



# SETH ANANDRAM JAIPURIA SCHOOL

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## NANPARA

### What is Direct & Indirect Speech?

**Direct speech** – reporting the message of the speaker in the exact words as spoken by him.

**Direct speech example:** Maya said 'I am busy now'.

**Indirect speech:** reporting the message of the speaker in our own words

**Indirect speech example:** Maya said that she was busy then.

Let us understand the direct and indirect rules with examples and for all tenses so that you can apply them correctly, without making any mistakes in the exams.

### Direct And Indirect Speech Rules

#### Rules for converting Direct into Indirect speech

To change a sentence of direct speech into indirect speech there are various factors that are considered, such as reporting verbs, modals, time, place, pronouns, tenses, etc. We will discuss each of these factors one by one.

#### Rule 1 – Direct To Indirect Speech Conversion – Reporting Verb

1. When the reporting verb of direct speech is in past tense then all the present tenses are changed to the corresponding past tense in indirect speech.

##### Direct to indirect speech example:

Direct: She **said**, 'I am happy'.

Indirect: She **said** (that) she **was** happy.

1. In indirect speech, tenses **do not change** if the words used within the quotes (") talk of a habitual action or universal truth.

##### Direct to indirect speech example:

Direct: He said, 'We **cannot live** without air'.

Indirect: He said that we **cannot live** without air.

1. The **tenses of direct speech do not change** if the reporting verb is in the **future tense** or **present tense**.

**Direct to indirect speech example:**

Direct: She says/will say, 'I am going'

Indirect: She says/will say she is going.

## **Rule 2 – Direct Speech to Indirect Speech conversion – Present Tense**

- **Present Perfect Changes to Past Perfect.**

**Direct to indirect speech example:**

Direct: "I **have been** to Boston", she told me.

Indirect: She told me that she **had been** to Boston.

- **Present Continuous Changes to Past Continuous**

**Direct to indirect speech example:**

Direct: "I **am playing** the guitar", she explained.

Indirect: She explained that she **was playing** the guitar.

- **Present Perfect Changes to Past Perfect**

**Direct to indirect speech example:**

Direct: He said, "She **has finished** her homework".

Indirect: He said that she **had finished** her homework.

- **Simple Present Changes to Simple Past**

**Direct to indirect speech example:**

Direct: "I **am** unwell", she said.

Indirect: She said that she **was** unwell.

## **Rule 3 – Direct Speech to Indirect Speech conversion – Past Tense & Future Tense**

- **Simple Past Changes to Past Perfect**

**Direct to indirect speech example:**

Direct: She said, "Irvin **arrived** on Sunday."

Indirect: She said that Irvin **had arrived** on Sunday.

- **Past Continuous Changes to Past Perfect Continuous**

#### **Direct to indirect speech example**

Direct: "We **were playing** basketball", they told me.

Indirect: They told me that they **had been playing** basketball.

- **Future Changes to Present Conditional**

#### **Direct to indirect speech example**

Direct: She said, "I **will be** in Scotland tomorrow."

Indirect: She said that she **would be** in Scotland the next day.

- **Future Continuous Changes to Conditional Continuous**

#### **Direct to indirect speech example**

Direct: He said, "I'll **be disposing** of the old computer next Tuesday."

Indirect: He said that he **would be disposing** of the old computer the following Tuesday.

To ace the verbal ability section, it is important to have a clear conceptual knowledge of Direct and Indirect Speech, their usage and applications in English language. Therefore, candidates can go through the video on Direct and Indirect Speech rules in English Language, given below for better understanding-

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For the preparation of the English language section in a better way, it is important that you go through the following topics thoroughly.

1. [Tenses rules](#)
2. [Conjunctions rules](#)
3. [Prepositions Rules](#)
4. [List of Prefix and Suffix With Examples](#)
5. [Active And Passive Voice Rules](#)
6. [List of Homophones/Homonyms](#)
7. [List of Synonyms and Antonyms](#)

Candidates are advised to check the General [English for Competitive Exams](#) page for more articles on rules for English grammar, list of idioms and phrases, synonyms & antonyms, etc.

## Rule 4 – Direct Speech to Indirect Speech Conversion – Interrogative Sentences

- **No conjunction is used**, if a sentence in direct speech begins with a question (what/where/when) as the “question-word” itself acts as a joining clause.

### Direct to indirect speech example

Direct: “**Where** do you live?” asked the boy.

Indirect: The boy **enquired where** I lived.

- If a direct speech sentence begins with an auxiliary verb/helping verb, the joining clause should be **if or whether**.

### Direct to indirect speech example

Direct: She said, ‘**Will** you come for the party’?

Indirect: She asked **whether we would** come for the party.

- Reporting verbs such as ‘said/ said to’ changes to enquired, asked, or demanded.

### Direct to indirect speech example

Direct: He **said to** me, ‘What are you wearing’?

Indirect: He **asked** me what I was wearing.

Candidates can also check the links given below to understand the concept of word formation in English and to learn the common words in English Language that appear in most of the competitive exams-

1. [English Root Words](#)
2. [Most asked English Vocabulary Words](#)

## Rule 5 – Direct Speech to Indirect Speech Conversion – Changes in Modals

While changing direct speech to indirect speech, the modals used in the sentences change like:

1. Can becomes could
2. May becomes might
3. Must becomes had to /would have to

Check the examples:

- Direct : She said, ‘She **can** dance’.
- Indirect: She said that she **could** dance.

- Direct: She said, 'I **may** buy a dress'.
- Indirect: She said that she **might** buy a dress.
- Direct: Rama said, 'I **must** complete the assignment'.
- Indirect: Rama said that he **had to** complete the assignment.

There are modals that **do not change** – Could, Would, Should, Might, Ought to

- Direct: She said, 'I should clean the house'
- Indirect: She said that she should clean the house.

## Rule 6 – Direct Speech to Indirect Speech Conversion – Pronoun

1. The **first person** in direct speech **changes as per the subject** of the speech.

### Direct speech to indirect speech examples–

Direct: He said, "I am in class Twelfth."

Indirect: He says that he was in class Twelfth.

1. The **second person** of direct speech **changes as per the object** of reporting speech.

### Direct speech to indirect speech examples –

Direct: She says to them, "You have done your work."

Indirect: She tells them that they have done their work.

1. The **third person** of direct speech **doesn't change**.

### Direct speech to indirect speech examples –

Direct: He says, "She dances well."

Indirect: He says that she dances well.

## Rule 7 – Direct Speech to Indirect Speech Conversion – Request, Command, Wish, Exclamation

- Indirect Speech is supported by some verbs like requested, ordered, suggested and advised. Forbid-forbade is used for negative sentences. Therefore, **the imperative mood in the direct speech changes into the Infinitive in indirect speech.**

Direct: She said to her 'Please complete it'.

Indirect: She **requested** her **to complete** it.

Direct: Hamid said to Ramid, 'Sit down'.

Indirect: Hamid **ordered** Ramid **to sit** down.

1. In **Exclamatory sentences** that express grief, sorrow, happiness, applaud, **Interjections are removed** and the sentence is **changed to an assertive sentence**.

Direct: She said, 'Alas! I am undone'.

Indirect: She exclaimed sadly that she was broke.

Difference Between Affect and Effect	Difference Between Center and Centre
Difference Between Principal and Principle	Difference Between Program and Programme

More such concept-wise, subject-wise differences can be found on the [100 Difference between Articles](#) page linked here.

## Rule 8 – Direct Speech to Indirect Speech Conversion – Punctuations

1. In direct speech, the words actually spoken should be in (") quotes and always begin with a capital letter.

**Example:** She said, "I am the best."

1. Full stop, comma, exclamation or question mark, are placed inside the closing inverted commas.

**Example:** They asked, "Can we sing with you?"

1. **If direct speech comes after the information about who is speaking, a comma is used** to introduce the speech, placed before the first inverted comma.

**Direct speech example:** He shouted, "Shut up!"

Direct speech example: "Thinking back," he said, "she didn't expect to win." (Comma is used to separate the two direct speeches and no capital letter to begin the second sentence).

## Rule 9 – Direct Speech to Indirect Speech Conversion – Change of Time

1. In direct speeches, the words that express nearness in time or place are changed to words that express distance in indirect speech. Such as :
  - Now becomes then
  - Here becomes there
  - Ago becomes before

- Thus becomes so
- Today becomes that day
- Tomorrow becomes the next day
- This becomes that
- Yesterday becomes the day before
- These become those
- Hither becomes thither
- Come becomes go
- Hence becomes thence
- Next week or month becomes following week/month

### Examples:

Direct: He said, 'His girlfriend came yesterday.'

Indirect: He said that his girlfriend had come the day before.

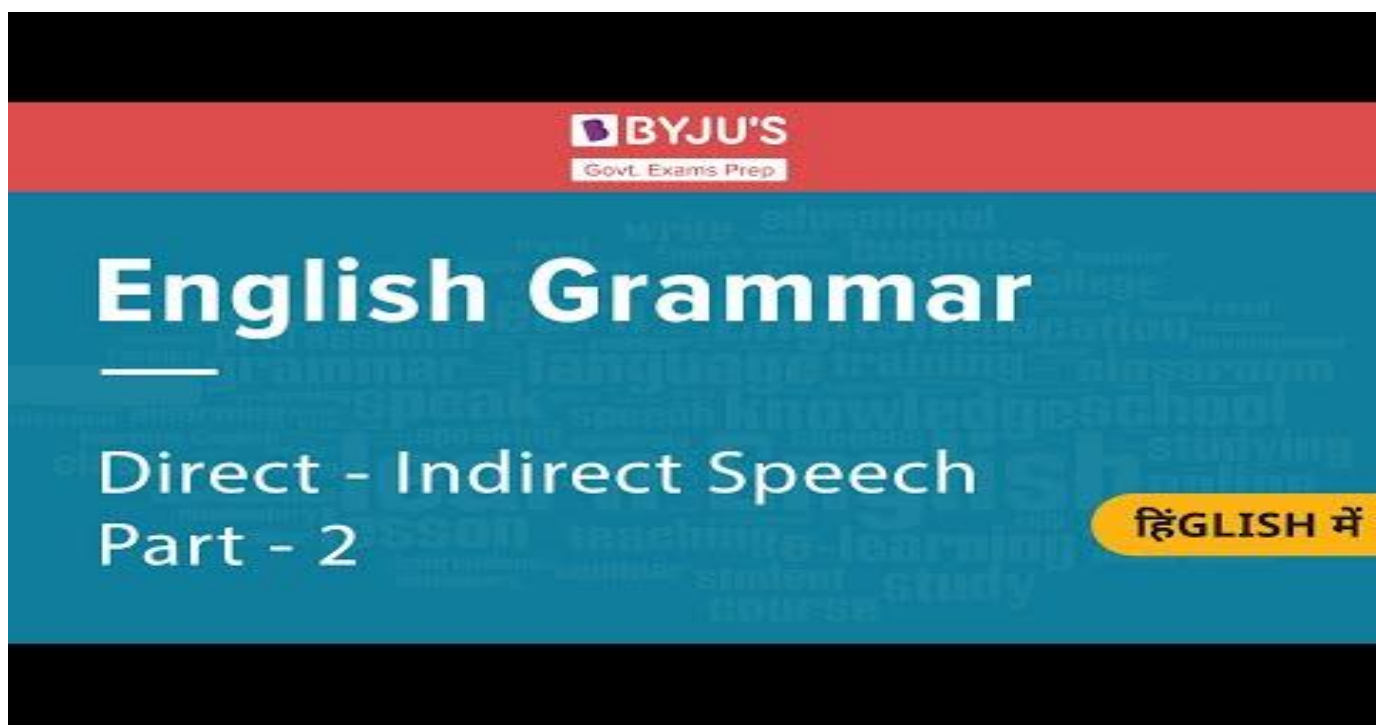
1. The **time expression does not change** if the **reporting verb is in the present tense or future tense**.

### Examples:

Direct: He says/will say, 'My girlfriend came yesterday.'

Indirect: He says/will say that his girlfriend had come the day before.

### Video – Direct & Indirect Speech in English Grammar



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### Rules of converting Indirect Speech into Direct Speech

The following rules should be followed while converting an indirect speech to direct speech:

1. Use the reporting verb such as (say, said to) in its correct tense.
2. Put a comma before the statement and the first letter of the statement should be in capital letter.
3. Insert question mark, quotation marks, exclamation mark and full stop, based on the mood of the sentence.
4. Remove the conjunctions like (that, to, if or whether) wherever necessary.
5. Where the reporting verb is in past tense in indirect, change it to present tense in the direct speech.
6. Change the past perfect tense either into present perfect tense or past tense, as necessary.

### **Check the examples:**

- Indirect: She asked whether she was coming to the prom night.
- Direct: She said to her, "Are you coming to the prom night?"
- Indirect: The girl said that she was happy with her result.
- Direct: The girl said. "I am happy with my result."

### **Direct And Indirect Speech Rules PDF:-**

## **Direct-Indirect Speech – Sample Questions For the English Language**

The significance of knowing the rules of direct and indirect speech for the English language section of various competitive exams can only be understood by knowing the type of questions asked in the examination, based on the same.

Given below are samples of direct and indirect speech questions asked in the English language section of various government examinations:

**Q.1.** Find out the correct indirect speech for the given sentence.

She said, 'I have baked a cake'

1. She said that she baked a cake
2. She said that she had baked a cake.
3. She said that I baked a cake.
4. She said that she had bake a cake.

**Answer (2)** She said that she had baked a cake.

**Q.2.** Choose the correct sentence.

Aviral said, 'What a beautiful rainbow it is'.

1. Aviral exclaimed wonderfully that the scenery was very beautiful.
2. Aviral said with wonder that the scenery was very beautiful.



3. Aviral exclaimed with wonder that the scenery is very beautiful.
4. Aviral exclaimed with wonder that the scenery was very beautiful.

**Answer (4)** Aviral exclaimed with wonder that the scenery was very beautiful.

**Q.3.** The correct indirect speech for 'This world', she said, 'is full of sorrow. Wish that I were dead'. is?

1. She observed that the world is full of sorrow. She wished to be dead.
2. She said that the world was full of sorrow. She wished to be dead.
3. She observed that the world was full of sorrow. She wished to be dead.
4. She observed that the world was full of sorrow. She wished to die.

**Answer (1)** She observed that the world is full of sorrow. She wished to be dead

**Q.4.** The policeman said, 'Where are the weapons?'

1. The policeman inquired where was the weapons.
2. The policeman enquired where are the weapons.
3. The policeman enquired where were the weapons.
4. The policeman questioned where were the weapon.

**Answer (3)** The policeman enquired where were the weapons.

**Q.5.** The man said, 'Ah! I am ruined.'

1. The man cried that he was in ruined.
2. The man exclaimed in grief that he was ruin.
3. The man said that Ah, he is ruined.
4. The man exclaimed with sorrow that he was ruined.

**Answer (4)** The man exclaimed with sorrow that he was ruined.

### **Direct And Indirect Speech Exercise**

**Directions For Question 1 to 20** – Given below are 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:

**Q.1.** The designer said to her, 'will you have the dress ready by tomorrow evening?'

1. The designer asked her if she would have the dress ready by next evening.
2. The designer asked her that she would have the dress ready by next evening.
3. The designer asked her that if she will like to have the dress by next evening.
4. The designer asked her that she will have the suit ready by next evening.

**Q.2.** They said, 'Let us come in'.

1. They told that let them be allowed to come in.
2. They requested that they might be allowed to come in.
3. They said that if they are allowed to come in.
4. They requested me to let them come in.

**Q.3.** Reshma said to Priya, 'Why are you sketching on the wall?'

1. Reshma asked Priya why was she sketching on the wall.
2. Reshma asked Priya why had she been sketching on the wall
3. Reshma asked Priya that why is she sketching on the wall.
4. Reshma asked Priya why she was sketching on the wall.

**Q.4.** 'Jacob fell as he'd have wished', the father said.

1. The father said that Jacob has fallen as he would have wished.
2. The father said that Jacob had fallen as he would have wished.
3. The father said that Jacob had fallen as he had wished.
4. The father said that Jacob had been fallen as he would have been wished.

**Q.5.** Arya said to Tara, 'David will leave for his mother's place tomorrow'.

1. Arya told Tara that David will leave for his mother's place tomorrow.
2. Arya told Tara that David will leave for his mother's place the next day.
3. Arya told Tara that David would leave for his mother's place the next day.
4. Arya informed Tara that David would be leaving for his mother's place the next day.

**Q.6.** The Professor said that nobody could solve the problem.

1. The Professor said, 'Nobody can solve the problem'.
2. The Professor said, 'Nobody could solve the problem'
3. The Professor exclaimed, 'Nobody could solve the problem'
4. The Professor exclaimed, 'Nobody can solve the problem?'

**Q.7.** She said, 'Why didn't you send a friend request to me?'

1. She asked me why had I not sent a friend request to her
2. She enquired why I had not sent a friend request to her.
3. She enquired why I did not send a friend request to her.
4. She questioned why I had not sent a friend request to her.

**Q.8.** The judge commanded them to call the accused in the court.

1. The Judge said, 'Call the accused in the court'.
2. The Judge ordered, 'Call the accused in the court'
3. The Judge command, 'Call the accused in the court'
4. The Judge said to them, 'Call the accused in the court'.

**Q.9.** The instructor asked Ronny if he was ready for the race.

1. 'Ronny, are you ready for the race?', the instructor asked.
2. 'Are you ready for the race Ronny?', the instructor asked.
3. 'Ronny, ready for race?' the instructor said.
4. 'Ronny, are you ready for the race?', said the instructor.

**Q.10.** Manager said to Shekher, 'Why didn't you attend the meeting yesterday?'

1. The manager enquired Shekhar why did not he attend the meeting the day before.
2. The manager asked Shekhar why he did not attend the meeting the previous day.
3. The manager asked Shekhar why he had not attended the meeting the day before.
4. The manager enquired Shekhar that why didn't he attended the meeting yesterday.

**Q.11.** I asked my sister if she had returned the mobile phone to her friend.

1. I said to my sister, 'have you returned the mobile phone to your friend?'
2. I said to my sister, 'did you return the mobile phone to my friend?'
3. I said to my sister, 'have you returned the mobile phone to my friend?'
4. I asked my sister, 'have you return the mobile phone to your friend?'

**Q.12.** She requested the interviewer to repeat the question.

1. She asked the interviewer, 'Please repeat the question'
2. She said to the interviewer, 'Could you please repeat the question?'
3. She requested the interviewer, 'Please repeat the question.'
4. She asked the interviewer, 'Could you please repeat the question?'

**Q.13.** 'Be calm and listen to my speech', She said.

1. She said that they should be calm and listen to her speech.
2. She urged that they should be calm and listen to her speech
3. She urged them to be calm and listen to her speech.
4. She asked them to be calm and listen to her speech.

**Q.14.** Oreo said, 'Alright, yes, you were right and I was wrong.'

1. Oreo admitted that I had been right and he had been wrong.
2. Oreo admitted that I was right and he was wrong.
3. Oreo admitted that I have been right and he has been wrong.
4. Oreo said that yes you were right and I was wrong.

**Q.15.** 'Stand at ease', The soldier said to his men.

1. The soldier told his men that they should stand at ease.
2. The soldier said to his men that they should stand at ease.
3. The soldier urged his to men to stand at ease
4. The soldier commanded his men to stand at ease.

**Q.16.** The teacher told us that all the girls were playing in the garden.

1. The teacher said, 'all the girls are playing in the garden.'
2. The teacher complained, 'all the girls are playing in the garden.'
3. The teacher said, 'all the girls were playing in the garden.'
4. The teacher said, 'all the girls had been playing in the garden.'

**Q.17.** The guest said to them, 'please give me a cup of coffee'

1. The guest said to them please give me a cup of coffee.
2. The guest requested them to give him a cup of coffee.
3. The guest asked them to give him a cup of coffee.
4. The guest requested them please give me a cup of coffee.

**Q.18.** 'You shall go to see the royal palace in the moonlit night', the guide said.

1. The guide told us that we should go to see the royal palace in the moonlit night.
2. The guide told us we shall go to see the royal palace on a moonlit night.
3. The guide suggested that we should go to see the royal palace in the moonlit night.
4. The guide suggested us to go to see the royal palace in the moonlit night.

**Q.19.** The traffic police asked the man not to park his vehicle there.

1. The traffic police told the man, 'not to park his vehicle there.'
2. The traffic police asked the man, 'Do not park your vehicle there.'
3. The traffic police asked the man, 'do not park your vehicle here'
4. The traffic police told the man, 'Do not park your vehicle here.'

**Q.20.** 'Where will you be tomorrow', She said, 'In case I have to call you?'

1. She enquired about his whereabouts the next day in case she would have to call him.
2. She asked where he would be the next day in case she had to call him.
3. She asked him where he will be the next day in case she had to call him.
4. She said to him where he would be tomorrow in case she would have to call him.

## **Exercise 1: Change into indirect speech**

Read the following sentences and convert them into indirect speech.

1. Rahul told to me, "When are you leaving?"
2. "Where do you live?" the stranger asked Aladdin.
3. The teacher said to Shelly, "Why are you laughing?"
4. Dhronacharya said to Arjun, "Shoot the bird's eye."
5. "Call the first convict," said the jury.
6. "Call the ambulance," said the man.

7. Bruce said to me, "I shall do the work."
8. My mother said to me, "You were wrong."
9. Mr Richard said to me, "Please wait here till I return."
10. The captain said to me, "Bravo! You have played well."
11. Raj said, "Alas! My pet died."
12. Ruchi said, "I may go there."
13. Bucky said to Steve, "Do you hear me?"
14. The boy said, "Let me come in."
15. Granny said to me, "May God bless you."

### **Answers –**

1. Rahul asked me when I was leaving.
2. The stranger asked Aladdin where he lived.
3. The teacher asked Shelly why he was laughing.
4. Dhronacharya ordered Arjun to shoot the fish's eye.
5. The jury ordered to call the first convict.
6. The man urged to call the ambulance.
7. Bruce said to me he would do the work.
8. My mother told me that I was wrong.
9. Mr Richard requested me to wait there till he returned.
10. The captain applauded me, saying that I had played well.
11. Raj exclaimed sadly that his pet died.
12. Ruchi said that she might go there.
13. Bucky asked Steve if he heard him.
14. The boy asked to let him come in.
15. Granny prayed that God might bless me.

### **Convert the following into Direct Speech**

Read the following passage and convert it into direct speech.

One of them told Issac that the latter had forgotten one thing that belonged to a mill. Issac enquired what that was. The friend asked where the miller was. Issac replied that (absence of the miller) was true – and he must look for one.

### **Answers –**

"But Issac," said one of them, "you have forgotten one thing that belongs to a mill."

"What is that?" asked Issac.

"Why, where is the miller?" said his friend.

"That is true – I must look for one," said Issac.