**'

Eg.3 Jenny **said to** Anu, "I play chess". (Direct Speech) - (Anu is an object here)

Jenny **told** Anu that she plays chess. (Indirect Speech)



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HANDOUT - 3

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❖ **Change in time and place:**

DIRECT SPEECH	INDIRECT SPEECH
here	there
now	then/at that time
this	that
these	those
today	that day
tomorrow	the next day/the following day
yesterday	the previous day/the day before
next week	the following week
last week	the week before/the previous week
ago	before

❖ **Change in modals:**

DIRECT SPEECH	INDIRECT SPEECH
can	could
may	might
must	had to
would	would
could	could
might	might
should	should
ought to	ought to
will	would
shall	should

SOME EXCEPTIONS.....

If the Direct Speech indicates a '**Universal truth**' or a '**habitual action**', the tense form of the direct speech will not be changed, even if the 'Reporting Verb' is in Simple Past Tense.

Eg. Shervin said, "The earth goes around the sun." (**Direct Speech**)

Shervin said that the earth goes around the sun. (**Indirect Speech**)

Eg. Neil said, "I go to the gym daily." (**Direct Speech**)

Neil said that he goes to the gym daily. (**Indirect Speech**)