

1. ASSERTIVE (DECLARATIVE) SENTENCES

Identification

- Statement
- Full stop (.)
- No question, no order, no emotion

Rules

- Use **that**
- Reporting verb: *said / told*
- Normal tense change (if reporting verb is past)

Structure

Subject + said/told + **that** + statement

Examples

1. Direct: He said, "I am tired."
Indirect: He said that he was tired.
Reason: Statement → *that*
2. Direct: She said to me, "I like your car."
Indirect: She told me that she liked my car.
Reason: *said to* → *told*
3. Direct: He says, "I am ready."
Indirect: He says that he is ready.
Reason: Present reporting verb → no tense change
4. Direct: The teacher said, "The sun rises in the east."
Indirect: The teacher said that the sun rises in the east.
Reason: Universal truth → no tense change

2. INTERROGATIVE SENTENCES (QUESTIONS)

Identification

- Question mark (?)

- Asking something

Common Rules

- Question mark removed
 - Sentence becomes **statement order**
 - Reporting verb: *asked / inquired*
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2A. YES / NO QUESTIONS

Identification

- Answerable by yes or no
- Starts with helping verb

Rules

- Use **if / whether**
- No helping verb before subject

Structure

Subject + asked + **if / whether** + statement

Examples

1. Direct: He said, "Are you busy?"
Indirect: He asked if I was busy.
Reason: Yes/No question → *if*
 2. Direct: She said to him, "Do you like tea?"
Indirect: She asked him whether he liked tea.
 3. Direct: The teacher said, "Have you finished your work?"
Indirect: The teacher asked if I had finished my work.
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2B. WH-QUESTIONS

Identification

- Starts with what, where, when, why, how, who

Rules

- **WH-word stays**
- No *that*, no *if*
- Statement order

Structure

Subject + asked + WH-word + statement

Examples

1. Direct: She said, "Where do you live?"
Indirect: She asked where I lived.
 2. Direct: He said, "Why are you late?"
Indirect: He asked why I was late.
 3. Direct: The teacher said, "What is your name?"
Indirect: The teacher asked what my name was.
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3. IMPERATIVE SENTENCES

(ORDER / REQUEST / ADVICE / COMMAND)

Identification

- Verb at start
- Subject *you* hidden

Core Rule

Imperative → to / not to

Reporting Verbs (by meaning)

Meaning	Verb
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Order	ordered
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Request	requested
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Advice	advised
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Meaning Verb

Instruction instructed

Warning warned

Positive Imperative

Structure

Subject + reporting verb + object + **to + verb**

Examples

1. Direct: He said, "Open the door."
Indirect: He ordered me to open the door.
 2. Direct: She said, "Please help me."
Indirect: She requested me to help her.
 3. Direct: The doctor said, "Take this medicine."
Indirect: The doctor advised me to take that medicine.
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Negative Imperative

Structure

Subject + reporting verb + object + **not to + verb**

Examples

1. Direct: She said, "Do not waste time."
Indirect: She advised me not to waste time.
 2. Direct: The teacher said, "Don't talk in class."
Indirect: The teacher warned us not to talk in class.
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4. EXCLAMATORY SENTENCES

Identification

- Exclamation mark (!)

- Strong emotion

Rules

- Remove exclamation
- Convert emotion into words
- Use **that**
- Change to statement form

Common Reporting Phrases

- exclaimed with joy
- exclaimed with sorrow
- exclaimed with surprise
- exclaimed with anger

Structure

Subject + exclaimed (emotion) + **that** + statement

Examples

1. Direct: He said, "What a beautiful day!"
Indirect: He exclaimed with joy that it was a beautiful day.
2. Direct: She said, "Alas! I am ruined."
Indirect: She exclaimed with sorrow that she was ruined.
3. Direct: He said, "How foolish you are!"
Indirect: He exclaimed with anger that I was very foolish.

5. OPTATIVE SENTENCES

(WISH / PRAYER / HOPE)

Identification

- Words like *may*, *wish*
- Blessing or prayer

Rules

- Reporting verb: *wished / prayed*
- *may* → *might*
- Use **that**

Structure

Subject + wished/prayed + **that** + clause

Examples

1. Direct: He said, "May you succeed."
Indirect: He prayed that I might succeed.
2. Direct: She said, "May God bless you."
Indirect: She prayed that God might bless me.
3. Direct: He said, "Wish you good luck."
Indirect: He wished me good luck.

SENTENCES WHERE TENSE DOES NOT CHANGE

A. Present Reporting Verb

Direct: He says, "I am ready."

Indirect: He says that he is ready.

B. Universal Truth

Direct: The teacher said, "Honesty is the best policy."

Indirect: The teacher said that honesty is the best policy.

FINAL ONE-LINE SUMMARY (BOARD)

- Statement → **that**
- Yes/No question → **if / whether**
- WH-question → **WH-word**
- Order/Request → **to / not to**
- Emotion → **exclaimed + that**

- Wish/Prayer → **wished / prayed**