

# Direct Indirect Speech

## What is Direct & Indirect Speech?

**Direct Speech:** the message of the speaker is conveyed or reported in his own actual words without any change. It is also called as **REPORTED SPEECH**.

**Indirect Speech:** the message of the speaker is conveyed or reported in our own words.

Example on Process of Conversion from Direct to Indirect Speech

- a) **Direct:** Radha said, “I am very busy now.”
- b) **Indirect:** Radha said that she was very busy then.

## Key Terminology

During the process, you will come across many important terms that you need to know better so that you can convert any direct speech into indirect speech easily and without any hassle. Consider the following sentences:

- **Direct Speech:** She says, “I am a little bit nervous.”
- **Indirect Speech:** She says that she is a little bit nervous.

Now consider the different grammatical aspects of both.

- **Reporting Speech:** The first part in the direct speech is called reporting speech.
- **Reporting Verb:** The verb of the reporting speech is called the reporting verb.

Direct speech	Indirect speech
Direct speech reports or quotes the exact words spoken.	Indirect speech is also known as reported speech.
Its purpose is to report exactly that was said by someone by using quotation marks.	Its purpose is to report on what someone said in past.
It is accompanied by a reporting verb, signal phrase, or quotative frame.	It uses reporting verbs such as “say,” “tell,” “said,” “talk,” and “speak.”
You will keep the verb tense the same in the quotations.	Normally, you will change the verb tense when using indirect speech

- ✓ All inverted commas or quotation marks are omitted and the sentence ends with a full stop.
- ✓ Conjunction 'that' is added before the indirect statement.
- ✓ The Pronoun is changed in Person.
- ✓ Present Tense is changed to Past.
- ✓ The adverb 'now' is changed to 'then'.

### Tips on Direct and Indirect Speech

#### **Tip 1: Conversion Rules as per the Reporting Verb**

When the reporting or principal verb is in the Past Tense, all Present tenses of the direct are changed into the corresponding Past Tenses.

- a) **Direct:** He **said**, "I am unwell."
- b) **Indirect:** He **said** (that) he **was** unwell.

If the reporting verb is in the Present or Future Tense, the tenses of the Direct Speech do not change.

- a) **Direct:** He **says/will say**, "I am unwell."
- b) **Indirect:** He **says/will say** he **is** unwell.

The Tense in Indirect Speech is NOT CHANGED if the words within the quotation marks talk of a universal truth or habitual action.

- a) **Direct:** They **said**, "We **cannot live** without water."
- b) **Indirect:** They **said** that we **cannot live** without water.



#### **Tip 2: Conversion Rules of Present Tense in Direct Speech**

Simple Present Changes to Simple Past

- a) **Direct:** "I **am** happy", she **said**.
- b) **Indirect:** She **said** that she **was** happy.

Present Continuous Changes to Past Continuous

- a) **Direct:** "I **am reading** a book", he **explained**.
- b) **Indirect:** He **explained** that he **was reading** a book.

### Present Perfect Changes to Past Perfect

- a) **Direct:** She said, "He **has finished** his food".
- b) **Indirect:** She said that he **had finished** his food.

### Present Perfect Continuous Changes to Past Perfect Continuous

- a) **Direct:** "I **have been to** Gujarat", he told me.
- b) **Indirect:** He told me that he **had been to** Gujarat.

### **Tip 3: Conversion Rules of Past & Future Tense**

#### Simple Past Changes to Past Perfect

- a) **Direct:** He said, "Ira **arrived** on Monday."
- b) **Indirect:** He said that Ira **had arrived** on Monday.

#### Past Continuous Changes to Past Perfect Continuous

- a) **Direct:** "We **were living** in Goa", they told me.
- b) **Indirect:** They told me that they **had been living** in Goa.

#### Past Perfect remains Past Perfect

- a) **Direct:** David said, "I have not met her".
- b) **Indirect:** David said that he had not met her.

#### Past Perfect Continuous remains Past Perfect Continuous

- a) **Direct:** Jill said "I had been cooking".
- b) **Indirect:** Jill said that she had been cooking.

#### Future Simple Changes to Present Conditional

- a) **Direct:** He said, "I **will be** in Kolkata tomorrow."
- b) **Indirect:** He said that he **would be** in Kolkata the next day.

#### Future Continuous Changes to Conditional Continuous

- a) **Direct:** She said, "I'll **be using** the car next Friday."
- b) **Indirect:** She said that she **would be using** the car next Friday.

#### Future Perfect, will have changes to would have

- a) **Direct:** He said, "I will have cleaned the room".

b) **Indirect:** He said that he would have cleaned the room.

Future Perfect Continuous remains Future Perfect Continuous (Will changes to would)

a) **Direct:** She said, "**We will have been watching a movie.**"

b) **Indirect:** She said that they would have been watching a movie.

#### **Tip 4: Changes in Modals**

CAN changes into COULD

a) **Direct:** He said, "I **can** swim."

b) **Indirect:** He said that he **could** swim.

MAY changes into MIGHT

a) **Direct:** He said, "I **may** buy a house."

b) **Indirect:** He said that he **might** buy a house.

MUST changes into HAD TO

a) **Direct:** He said, "I **must** work hard."

b) **Indirect:** He said that he **had to** work hard.

Modals that DO NOT Change: Would, Could, Might, Should, Ought to.

a) **Direct:** He said, "I **should** face the challenge."

b) **Indirect:** He said that he **should** face the challenge.

#### **Tip 5: Conversion of Interrogative**

Reporting Verb like 'said/ said to' changes to asked, enquired or demanded

a) **Direct:** He **said to** me, "What are you doing?"

b) **Indirect:** He **asked** me what I was doing.

If sentence begins with auxiliary verb, the joining clause should be if or whether.

a) **Direct:** He said, "**Will** you come for the meeting?"

b) **Indirect:** He asked them **whether they would** come for the meeting.

If sentence begins with 'wh' questions then no conjunction is used as the "question-word" itself act as joining clause.

a) **Direct:** "**Where** do you live?" asked the girl.

- b) **Indirect:** The girl **enquired where** I lived.

**Interrogative sentence in indirect speech ends with a FULL STOP and not a QUESTION MARK.**

**Tip 6: Command, Request, Exclamation, Wish**

**Commands and Requests**

Indirect Speech is introduced by some verbs like ordered, requested, advised and suggested. Forbid(s)/ forbade is used for the negative sentences. The imperative mood is changed into the Infinitive.

- a) **Direct:** Rafique said to Ahmed, "Go away."  
b) **Indirect:** Rafique **ordered** Ahmed **to go** away.  
c) **Direct:** He said to her, "Please wait."  
d) **Indirect:** He **requested** her **to wait**.

**Exclamations and Wishes**

Indirect Speech is introduced by some words like grief, sorrow, happiness, applaud. Exclamatory sentence changes into assertive sentence and Interjections are removed.

- a) **Direct:** He said, "**Alas!** I am undone."  
b) **Indirect:** He **exclaimed sadly** that he was broke.

**Tip 7: Change of Pronouns**

The first person of the reported speech changes according to the subject of reporting speech.

- a) **Direct:** **She** said, "**I am** in ninth class."  
b) **Indirect:** She says that **she** was in ninth class.

The second person of reported speech changes according to the object of reporting speech.

- a) **Direct:** He says to **them**, "**You** have completed **your** job."  
b) **Indirect:** He tells **them** that **they** have completed **their** job.

The third person of the reported speech doesn't change.

- a) **Direct:** **He** says, "**She** is in tenth class."  
b) **Indirect:** **He** says that **she** is in tenth class.

**Tip 8: Change of Place and Time**

Words expressing nearness in time or place in Direct Speech are generally changed into words expressing distance in Indirect Speech.

Now -- then

Here -- there

Ago -- before

Thus -- so

Today -- that day

Tomorrow -- the next day

This -- that

Yesterday -- the day before

These -- those

Hither-- thither

Come -- go

Hence -- thence

Next week/month -- following week/month

- a) **Direct:** She said, “My father came **yesterday.**”
- b) **Indirect:** She said that her father had come **the day before.**
- c) **Direct:** She **says/will say**, “My father came **yesterday.**”

**Indirect:** She **says/will say** that her father had come **yesterday.** (*Here the reporting verb ‘says’ is in the present tense OR ‘will say’ is in future tense; hence the time expression ‘yesterday’ won’t change.*)

### Tip 9: Punctuation

The words that are actually spoken should be enclosed in quotes and begin with a capital letter

Example: **He said, “You are right.”**

Comma, full stop, question mark, or exclamation mark must be present at the end of reported sentences and are placed inside the closing inverted comma or commas.

Example: **He asked, “Can I come with you?”**

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

Example: **She shouted, “Stop talking!”**

Example: **“Thinking back,” she said, “he didn’t expect to win.”** (*Comma is used to separate the two reported speech and no capital letter to begin the second sentence*).

#### **Tip 10: Conversion of Indirect to Direct Speech**

1. Use the reporting verb, "say" or "said to" in its correct tense.
2. Remove the conjunctions "that, to, if or whether etc" wherever necessary.
3. Insert quotation marks, question mark, exclamation and full stop, as per the mood of the sentence.
4. Write the first word of the statement with capital letter.
5. Change the past tense into present tense wherever the reporting verb is in the past tense.

#### **Example**

- a) **Indirect:** He asked **whether** he is coming.
- b) **Direct:** He **said** to him, **“Are you coming?”**

## **Practice Exercise**

### **Beginner**

**Change the following into indirect speech**

#### **Simple sentence**

1. The girl said, ‘It gives me great pleasure to be here this evening.’
2. The man said, ‘I must go as soon as possible.’
3. The teacher says, ‘If you work hard, you will pass.’
4. He said, ‘I have won.’
5. She said, “I work in an office”.

#### **Interrogative**

1. She said to me, ‘Are you coming with us?’
2. She said to me, ‘Are you unwell?’
3. She said to him, ‘Am I to wait for you till eternity?’
4. I said to him, ‘Were you present at the meeting yesterday?’

5. The woman asked the stranger, 'Should I help you?'

### **Imperative sentence**

1. The said to me, "Please help me"
2. She said to him, "You should find a job"
3. They said to him, "Do not go there"
4. He said, "Open the door"
5. The teacher said to student, "Do not make a noise"

### **Exclamatory sentences**

1. He said, "Hurrah! I got a reward"
2. She said, "Alas! I failed in exam"
3. John said, "Wow! What a nice car it is"
4. She said, "Hurrah! I am selected for the job"
5. He said, "Oh no! I missed the bus"

### **Choose the correct**

#### **Q1. I said to him, "Will you go to Delhi?"**

- (1) I asked him will he go to Delhi.
- (2) I said to him would he go to Delhi.
- (3) I asked him if he would go to Delhi.
- (4) I said to him would you go to Delhi.

#### **Q2. He said, 'I have read this novel.'**

- (1) He said that he has read this novel.
- (2) He said that he had read that novel.
- (3) He said that he read that novel.
- (4) He said that he had read this novel.

#### **Q3. Tania said to her friend, 'Can you lend me an umbrella?'**

- (1) Please give me an umbrella Tania requested her friend.
- (2) Will you lend me your umbrella, Tania asked her friend.
- (3) Tania requested her friend to lend her an umbrella
- (4) Tania asked her friend to give her an umbrella.

#### **Q4. Sita said, 'I may go there.'**



- (1) Sita says that she may go there.
- (2) Sita says that she is going there.
- (3) Sita said that she will go there.
- (4) Sita said that she might go there.

**Q5. My friend requested me to bring him a sandwich.**

- (1) He said, 'My friend, please bring me a sandwich.'
- (2) My friend said, 'Will you bring me a sandwich.'
- (3) 'Please bring me a sandwich', said my friend.
- (4) 'Please bring my friend a sandwich', said he.

### **Intermediate**

**Choose the correct**

**Q1. Kiran asked me, "Did you see the Cricket match on television last night?"**

- A. Kiran asked me whether I saw the Cricket match on television the earlier night.
- B. Kiran asked me whether I had seen the Cricket match on television the earlier night.
- C. Kiran asked me did I see the Cricket match on television the last night.
- D. Kiran asked me whether I had seen the Cricket match on television the last night..

**Q2. David said to Anna, "Mona will leave for her native place tomorrow."**

- A. David told Anna that Mona will leave for her native place tomorrow.
- B. David told Anna that Mona left for her native place the next day.
- C. David told Anna that Mona would be leaving for her native place tomorrow.
- D. David told Anna that Mona would leave for her native place the next day.

**Q3. The tailor said to him, "Will you have the suit ready by tomorrow evening?"**

- A. The tailor asked him that he will have the suit ready by the next evening.
- B. The tailor asked him that he would have the suit ready by the next evening.
- C. The tailor asked him if he would have the suit ready by the next evening.
- D. The tailor asked him if he will like to the suit ready by the next evening.

**Q4. He said to interviewer, "Could you please repeat the question?"**

- A. He requested the interviewer if he could please repeat the question.
- B. He requested the interviewer to please repeat the question.
- C. He requested the interviewer to repeat the question.
- D. He requested the interviewer if he could repeat the question.

**Q5. He said. "Be quite and listen to my words.**

- A. He urged them to be quite and listen to his words.
- B. He urged them and said be quite and listen to his words.
- C. He urged they should be quite and listen to his words.
- D. He said you should be quite and listen to his words.

**Q6. He said to me, I have often told you not to play with fire.**

- A. He said that he has often been telling me not to play with fire.
- B. He told me that he had often told me not to play with fire.
- C. He reminded me that he often said to me not to play with fire.
- D. He said to me that he often told me not to play with fire.

**Q7. Pawan said to me, "If I hear any news, I'll phone you."**

- A. Pawan told me that if he heard any news, he will phone me.
- B. Pawan told me that if he will hear my news, he will phone me.
- C. Pawan told me that if he had heard any news, he would phone me.
- D. Pawan told me that if he heard any news, he would phone me.

**Q8. Mohan said, "We shall go to see the Taj in the moonlit night":**

- A. Mohan said that we shall go to see the Taj in the moonlit night.
- B. Mohan told that we shall go to see the Taj in moonlit night.
- C. Mohan told that we should go to see the Taj in the moonlit night.
- D. Mohan said that they should go to see the Taj in moonlit night.

**Q9. The teacher said to Ram, "Congratulations ! Wish you success in life."**

- A. The teacher congratulated Ram and said wish you success in life.

- B. The teacher wished congratulations and success in life to Ram.
- C. The teacher wished congratulations to Ram and wished him success in life.
- D. The teacher congratulated Ram and wished him success in life.

**Q10. The poor examine said, "O God, take pity on me."**

- A. The poor examine prayed God to take pity on him.
- B. The poor examine, involving God, implored him to take pity on him.
- C. The poor examine exclaimed that God take pity on him.
- D. The poor examine asked God to take pity on him.

**Q11. "Where will you be tomorrow," I said, "in case I have to ring you ?"**

- A. I asked where you will be the next day in case I will ring him.
- B. I asked where he would be the next day in case I had to ring him.
- C. I said to him where he will be in case I have to ring him.
- D. I enquired about his where about the next day in case I would have to ring up.

**Q12. The father warned his son that he should be beware of him.**

- A. The father warned his son, "beware of him !"
- B. The father warned his son, "Watch that chap !"
- C. The father warned his son, "Be careful about him."
- D. The father warned his son, "Don't fall into the trap."

**Q13. Farhan asked Geeta, "Could you lend me a hundred rupees until tomorrow ?"**

- A. Farhan asked Geeta whether she could lend him a hundred rupees until tomorrow.
- B. Farhan asked Geeta whether she could lend him a hundred rupees until the next day.
- C. Farhan asked Geeta whether she could lend me a hundred rupees until the next day.
- D. Farhan asked whether Geeta could lend me a hundred rupees until the next day.

**Q14. "What about going for swim," he said, "It's quite fine now."**

- A. He asked me what about going for a swim as it was quite fine then.
- B. He proposed going for swim as it was quite fine.
- C. He suggested going for a swim as it was quite fine.

D. He advised me to go for a swim as it was quite fine.

**Q15. "You can't bathe in this sea," he said to me, "it's very rough."**

A. He said that I can't bathe in this sea because it's very rough.

B. He said that you couldn't bathe in the sea if it was very rough.

C. He said that I couldn't bathe in that sea as it was very rough.

D. He said that you can't bathe in this sea since it was very rough.

### **Advance**

**1, Read the dialogue given below and then complete the report that follows. Write the answers in your answer sheet against the correct blank numbers.**

Anne : I want to order a big pineapple cake for my birthday.

Confectioner : When is your birthday?

Anne : It is tomorrow.

Confectioner : You can collect it by noon.

Anne told a confectioner (a)..... a big birthday cake for her birthday. The confectioner asked (b)..... Anne replied it was the following day. The confectioner told her (c)..... by noon.

**2, Read the following conversation and complete the passage. Write your answers in the space provided.**

Mother : Why are you late from school, Amit ?

Amit : While coming from school to bus stop, slipped by stepping on a banana peel.

Mother : O, my son! Did you hurt yourself ?

Amit : I got a bad bruise on my left knee.

Mother asked Amit (a)..... Amit replied that while coming from school to bus stop (b)..... peel. Mother was shocked to hear this. She further asked (c)..... . Amit answered that (d)..... .

**3, Complete the following conversation in indirect speech.**

Shilpa: Can I borrow your English textbook?

Jaya: Sure you can. But when will you return it?

Shilpa: I will return it to you after two days from today.

Jaya: Please do as I have to prepare for the exams.

Shilpa asked Jaya (a) \_\_\_\_\_. Jaya replied that (b) \_\_\_\_\_ and asked her (c) \_\_\_\_\_. Shilpa said she (d) \_\_\_\_\_. Jaya urged her (e) \_\_\_\_\_ since she (f) \_\_\_\_\_.

### Practice

**In each of the following questions, a sentence has been given in Direct/ Indirect Speech. Out of the suggested alternatives select the one which best expresses the same sentence in Direct/ Indirect Speech.**

1. "If you don't keep quiet I shall shoot you," she said to her in a calm voice.

- a. She warned her calmly that she would shoot her if she didn't keep quiet.
- b. She said calmly that I shall shoot you if you don't keep quiet.
- c. She warned her to shoot if she didn't keep quiet calmly.
- d. Calmly she warned her that be quiet or else she will have to shoot her

2) The spectators said, "Bravo! Well played Virat."

- a. The spectators called Virat bravo because he played well.
- b. The spectators said that Virat played well and applauded him.
- c. The spectators encouraged Virat saying he played well.
- d. The spectators applauded Virat, saying that he played well.

3) The traveller enquired of the potter if he could tell him the way to the nearest inn.

- a. The traveller said to the potter, "Where is the nearest inn?"
- b. The traveller said to the potter, "Can you tell me the way to the nearest inn?"
- c. The traveller said to the potter, "Which is the way to nearest inn?"
- d. The traveller said to the potter, "Can you tell me where is the nearest inn?"

4) I said to my father, "Let us go to some restaurant for a change."

- a. I asked my father to go to some restaurant for a change.
- b. I asked my father if he would go to some restaurant for a change.
- c. I permitted my father to go to some restaurant for a change.
- d. I suggested to my father that we should go to some restaurant for a change.

5) Sonya said, "Oh that I were a child again!"

- a. Sonya exclaimed with wonder that were she a child again.
  - b. Sonya wondered that were she a child again.
  - c. Sonya strongly wished that she had been a child again.
  - d. Sonya prayed that she were a child again.
- 6) She said, "I have often told you not to waste your time."
- a. She said that she had often told not waste your time
  - b. She said that she had often told her not waste her time.
  - c. She said that she had often suggested to her not to waste her time.
  - d. She told that she had often told her not to waste his time.
- 7) Soni said to Dhiraj, "Let him come, then we shall see."
- a. Soni told Dhiraj that they would see him if he might come.
  - b. Soni told Dhiraj that they shall see him if he came.
  - c. Soni told Dhiraj that once he came, they would see him.
  - d. Soni said to Dhiraj that if he came, they would see him
- 8) "I don't know the way. Do you?" She asked.
- a. She said that she didn't know the way and did I know it.
  - b. She said that she didn't know the way and asked me if I did.
  - c. She told that she was not knowing the way, but wondered if I knew.
  - d. She asked me if I knew the way which she didn't.
- 9) She said to her, "Don't read so loud."
- a. She told her not to read so loud.
  - b. She advised her not to read so loud.
  - c. She requested her not to read so loud.
  - d. She ordered her not to red so loud.
- 10) She said, "I must go next month."
- a. She said that she must go next month.
  - b. She said that she must go the following month.

c. She said that she would have to go the following month.

d. She said that she was to go following month

11) “Are you alone, my son?” asked a soft voice close behind me.

a. A soft voice from my back asked if I was alone.

b. A soft voice said to me are you alone son.

c. A soft voice asked that what I was doing there alone.

d. A soft voice behind me asked if I was alone.

12) He said to me, “Where is the head office?”

a. He asked me where the head office was.

b. He asked me that where the head office was.

c. He wanted to know where the head office was.

d. He asked me where was the head office.

13) She said to her, “Why don’t you go today?”

a. She said to her that why she don’t go today.

b. She asked her if she was going that day.

c. She asked her why she did not go today.

d. She asked her why she did not go that day.

14) He said, “I saw a coin here.”

a. He said that he saw a coin here.

b. He said that he had seen a coin there.

c. He said that he saw a coin there.

d. He said that he had seen a coin here

15) She said, “What a beautiful scene!”

a. She said that what a beautiful scene it was.

b. She exclaimed that it was a very beautiful scene.

c. She exclaimed what a beautiful scene it was.

d. She wondered that it was a beautiful scene