

1. Statements (Declarative Sentences)

Direct Speech:

- Structure: Subject + said, "Statement."
- Example: He said, "I am learning English."

Indirect Speech:

- Structure: Subject + said (that) + reported clause
- Example: He said that he was learning English.

2. Questions

a) Yes/No Questions

Direct Speech:

- Structure: Subject + asked, "Auxiliary verb + subject + base verb?"
- Example: She asked, "Do you like coffee?"

Indirect Speech:

- Structure: Subject + asked + if/whether + subject + verb in the correct tense
- Example: She asked if I liked coffee.

b) Wh- Questions

Direct Speech:

- Structure: Subject + asked, "Wh-word + auxiliary verb + subject + base verb?"
- Example: He asked, "Where do you live?"

Indirect Speech:

- Structure: Subject + asked + wh-word + subject + verb in the correct tense
- Example: He asked where I lived.

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3. Orders/Commands

Direct Speech:

- Structure: Subject + said/commanded, "Base verb + object."
 - Example: He said, "Close the door."

Indirect Speech:

- Structure: Subject + told/ordered + object + to + base verb
 - Example: He told me to close the door.

Negative Commands:

- Direct Speech: Subject + said/commanded, "Do not + base verb."
 - Example: She said, "Do not touch the fire."
- Indirect Speech: Subject + told/ordered + object + not to + base verb
 - Example: She told me not to touch the fire.

4. Requests

Direct Speech:

- Structure: Subject + said/requested, "Please + base verb."
 - Example: He said, "Please help me."

Indirect Speech:

- Structure: Subject + requested + object + to + base verb
 - Example: He requested me to help him.

Negative Requests:

- Direct Speech: Subject + said/requested, "Please do not + base verb."
 - Example: She said, "Please do not leave me."
- Indirect Speech: Subject + requested + object + not to + base verb
 - Example: She requested me not to leave her.

5. Exclamations

Direct Speech:

- Structure: Subject + exclaimed, "Exclamatory sentence!"
 - Example: He exclaimed, "What a beautiful day!"

Indirect Speech:

- Structure: Subject + exclaimed that + statement
 - Example: He exclaimed that it was a beautiful day.

With "How" or "What":

- Direct Speech: Subject + exclaimed, "What/How + adjective + subject + verb!"
 - Example: She exclaimed, "What a wonderful surprise!"
- Indirect Speech: Subject + exclaimed that + it was + adjective + noun
 - Example: She exclaimed that it was a wonderful surprise.

6. Suggestions

Direct Speech:

- Structure: Subject + said/suggested, "Let's + base verb."
 - Example: He said, "Let's go to the park."

Indirect Speech:

- Structure: Subject + suggested that + subject + should + base verb
 - Example: He suggested that we should go to the park.

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7. Advice

Direct Speech:

- Structure: Subject + said/advised, "You should + base verb."
- Example: She said, "You should exercise daily."

Indirect Speech:

- Structure: Subject + advised + object + to + base verb
- Example: She advised me to exercise daily.

Negative Advice:

- Direct Speech: Subject + said/advised, "You should not + base verb."
- Example: He said, "You should not smoke."
- Indirect Speech: Subject + advised + object + not to + base verb
- Example: He advised me not to smoke.

8. Permission

Direct Speech:

- Structure: Subject + said, "Can/Could/May I + base verb?"
- Example: He said, "Can I use your phone?"

Indirect Speech:

- Structure: Subject + asked + if + subject + could + base verb
- Example: He asked if he could use my phone.

9. Prohibition

Direct Speech:

- Structure: Subject + said, "Do not + base verb."
- Example: She said, "Do not talk loudly."

Indirect Speech:

- Structure: Subject + told/ordered + object + not to + base verb
- Example: She told us not to talk loudly.

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