



**CHANDIGARH
UNIVERSITY**

Discover. Learn. Empower.

University Institute of Liberal Arts and Humanities

Course Name – Communication Skills

Course Code – 20UCT-141/191

Faculty Name – Ms. Harpreet Kaur



NARRATION

DISCOVER . **LEARN** . EMPOWER

COURSE OBJECTIVES

The Course aims to:

1	Augment students overall communication and interpersonal skills by making them realize the importance of good oral and written English Language in professional life.
2	Enrich their reading capability with special emphasis on expanding vocabulary and grammatical formations.
3	Build exceptional reading and writing skills by correcting grammatical errors and pronunciation through practice.

COURSE OUTCOMES

On completion, the students are expected to

CO Number	Title	Level
CO1	Produce correct contextual written text and speech in a wide range of communication situations.	Apply
CO2	Write original short compositions, in the form of paragraph writing, business correspondence, blogs etc. through logical support and argument.	Analyse
CO3	Demonstrate linguistic competence through accuracy in grammar, pronunciation and vocabulary.	Apply



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Narration

- The art of reporting the words, messages, speeches, comments, and requests of a person or persons to others is called **narration**.
- There are two main ways of reporting the words of a speaker:-

Direct Speech

Indirect Speech

Direct and indirect speech

direct speech reports someone's

wording

indirect speech reports someone's

meaning



<https://www.google.com/imgres?>

Narration

David said, “I am baking a chocolate cake for you.”

David said that he was baking a chocolate cake for me.

- If we consider these two sentences, we might notice that both of them convey the same message, but there is a difference if we look closely.
- In the first sentence, I am conveying the activities of David in his (D) own words without changing it; it is called **direct speech**.
- In the second sentence, I am using my own words to convey the activities of the speaker (D) to the audience. This we can say **indirect speech** or **reported speech**.

Direct Speech

- **Direct Speech:** The speech which is under Quotation marks or inverted commas in writing is called Direct Speech or Reporting Speech. E.g.

Aryan said to Swati, "I will give my toys to you."

- Direct speech has two parts-

Reporting Verb

Reported Speech

Aryan said to Swati, "I will give my toys to you."

R.V

R.S

Indirect Speech

- **Indirect Speech:** The speech without quoting exact words is called Indirect or Reported Speech. We may report what the speaker said without quoting his exact words. E.g.

Aryan said to Swati, "I will give my toys to you."

Aryan told Swati that he would give his toys to her.

He said, "I can do it."

He said that he could do it.

Rules of Narration

1. If a reporting verb is in present or future e.g. 'say, says or will say', in direct speech it will remain same 'say, says or will say' in indirect speech.

For example:

He says, "I will bring a camera for you."

He says that he will bring a camera for me.

He will say, "I will bring a camera for you."

He will say that he will bring a camera for me.

He said, "I will bring a camera for you."

He said that he would bring a camera for me.

Rules of Narration

2. If 'to' is added with the Reporting Verb then in Indirect Speech it will be changed as per the rule below:

Direct Speech	Indirect Speech
Say to	Tell
Says to	Tells
Will say to	Will tell
Said to	Told

Poll Question-1

Q:- The Indian express says, "We shall issue a astrology section in our Thursday's paper".

1. The Indian express says that it will issue a astrology section in their Thursday's paper.
2. The Indian express says that they will issue a astrology section in their Thursday's paper.
3. The Indian express said that it will issue a astrology section in its Thursday's paper.
4. The Indian express says that it will issue a astrology section in its Thursday's paper.

Change in Pronouns

3. For changing direct to indirect speech, **pronouns of reported speech** are changed as per “S O N” rule. E.g.

1 2 3

She said to me , “I like you very much.”

She told me that **she** liked **me** very much.

They said to me, “We have given our share to you.”

They told me that **they** had given **their** share to me.

Change in Modals

4. Modal verbs like shall, will, can and may change into should, would, could and might. Let's follow some examples:

John said, "I **will** be there."

John promised that he **would** be there.

Joseph said, "**Shall** I buy the car?"

Joseph asked if he **should** buy the car.

- However, would, could, might, must, used to, ought to etc. remain unchanged.

Change in Tenses

5. In narration (in indirect speech) tenses change from
Present → **Past** → **Perfect**.

Present	Past	Perfect
do/does not	did not	had+not+v3
is/am/are	was/were	had been+v ₁ +ing
has/have	had	No change
has/have been	had been	No change

Change in Adverbs

6. The demonstrative (this, that etc.) and the adverb of time and **place** (here, there, today, now, etc.) observe the following changes.

Present	Past
This	That
These	Those
Here	There
Now	Then
Thus	So
Ago	Before

Change in Adverbs (Time)

Present	Past
Today	That day
Tomorrow	The next day
Yesterday	The Previous day/the day before
Next week	The following week
Last night	The previous night
Come	Go

Poll Question- 2

Q:- Ram said to Rahul, "You are a good player of cricket".

1. Ram told Rahul that he was a good player of cricket.
2. Ram told Rahul that he were a good player of cricket.
3. Ram told Rahul that he would a good player of cricket.
4. Ram told Rahul that he could be a good player of cricket.

Change in Interrogative Sentences

7. The interrogative sentences (question sentences) are changed into **assertive form** instead of question form.

- The reporting verb is changed from “said” to “**asked**”.
- To make indirect speech of such questions the word **if** and **whether** is used in indirect speech if it starts with a helping verb. E.g.

David said to me, “ Do you like Coffee?”

*David **asked** me **if** I liked coffee.*

He said to me, “Will you help me?”

*He **asked** me **if** I would help him.*

Change in Interrogative Sentences

8. **No conjunction** (If and whether) is used in Wh-type questions beginning with: what, why, when, where, who, whose, whom, which etc. E.g.

I said to her, “Where is my hammer?”

I asked her where his hammer was.

Aunt Jane said to Jack, “How much do you earn?”

Aunt Jane asked Jack how much he earned.

Change in Exclamatory Sentences

9. Exclamatory sentences in reported speech are changed into **statements**.

- The reporting verb “said” is changed into “**exclaimed**” followed by the conjunction “**that**”. E.g.

She said, “Alas! He has failed.”

She exclaimed with sorrow that he had failed.

“Hurrah! We have won,” they said.

They exclaimed with joy that they had won.

Change in Exclamatory Sentences

10. “What” and “How” in exclamatory sentences are placed by suitable adverbs such as “very”, “highly”, “extremely”, etc. E.g.

The boy said, “How amazing it is!”

The boy exclaimed that it was very amazing.

Sunita said, “What a beautiful scenery it is!”

Sunita exclaimed that it was a very beautiful scenery.

Change in Exclamatory Sentences

11. Some more words to be used in place of interjections and other constructions are as given below:

Direct	Indirect
Hurrah!	With joy/delight
Alas!	With sorrow
Ah!	With sorrow /regret
Oh!	With surprise
Ugh!	In disgust
Ouch!	painfully

Change in Exclamatory Sentences

Some more examples are:-

Direct	Indirect
Hello!	With joy/delight
Confined it!	With sorrow
Careful!	With sorrow /regret
Good gracious!	With surprise
Excuse me!	In disgust

Poll Question- 3

Q:- He said to us, "Are you going to market today?"

1. He asked us if we were going to market that day.
2. He asked us if you are going to market that day.
3. He asked us if we went to market that day.
4. He asked us if we had gone to market that day.

Practice Exercise

1. She said to me, “I had been waiting for him for two hours.”
2. They said, “We will be partying tonight.”
3. I said to her, “Why do you like me ?”
4. Rudra said to Kinjal, “Are you stupid ?”
5. Sunita said to her father, “Bring me a car, Please.”
6. John said to me , “Do you know where he is ?”
7. Jessy said , “Hurrah ! I have won the scholarship.”
8. The students said, “Alas ! We are fail again.”
9. The teacher says, “Rose smells sweet .”

Answers

1. She told me that she had been waiting for him for two hours.
2. They said that they would be partying that night.
3. I asked her why she liked me.
4. Rudra asked Kinjal if she was stupid.
5. Sunita requested her father to bring her a car.
6. John asked me if I knew where he was.
7. Jessy exclaimed with joy that she had won the scholarship.
8. The students exclaimed with sorrow that they were fail again.
9. The teacher says that Rose smells sweet.

APPLICATIONS

- Teaching grammar to students is to think from creative angles.
- It's about having the ability to organize words, phrases, and sentences for maximum communication power.
- If students don't know grammar, they don't know what's possible with the English language.

Assessment Pattern

Students are assessed on the basis of the following parameters:

- Hourly Tests - 2
- Assignments
- Surprise Test
- Quiz
- Student Engagement
- End Semester Exam

REFERENCES

Reference Books:-

- Murphy, R., Essential Grammar in Use, 5th Edition Cambridge University Press (2018), UK
- Hewing, Martin, English Grammar (Intermediate Level), Cambridge University Press (2017), UK

Reference Websites:-

- <https://www.learngrammar.net/english-grammar/narration-reported-to-reporting>
- <https://www.examweb.in/practice-set-for-direct-indirect-speech-narration-2417>



THANK YOU

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