

10. SPEECH

→ A way of reporting a statement .

→ Speech is of two types.

1) Direct speech.

2) Indirect speech.

Eg:- She said, "I am a student" → (D/S)
Direct speech

She said that she was a student → (I/S)

* **Direct speech :-** (D/S) We report the actual words of the speaker.

→ D/S is placed in quotation marks (" ")

* **Indirect speech :-** (I/S) We say the meaning of the words of the speaker

→ D/S నుండి I/S లోకి మార్చేటప్పుడు comma (,) & quotation marks (" ") తొలగించి "that" అనే పదాన్ని వ్రాయాలి.

We should remove comma & quotation marks and use a connecting word "that" in Indirect speech.

* **The nearness is changed into fartherness**

D/S → I/S

here → there

now → then

this → that

these → those

hence → thence

* Tomorrow → the following day / the next day .

* Yesterday → the previous day

today → that day

tonight → that night

* Last night → the night before

come here → go there

ago → before / earlier

next year → the following year

TENSE - SPEECH

Direct Speech	Indirect Speech
* Simple Present (V_1)	→ Simple Past (V_2)
* Present continuous is / am / are + V_4	→ Past continuous was / were + V_4
* Present Perfect have / has + V_3	→ Past Perfect had + V_3
* Present perfect continuous have been / has been + V_4	→ Past perfect continuous had been + V_4
* Simple past (V_2)	→ Past perfect (had + V_3)
* Past continuous was / were + V_4	→ Past perfect continuous had been + V_4
* Past perfect had + V_3	→ Past perfect had + V_3
* Past perfect continuous had been + V_4	→ Past perfect continuous had been + V_4
* will shall can may + V_1	→ would should could might + V_1
* would should could might + V_1	→ would should could might + V_1
* Do / Does	→ Did
* Must	→ had to

Reporting verb :-

D/S

said

said to

say

says

told

I/S

said

told

say

says

told

Note : Read page no. 75, 76 carefully to understand speech.

Assertive Sentences

1) Simple present

V₁
D/S



Simple past :-

V₂
I/S

1) He said, "I take a pen from this bag."
V₁

I/S → He said that he took a pen from that bag.
V₂

2) She said, "I wear a new dress on Pongal." (D/S)
V₁

She said that she wore a new dress on Pongal. (I/S)
V₂

3) I said, "I am busy." (D/S)

I said that I was busy. (I/S)

4) We said, "We prepare for DSC Exam." (D/S)

We said that we prepared for DSC Exam. (I/S)

5) The teacher says, "The sun rises in the east" (D/S)

The teacher says that the sun rises in the east. (I/S)

Note :- D/S లో universal truths ఉన్నట్లైతే వాటిని ఎలాంటి మార్పు చేయకుండా I/S లో వ్రాయాలి.

* Special Usage:-

Eg:- 1) I say, "I drink tea." (D/S)

I say that I drink tea. (I/S)

2) She says, "I am a teacher." (D/S)

She says that she is a teacher. (I/S)

3) They say, "We are senior citizens." (D/S)

They say that they are senior citizens. (I/S)

* **NOTE:-** D/S లో Reporting verb గనుక say, says ఉన్నట్లైతే I/S లో "Tense ని మార్చకుండా" D/S లోని Tense నే వ్రాయాలి. [సాధారణంగా Simple present Tense ఉంటుంది].

D/S

I/S

say/ says



Simple present Tense.

2) PRESENT CONTINUOUS → PAST CONTINUOUS

Eg:- 1) He said, "I **am** teaching from 2 hours."

I/S → He said that he **was** teaching from 2 hours.

2) They said, "We are learning English grammar now."

I/S → They said that they were learning English grammar then.

3) I said, "Radhika is expecting a gift from Venkat"

I/S → I said that Radhika was expecting a gift from Venkat.

4) She said, "I am staying here from 2001."

I/S → She said that she was staying there from 2001.

NOTE:- D/S లో Nouns (పేర్లు) ఉన్నట్లైతే వాటిని మార్చకుండా అలాగే I/S లో వ్రాయాలి.

Eg:- Suresh → Suresh, Hyd → Hyd, Rose → Rose etc.

3) PRESENT PERFECT TENSE → PAST PERFECT TENSE

Eg:- 1) The minister said, "I have come here to address the issues."

I/S → The minister said that he/she had gone there to address the issues.

2) We said, "The citizens **have** responded well to elections."

I/S → We said that the citizens **had** responded well to elections.

3) I said, "We have collected a number of old coins."

I/S → I said that we had collected a number of old coins.

4) She said, "I have gained a lot of confidence through hard work."

I/S → She said that she had gained a lot of confidence through hard work

5) He said, "I have watched cricket"

I/S → He said that he had watched cricket.

4) PRESENT PERFECT CONTINUOUS → PAST PERFECT CONTINUOUS

1) They said, "We **have been** playing for India since 2000."

I/S → They said that they **had been** playing for India since 2000.

2) I said, "The players have been failing to bat in Australia since 2008."

I/S → I said that the players had been failing to bat in Australia since 2008.

3) We said, "We have been waiting here for 2 hrs."

I/S → We said that we had been waiting there for 2 hrs.

4) He said, "My family has been working hard to get settled"

I/S → He said that his family had been working hard to get settled.

→ ** 5) **SIMPLE PAST → PAST PERFECT**
(V₂) (had+V₃)

Eg:- 1) He said, "I **bought** a car 2 years ago."

I/S → He said that he **had bought** a car 2 years earlier / before.

2) They said, "The teachers attended the training programme yesterday."

I/S → They said that the teachers had attended the training programme the previous day.

3) I said, "We saw the tiger yesterday."

I/S → I said that we had seen the tiger the previous day.

4) She said, "I put my books in the cupboard last night"

I/S → She said that she had put her books in the cupboard the day before.

6) **PAST CONTINUOUS → PAST PERFECT CONTINUOUS**

Eg:- 1) They said, "We **were selling** clothes yesterday at 5 p.m."

I/S → They said that they **had been selling** clothes the previous day at 5 p.m.

2) He said, "They were constructing a bridge across the river."

I/S → He said that they had been constructing a bridge across the river.

3) We said, "We were enjoying the holidays last year at this time."

I/S → We said that we had been enjoying the holidays the previous year at that time.

4) She said, "I was cooking food yesterday in the evening."

I/S → She said that she had been cooking food the previous day in the evening.

NOTE:- D/S లో past perfect (had+V₃) మరియు past perfect continuous (had been +ing) ఉన్నట్లైతే వాటిని ఎలాంటి మార్పు చేయకుండానే I/S లో వ్రాయాలి.

Eg:- 1) She said, "I **had gone** to Mumbai."

I/S → She said that she **had gone** to Mumbai. (No change).

2) He said, "I had been playing hockey since 1950."

I/S → He said that he had been playing hockey since 1950.

→ **Will, shall, can, may → would, should, could, might**

- Eg:-** 1) I said, "I **shall** come tomorrow."
I/S → I said that I **should** come the next day.
2) They said, "We will settle in Hyd next year."
I/S → They said that they would settle in the following year.
3) She said, "I can swim."
I/S → She said that she could swim.
4) They said, "It may rain."
I/S → They said that it might rain (may- possibility).

Said to → told

- Eg:-** 1) He **said to** them, "I will take your advice."
I/S → He **told** them that he would take their advice.
2) She said to him "I don't like your attitude."
I/S → She told him that she didn't like his attitude.
3) They said to me, "We don't know you."
I/S → They told me that they didn't know me.
4) She said to me, "You are wasting time."
I/S → She told me that I was wasting time.

<u>Sub</u>		<u>obj</u>		<u>Possessive</u>
I	-	me	-	my
we	-	us	-	our
you	-	you	-	your
They	-	them	-	their
He	-	him	-	his
she	-	her	-	her
It	-	it	-	its

Reporting speech

* She said to me
sub Reporting verb obj

NOTE :- D/Sలో said to ఉన్నట్లైతే దానిని I/S లో told గా మార్చాలి.

- D/S భాగంలో I, we ఉన్నట్లైతే దానిని Reporting verb యొక్క subject లోకి మార్చాలి.
- D/S భాగంలో you/ your ఉన్నట్లైతే దానిని Reporting verb యొక్క object లోకి మార్చాలి.

	you (sub)	your	you (obj)
I said to them	They	their	them
We said to him	He	his	him
You said to her	She	her	her
They said to me	I	my	me
He said to us	We	our	us

- Eg:-
- 1) They said to me, "We don't want you in the team."
I/S → They told me that they didn't want me in the team.
 - 2) She said to them, "I can file a case against you."
I/S → She told them that she could file a case against them.
 - 3) I said to her, "You must take care of your health."
I/S → I told her that she **must / had to** take care of her health.
 - 4) They said to me, "We know you and your father."
I/S → They told me that they knew me and my father.
 - 5) She said to him, "I won't allow you to the class."
I/S → She told him that she wouldn't allow him to the class.
 - 6) They told us, "We shall pay you Rs.100 as your fee."
I/S → They told us that they should pay us Rs.100 as our fee.

Interrogative Sentences

(Ordinary Questions (or) Yes /No Questions)

- Eg:- 1) He said to me, "Are you a teacher?"
I/S → He asked me If/whether I was a teacher.

To change Ordinary Questions into indirect speech:-

- * said to → asked [asked → asked (or) enquired] గా మార్చవచ్చు.
 - * Connecting word → If/ whether.
 - * Change the question order into normal sentence order.
- 2) They said to her, "Have you attended the class?"
I/S → They asked her if/whether she had attended the class.
- 3) I said to them, "Are you writing notes?"
I/S → I asked them if/ whether they were writing notes.
- 4) I asked him, "Do you speak English?"
I/S → I asked him if /whether he spoke English.
- 5) He said to them, "Did you apply for DSC?"
I/S → He asked them if/whether they had applied for DSC.
- 6) She said to Mohan, "Were you riding the bike?"
I/S → She asked Mohan if/whether he had been riding the bike.
- 7) They said to me "Will you help Sita?"
I/S → They asked me if/whether I would help Sita.
- 8) I said to her, "Do I know you?"
I/S → I asked her if/whether I knew her.
- 9) The principal said to teacher, "Will you come tomorrow?"
I/S → The principal asked teacher if he/she would come the next day / the following day.
- 10) She said to Sita, "Would you like to take rest?"
I/S → She asked Sita if she would like to take rest.

Wh -Questions

Eg:- 1) She asked me, "What is your name?"

I/S → She asked me what my name was.

→ **To change "Wh- questions" into indirect speech**

* said to → asked [asked → asked]

* connecting word → 'wh' word [వేరే పదాలు వాడరాదు ప్రశ్నలో ఉన్న 'wh' wordsనే రాయాలి.]

* change the questions order into normal sentence order.

2) She said to him, "Why are you laughing?"

I/S → She asked him **why** he was laughing.

3) Sita said to Ramu, "When will you come?"

I/S → Sita asked Ramu when he would come.

4) They said to me, "What are you doing now?"

I/S → They asked me what I was doing then.

5) She said to me, "How will you solve this problem?"

I/S → She asked me how I would solve that problem.

* 6) "Radhika, where are you going?", asked Mamatha.

I/S → Mamatha asked Radhika where she was going.

7) "Sadguru, when will you come ?", asked Suresh.

I/S → Suresh asked Sadguru when he would come.

8) "Ramu, Why did you spoil things?", asked Raju.

I/S → Raju asked Ramu why he had spoiled things.

Imperative Sentences

(Please, V₁, Don't, Let)

To change imperative sentence into indirect speech...

* **Reporting verb** → requested, ordered, commanded, [said, said to] ని pleaded, begged, implored, warned, suggested, advised ...etc, are used according to the sentence.

ఇచ్చిన వాక్యం ప్రకారం Reporting verb ను పై పదాలలో ఏదో ఒక పదంగా మార్చుకోవాలి. సాధారణంగా please → requested గా, Let → suggested /advised గా మార్చాలి.

* **Connecting word** → 'to' is used.

* **Don't** → 'not to' is used.

Eg:- 1) He **said to** me, "Please write notes."

I/S → He **requested** me **to** write notes.

2) The doctor said to the patient "Don't smoke."

I/S → The doctor advised the patient not to smoke.

3) My friend said to me, "Don't waste time."

I/S → My friend suggested me not to waste time.

4) The criminal said to the judge, "Pardon me." (క్షమించు).

I/S → The criminal pleaded the judge to pardon him.

5) The judge said to the clerk, "Call the witness." (సాక్షి)

I/S → The judge ordered the clerk to call the witness.

6) The teacher said to the student, "Get out"

I/S → The teacher ordered / warned the student to get out

7) He said to her, "Please help me."

I/S → He requested her to help him.

8) They said to us, "Visit our hotel once."

I/S → They invited us to visit their hotel once.

9) The captain said to soldiers, "Stand at ease."

I/S → The captain cammanded the soldiers to stand at ease.

10) The woman said to the king. "Have mercy on me."

(kindness)

I/S → The woman implored/pleaded/begged the king to have mercy on her.

Let :- (అనుమతి కోరడం)

* **Said to** → **asked**

* **Connecting word** → **to**

Eg:- 1) She said to him, "Let me go."

I/S → She asked him **to** let her go.

2) He said to them, "Let me take rest"

I/S → He asked them to let him take rest

3) I said to her, "Let him play."

I/S → I asked her to let him play.

Let's (Let us) :- (ప్రస్టావింశడం)

- * Said to → proposed / suggested / advised
- * connecting word → that.
- * Let's ని → they should గా మార్చాలి.

- Eg:-
- 1) She said to him, "Let's play."
I/S → She proposed him that they should play.
 - 2) She said to them, "Let's read the paper."
I/S → She suggested them that they should read the paper.
 - 3) They said to her, "Let's discuss the issue."
I/S → They advised her that they should discuss the issue.
suggested
 - 4) "Let's prepare for DSC", Ramesh said to Suresh.
I/S → Ramesh advised Suresh that they should prepare for DSC.

Wishes

→ Wishes are usually introduced with a modal auxiliary "May".

- Eg:- May God bless you.
May you prosper in life.
May you get a govt job soon.
May his soul rest in peace.

To change wishes into indirect speech

- * Said to → wished , blessed, prayed
- * connecting word → that
- * May God → God might గా మార్చాలి.

- Eg:-
- 1) I said to her, "**May God** bless you."
I/S → I wished that **God might** bless her.
 - 2) He said to her, "May you prosper in life."
I/S → He wished that she might prosper in life.
 - 3) "May her soul rest in peace.", said Nikhil.
I/S → Nikhil prayed that her soul might rest in peace.
 - 4) She said to me, "May you get a job soon."
I/S → She wished that I might get a job soon.

Special usage :- (No connecting word)

1) She said to me "Good morning."

I/S → She wished me good morning.

2) They said to her "Good afternoon."

I/S → They wished her good afternoon.

Exclamatory Sentences

* said → exclaimed

* connecting word → that

that రాసిన వెంటనే subject ను రాయాలి.

Eg:- 1) He said, "What a fool I am !"

I/S → He **exclaimed** that he was a fool.

2) She said, "How beautiful the Tajmahal is !"

I/S → She exclaimed that the Tajmahal was beautiful .

3) He said, "Alas, I lost my purse!"

I/S → He exclaimed with regret that he had lost his purse.

4) Ramesh said , "Bravo, I have won once again!"

I/S → Ramesh exclaimed with joy that he had won once again.

Alas → with regret

Bravo → with joy

గా మార్చాలి

* General bits *

Opposite words

* fresh x stale

* proud x humble

* polite x impolite

* manage x mismanage

* understand x misunderstand