

- We study 'Direct' and 'Indirect Speech' under Narration.

Direct Speech:

- If the sentence spoken by the speaker is written without any change, the sentence is said to be in the direct speech.

E.g.: Ram says , " I work hard ."
 Reporting Verb Reported Speech

Indirect Speech:

- If the sentence spoken by the speaker is changed by the narrator following certain rules, it is called the Indirect Speech.

E.g.: Ram says that he works hard.

ASSERTIVE SENTENCES

E.g.: He says, "I work hard". (Direct Speech)

He says that he works hard. (Indirect Speech)

Rules For Converting Direct into Indirect Speech:

- (1) 'Comma' and 'inverted commas' are removed and conjunction 'that' is used while changing the sentence into Indirect Speech.
- (2) Pronoun changes according to the following rule -

S O N	Sub	Obj	No
1 2 3	1 st Person	2 nd Person	3 rd Person
	I, we	you	he, she, it, they

E.g.:1. He says, " I work hard"
 sub. 1st

 Person
 ↑
 according to changes to

He says that **he** works hard.

NARRATION

2. He says to me, " **You** work hard."
- sub. obj 2nd Person

↑ ↓ changes to
according to

He tells me that **I** work hard

3. He says to me, "**She** works hard."

3rd Person
↓ no change

He tells me that **she** works hard.

- (3) **Say/Said remains unchanged** in Indirect Speech.

'Say to' changes into 'tell' and 'said to' changes into 'told'.

E.g.: He **says to** me, "You work hard".

He **tells** me that I work hard.

Note: 'to' is not used after 'tell' and 'told'. (See page 228. The list of verbs that takes 'to' and that does not take 'to' is given.)

- (4) If the **reporting verb is in 'present' or 'future tense'**, there shall be **no change in the tense of the reported speech.**

E.g.: He says, "I come here".

He says that he comes here.

- (5) If the **reporting verb is in 'past'**, and the reported speech is a '**universal truth**' / '**phrase**' / '**idiom**' / '**habitual action**' or '**historical fact**', the **tense of the reported speech does not change.**

E.g.: He said, "The Sun is a star".

He said that the Sun is a star.

- (6) If the **reporting verb is in 'past'**, and the reported speech is **not an idiom/phrase** etc, the **reported speech changes according to the rules** given below-

E.g.: He said, "I **came here yesterday**".

He said that he **had come there the previous day.**

(1) Change in Tense

➤ Simple Continuous → Simple Past → Past Perfect
is / am / are was / were had been

➤ Present Indefinite → Past Indefinite → Past Perfect → No change
V₁ / do / does V₂ / did had, V₃

➤ Present Continuous → Past Continuous → Past Perfect Continuous → No change
is / am / are was / were had been

➤ Present Perfect / Present Perfect Continuous → Past Perfect / Past Perfect Continuous → No change
has / have had

(2) CHANGE OF MODALS

shall/will → *should / would*
may → *might*
can → *could*

NARRATION

(3) CHANGE IN TIME AND PLACE

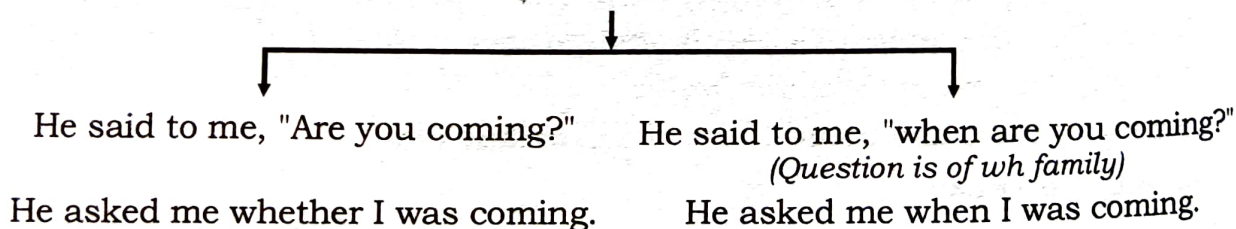
today → that day, tomorrow → the next day, yesterday → the previous day/
the day before, tonight → that night, Last → the previous, here → there,
this → that, these → those, ago → before, now → then.

Examples:

1. She said, "I cannot help you at this time."
She said that she couldn't help me at that time.
2. He said to me, "I shall come to meet you tomorrow."
He told me that he would come to meet me the next day.
3. Ram said, "I haven't taken any exam this year but I intend to take two exams the next year"
Ram said that he hadn't taken any exam that year but he intended to take two exams the next year.
4. He said, "Virtue is its own reward"
He said that virtue is its own reward (Sentence is a phrase)
5. Our teacher said, "We have to finish this work today as we know that tomorrow never comes."
Our teacher said that we had to finish that work that day as we know that tomorrow never comes.

INTERROGATIVE SENTENCES

Questions



➤ Rules

1. Change 'Said to' into **asked, questioned, inquired or interrogated**.
2. 'Question Mark (?)' should be changed into 'full stop'.
3. The sentences will not be in interrogative form in Indirect Speech. This means that helping verb is used after the subject.
4. Tense and pronoun shall be changed according to the rules.
5. If the question can be answered in yes/no, conjunction if / whether will be used. If the question is of 'wh family' no conjunction will be used.

Examples:

1. He said to me, "Do you know me?"
He asked me if I knew him.
2. She said to him, "What are you doing now?"
She asked him what he was doing then.
3. He said to him, "Did you intend to come with me?"
He asked him if he had intended to come with him.
4. He said to her, "Haven't you seen this movie?"
He asked her if she hadn't seen that movie.
5. He said to her, "Madam, can I help you?"
She said, "No"
He asked her respectfully if he could help her.
She answered in the negative.
6. He said to me, "When will the train arrive?"
He enquired of me when the train would arrive.

Explanation of Sentence 5:

- If we use 'Sir'/'Madam'/'Your Honour' or any other word of respect in the Direct Speech, such word should be replaced by word 'respectfully' in the Indirect Speech.
- If we use 'Darling'/'Dear'/'My beloved' or any other word of affection in the Direct Speech, such word should be replaced by word 'lovingly/ affectionately' in the Indirect Speech.
- If the answer is in 'yes' or 'no', they must be changed into 'answered in the Affirmative/ answered in the Negative' respectively.

IMPERATIVE SENTENCES:

He said to me, "Go away".
He ordered me to go away.

➤ Rules -

1. Change '**Said to**' into **Ordered / Respected / Forbade/ Suggested etc.**
2. Conjunction '**to**' will replace comma and inverted commas.
3. '**To**' is followed by '**V_{b.f}**'.
4. **Tense and Pronoun** change according to rules.

Examples:

1. She said to me, "Do not come here"
She forbade me to come there.
or
She ordered me not to come there.
2. He said, "call the first witness now."
He ordered them to call the first witness then.

3. She said, "Spread the clothes in the sunlight and do not wash anything else."
She ordered him to spread the clothes in the sunlight and not to wash anything else.
4. The captain said to the soldiers, "Stand at ease."
The captain commanded the soldiers to stand at ease.
5. My mother said to me, "Help others but do not expect anything in return."
My mother advised me to help others but not to expect anything in return."

EXCLAMATORY SENTENCES

She said, "Alas! I am undone".

She exclaimed with sorrow that she was undone.

Rules

- 1 **Said + Alas !** $\xrightarrow{\text{changes to}}$ **exclaimed with sorrow.**
Said + Hurray ! $\xrightarrow{\text{changes to}}$ **exclaimed with joy.**
Said + Fi ! / Ugh ! $\xrightarrow{\text{changes to}}$ **exclaimed with despise/disgust.**
Said + Wow ! $\xrightarrow{\text{changes to}}$ **exclaimed with joy.**
Said + Oh ! $\xrightarrow{\text{changes to}}$ **exclaimed with surprise / regret.**
2. Conjunction '**that**' will replace comma and inverted commas.
3. **Tense and Pronoun** change according to rules.

Examples:

1. She said, "Hurray ! we have won this match."
She exclaimed with joy that they had won that match.
2. She said, "How beautiful is the rain!"
She exclaimed with joy that the rain was very beautiful.
3. He said, "Bravo ! you have done well."
He applauded him saying that he had done well.
4. She said, "What a pleasant surprise!"
She exclaimed that it was a pleasant surprise.

OPTATIVE SENTENCES

He said, "May God bless you."

He prayed that God might bless me.

Rules

1. Change '**Said**' into '**wished**' or '**prayed**'.
2. Conjunction '**that**' is used.
3. **Tense and Pronoun** are changed according to rules.

Examples:

1. She said, "May God pardon him".
She prayed that God might pardon him.
2. They said, "Long live the king".
They prayed that the king might live long.

➤ **Some Important Points:**

1. **Need not, used to, would rather, would better, had rather, had better, are not changed** when Direct Speech is changed into Indirect Speech.
E.g.: He said, "I used to go to school by bus".
He said that he used to go to school by bus.
2. If **Past Continuous** is used with **Time Clause**, the **Tense** does **not change**.
E.g.: He said to me, "While I was studying, you were playing".
He told me that while he was studying, I was playing.
3. If the **Time Clause** is mentioned, in **Past Indefinite Tense**, the **Tense** does **not change**.
E.g.: He said, "When I met him, she was playing".
He said that when he met him, she was playing.
4. If two **simultaneous actions are given in Past Indefinite Tense**, the **Tense** does **not change** when the speech is changed from direct to indirect.
E.g.: She said, "I prepared the tea and he fried the chips".
She said that she prepared the tea and he fried the chips.
5. In case of **historical** event, the **Tense** does **not change**.
E.g.: He said, "Gandhiji started the Quit India Movement".
He said that Gandhiji started the Quit India Movement.
6. **Will/shall** is changed into **would/should** but the statement **will/shall**, should be changed into '**should**' if the statement is suggestive. (See example 2)
E.g.: 1) He said, "I shall come tomorrow".
He said that he would come the next day.
2) She said to me, "What shall I do after the exam?"
She asked me what she should do after the exam.
7. **Modals** will be **changed according to the meaning of the sentence**.
E.g. 1. She said, "If I get selected, I need not take any exam further".
She said that if she got selected, she would not have to take any exam further.
2. He said, "Need I send an e-mail?"
He asked me if he had to send an e-mail.
3. He said, "When I was a kid, I could not go out alone". (here 'could' is for 'permission')
He said that when he was a kid, he was not allowed to go out alone.
4. She said, "Rohit, you must be prudent".
She ordered Rohit to be prudent. (here 'must' is used for 'order')