

Direct and Indirect Speech

Present tense > past tense; past will remain past and future will remain future

When there are two people in the sentence then you cannot use said, **you need to use told instead**

When there is a question inside the quotes you cannot use said or told, you need to use **asked, enquired, questioned**, etc.

If the sentence inside the quotes does not have a **WH word Or How**, you have to add **if or whether** to the statement.

We said to him, "**are you going to the market?**"

We asked him **whether/if** he was going to the market.

She said to him, "**Where** are you going?"

She asked him where he was going.

Direct and Indirect Speech

1. He says, 'I played well.' (He said that he played well)
2. She said, 'I will be going home soon.' (She said that she will be going home soon)
3. You said, 'I am leaving for Chennai.' (You said that you were leaving for Chennai)
4. She said to me, 'You have finished your assignment.' (She told me that I had finished my assignment)
5. Hemant said to Rajesh, 'You gave me a pen.' (Hemant told Rajesh that he gave him a pen)
6. He said to us, '**Are you playing today?**' (He asked us whether/if we were playing that day)
7. I said to him, '**What are you up to?**' (I asked him what was he up to/I asked him what he was up to)
8. She said to her secretary, 'Leave at once.' (She ordered her secretary to leave at once)
9. He said, 'Alas! I lost the ring.' (He exclaimed sadly that he lost the ring)
10. She said, 'Bravo! You have passed the test.' (She exclaimed with joy that you had passed the test)

Until and unless otherwise mentioned whether it is a request, advise, begging, etc. you will assume it is an order.

Specify the kind of exclamation - sad, happy, angry, etc.