Direct and Reported speech

There are two ways to report what someone says or thinks:

Direct Speech

Direct speech shows a person's exact words. Quotation marks ("....") are a sign that the words are the exact words that a person used.

Hai asked, "What are you working on?"

Manny replied, "I'm doing the software integration."

Reported Speech

Reported speech puts the speaker's words or ideas into a sentence without quotation marks. Noun clauses are usually used. In reported speech, the reader does not assume that the words are the speaker's exact words; often, they are a paraphrase of the speaker's words.

Hai asked Manny what he was working on.

Manny said he was doing the software integration.

Note: Use of the word "that" is optional in reported speech. Both of the following sentences are correct:

The boss said that the meeting is at 3PM.

The boss said the meeting is at 3PM.