

Unit 2

Reported Speech

Lab Activity

Duration: 2 hours

Semester 2 - Advanced Communication and Interpersonal Skills
(03010002HM01)

1. Activity 1- *Dialogue Conversation Practice - 30 Minutes*

Narrate a Conversation - 30 Minutes

2. Activity 2 - *Reporting Classroom News - 30 Minutes*

Role play followed by reporting- 30 Minutes

ACTIVITY - 1

PART 1:- Dialogue Conversation Practice

Duration - 30 Minutes

PART 2:- Narrate a Conversation

Duration - 30 Minutes

1. Objective

- Practice natural dialogue
- Improve listening, speaking, and spontaneity
- Build confidence in one-to-one conversations

2. Time:- 25–30 minutes

3. Mode

Group of 3 students

- 2 participating in a conversation
- 1 student will write the report

Procedure

PART 1:-

- You will be given sample scenarios in the upcoming slide.
- 2 participants will write dialogues related to the scenario and act it out.

Rules:-

1. Minimum 7-8 exchanges.
2. Use question–answer format.
3. Keep it natural and realistic.
4. No writing full paragraphs (only dialogues).

Example starter (Doctor–Patient):

Patient: *Hello doctor, I booked this appointment through Practo.*

Doctor: *Hello, please tell me what problem you're facing.*

Role Play :- Pairs perform their dialogue in front of the class.

Encourage:

- Eye contact
- Voice modulation
- Polite expressions

PART 2

- The 3rd participant will listen to the conversation clearly and write a report on that and narrate it.

ACTIVITY:- Scenarios

1. **Doctor – Patient** (*Online Consultation / Practo*)
2. **Customer – Shopkeeper** (*A customer complains about a defective product and asks for a replacement*)
3. **Friend – Friend** (*Two friends discuss plans for the weekend after exams*).
4. **Professor – Student** (*Clarifying exam dates and syllabus coverage*).
5. **Student – Counsellor** (*A student talks about stress and time management issues*).
6. **Student – Lab Assistant** (*Clarifying experiment submission guidelines*).
7. **Friends Planning a Trip** (*Budget vs destination discussion*).
8. **Roommates** (*Splitting household expenses*).
9. **Delivery Agent – Customer** (*Confirming address and delivery time*).
10. **Passenger – Ticket Counter Clerk** (*Enquiring about train timings*).

ACTIVITY - 2

PART 1:- Reporting Classroom News

Duration - 30 Minutes

PART 2:- Role play followed by reporting

Duration - 30 Minutes

Role Play → Report the Conversation

Objective

- Practice direct speech through role play
- Convert it into reported (indirect) speech
- Improve listening, summarising, and grammar accuracy

Duration:- 30 minutes

Group Size:- 7-8 students per group

STEP 1: Role Allocation (5 minutes)

Each group forms a classroom scene and assigns roles.

Suggested Roles (7–8 students)

1. Teacher
2. Class Representative
3. Student 1
4. Student 2
5. Student 3
6. Student 4
7. Reporter
8. Editor (optional)

STEP 2: Classroom News Role Play (10 minutes)

Groups create and perform a role play based on classroom news using DIRECT SPEECH.

Sample Classroom News Scenarios (Choose ONE per group)

1. *Internal Test Postponement*
 - Teacher announces a change in exam date.
 - Students ask questions about syllabus and preparation time.
2. *Submission Deadline Extension*
 - Teacher extends project deadline due to lab issues.
3. *Sudden Class Cancellation*
 - Class rep informs students about a cancelled lecture.
4. *New Attendance Rule*
 - Teacher introduces stricter attendance rules.
5. *Guest Lecture Announcement*
 - Teacher announces an upcoming industry expert session.

Role Play Script (Direct Speech)

1. **Teacher:** *“Good morning, everyone. I have an important announcement to make.”*
2. **Class Representative:** *“Good morning, ma’am. Please go ahead.”*
3. **Teacher:** *“The internal assessment test scheduled for this Friday has been postponed to next Wednesday.”*
4. **Student 1:** *“Ma’am, will the syllabus remain the same?”*
5. **Teacher:** *“Yes, the syllabus will remain unchanged.”*
6. **Student 2:** *“Will we get extra time to prepare for the test?”*
7. **Teacher:** *“You will get five additional days to revise.”*
8. **Student 3:** *“Ma’am, will the test be conducted during regular class hours?”*
9. **Teacher:** *“Yes, it will be conducted during the second period.”*
10. **Student 4:** *“Should we submit the assignments before the test?”*
11. **Teacher:** *“Yes, all assignments must be submitted by Monday.”*
12. **Reporter:** *“Ma’am, should we inform the absent students about this change?”*

STEP 3: Reporting the News (10 minutes)

After the role play:

- Reporter reports the entire classroom conversation
- Use REPORTED SPEECH only
- Others help correct tense and pronoun changes

(Reported Speech) Example

The teacher announced that the internal assessment test scheduled for that Friday had been postponed to the following Wednesday. She stated that the syllabus would remain unchanged and that students would get five additional days to prepare. She also informed them that the test would be conducted during the second period. The teacher instructed that all assignments had to be submitted by Monday. She added that the absent students should be informed through the class WhatsApp group.

Thank You!