

**DELHI PUBLIC SCHOOL, JAMMU**  
**SESSION 2020-2021**  
**FOUNDATION WORKSHEET**

**Subject :- English**

**Class:- VIII**

**Topic :- Reported Speech/Narration/Direct to Indirect**

**INTRODUCTION:-**

Direct speech is also known as reported speech. In grammar, when we report **someone else's statement in our own words without any change in the meaning of the statement, it is called indirect speech.** Quoting a person's words without using his own word and bringing about any change in the meaning of the statement is a reported speech. Look at the following sentences:

**Direct Speech:** She says, "I am a little bit nervous."

**Indirect Speech:** She says that she is a little bit nervous.

In the first sentence, the reporter conveys the message of the girl using her actual words (e.g., "I am a little bit nervous.") In the second sentence, the reporter conveys her message but in his own words without any change in the meaning. Thus, both direct and indirect speeches are two different ways of reporting a statement of person. In simple words, quoting a person using your own words is called an indirect speech.

**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.**
- **Reported Speech:** The second part of the sentence, which is closed in inverted commas or quotation marks, is called **reported speech.**
- **Reporting Verb:** The verb of the reporting speech is called the **reporting verb.**
- **Reported Verb:** The verb of the reported speech is called the **reported verb.**

**BASIC RULES:-**

**a) Changes in Person of Pronouns:**

- 1<sup>st</sup> Person pronouns in reported speech are always changed according to the subject of the reporting speech.
- 2<sup>nd</sup> Person pronouns in reported speech are always changed according to the object of the reporting speech.
- 3<sup>rd</sup> Person pronouns in reported speech are not changed.



## b) Changes in Verbs:

- If the reporting speech is in present tense or future tense, then no change is required to be made in the verb of reported speech. This verb could be in any tense i.e., present, past, or future. For example:

**Direct Speech:** He says, "I am ill."

**Indirect Speech:** He says that he *is* ill.

**Direct Speech:** She says, "She sang a song."

**Indirect Speech:** She says that she *sang* a song.

**Direct Speech:** You say, "I shall visit London."

**Indirect Speech:** You say that you *will visit* London.

- If the *reporting verb* is in *past tense*, then reported verb will be changed as per the following criterion:

- Present indefinite tense is changed into past indefinite tense. For example:

**Direct Speech:** They said, "They *take* exercise every day."

**Indirect Speech:** They said that they *took* exercise every day.

- Present continuous is changed into past continuous tense.

**Direct Speech:** They said, "They *are taking* exercise every day."

**Indirect Speech:** They said that they *were taking* exercise every day.

- Present perfect is changed into the past perfect tense.

**Direct Speech:** They said, "They *have taken* exercise."

**Indirect Speech:** They said that they *had taken* exercise.

- Present perfect continuous tense is changed into past perfect continuous tense.

**Direct Speech:** They said, "They *have been taking* exercise since morning."

**Indirect Speech:** They said that they *had been taking* exercise since morning.

- Past indefinite is changed into past perfect tense.

**Direct Speech:** They said, "They *took* exercise."

**Indirect Speech:** They said that they *had taken* exercise.

- Past continuous tense is changed into past perfect continuous tense.

**Direct Speech:** They said, "They *were taking* exercise."

**Indirect Speech:** They said that they *had been taking* exercise.

- No changes are required to be made into past perfect and past perfect continuous tenses.

**Direct Speech:** They said, "They *had taken* exercise."

**Indirect Speech:** They said that they *had taken* exercise.

- In Future Tense, while no changes are made except shall and will are changed into *would*.

**Direct Speech:** They said, “They *will take* exercise.”

**Indirect Speech:** They said that they *would take* exercise

# Changes in Tense

Direct Speech	Indirect Speech
Present Simple	↔ Past Simple
Present Continuous	↔ Past Continuous
Past Simple	↔ Past Perfect
Present Perfect	↔ Past Perfect
Will Future	↔ Would + Bare Infinitive
Can	↔ Could
Have To	↔ Had To
Imperative	↔ To Infinitive

## c) Important Word Changes

Words	Changed Into	Direct Speech	Indirect Speech
This	That	He says, “He wants to buy this book.”	He says that he wants to buy that book.
These	Those	He says, “He wants to buy these books.”	He says that he wants to buy those books.
Here	There	She says, “Everybody was here.”	She says that everybody was there.
Now	Then	They say, “It’s ten o’clock now.”	They say that it’s ten o’clock then.
Sir	Respectfully	They said, “Sir, the time is over.”	They said respectfully that the time was over.

Words	Changed Into	Direct Speech	Indirect Speech
Madam	Respectfully	They said, "Madam, the time is over."	They said respectfully that the time was over.
Today	That Day	She said, "I am going to London today."	She said that she was going to London that day.
Yesterday	The Previous Day	She said, "I visited Oxford University yesterday."	She said that she had visited Oxford University the previous day.
Tomorrow	Following Day or Next Day	She said, "I am going to London tomorrow."	She said that she was going to London the next day.
Tonight	That Night	She said, "I am going to see him tonight."	She said that she was going to see him that night.
Good Morning, Good Evening, Good Day	Greeted	She said, "Good morning, Sir David."	She greeted Sir David.

The rules above are mandatory for converting direct speech into indirect speech. Hence, they should be memorized thoroughly. The following examples cover all the aforementioned rules. So, focus on every sentence to know how the above-mentioned rules have been used here.

### **SOLVED EXAMPLES:-**

Direct Speech	Indirect Speech
She says, "I eat an apple a day."	She says that she eats an apple a day.
He will say, "My brother will help her."	He will say that his brother will help her.

Direct Speech	Indirect Speech
We said, "We go for a walk every day."	We said that we went for a walk every day.
You say, "I went to London yesterday."	You say that you went to London the previous day.
He said, "My father is playing cricket with me."	He said that his father was playing cricket with him.
They said, "We have completed our homework."	They said that they had completed their homework.
She said, "I have been waiting for him since last morning."	She said that she had been waiting for him since last morning.
She said, "I bought a book."	She said that she had bought a book.
They said, "We were celebrating Eid yesterday."	They said that they had been celebrating Eid the previous day.
We said, "We had been waiting since morning."	We said that we had been waiting since morning.
He said to me, "I will not give you any medicine without prescription."	He said to me that he would not give me any medicine without a prescription.
Rafiq said, "I shall leave for London tomorrow."	Rafiq said that he would leave for London the next day.
She said, "I shall be visiting my college tomorrow."	She said that she would be visiting her college the following day.
They said, "It will have been snowing since morning."	They said that it would have been snowing since morning.

### Assertive Sentences:-

Sentences that make a statement are called assertive sentences. These sentences may be positive, negative, false, or true statements. To convert such sentences into indirect narration, use the rules as mentioned above except *said* is sometimes replaced with *told*. Look at the following examples:

- Direct Speech: She says, "I am writing a letter to my brother."

Indirect Speech: She says that she is writing a letter to her brother.

- Direct Speech: She says, "I was not writing a letter to my brother."

Indirect Speech: She says that she was not writing a letter to her brother.

- Direct Speech: She said to me, "I am writing a letter to my brother."

Indirect Speech: She told me that she was writing a letter to her brother.

### **Imperative Sentences:-**

Imperative sentences are sentences that give an order or a direct command. These sentences may be in the shape of advice, entreaty, request, or order. Mostly, it depends upon the forcefulness of the speaker. Thus, a full stop or sign of exclamation is used at the end of the sentence. For example:

- Shut the door!
- Please shut the door.
- Repair the door by tomorrow!

To convert these types of sentences into indirect speech, follow the following rules along with the above-mentioned rules:

- The reporting verb is changed according to reported speech into order in case the sentence gives a direct command. For example:

**Direct Speech:** The teacher *said* to me, "Shut the door."

**Indirect Speech:** The teacher *ordered* me to shut the door.

- The reporting verb is changed according to reported speech into a request in case the sentence makes a request. For example:

**Direct Speech:** He *said* to me, "Shut the door."

**Indirect Speech:** He *requested* me to shut the door.

- The reporting verb is changed according to reported speech into advise in case the sentence gives a piece of advice. For example:

**Direct Speech:** He *said* to me, "You should work hard to pass the exam."

**Indirect Speech:** He *advised* me that I should work hard to pass the exam.

- The reporting verb is changed according to reported speech into forbade in case the sentence prevents someone from doing something. For example:

**Direct Speech:** He *said* to me, "Not to smoke."

**Indirect Speech:** He *forbade* me to smoke

### **Interrogative Sentences:-**

Those sentences, which ask questions, are called interrogative sentences. Every interrogative sentence ends at a sign of interrogation. For example:

- Do you live here?
- Have you ever watched Terminator III movie?
- Is it raining?

To convert interrogative sentences into indirect speech, follow the following rules along with the above-mentioned rules:

- The reporting verb *said to* is changed into *asked*.
- If the reporting speech is having the reporting verb at its start, then *if* is used in place of *that*.
- If the reporting speech is having interrogative words like *who, when, how, why, when* then neither *if* is used nor any other word is added.
- A full stop is placed at the end of the sentence instead of a mark of interrogation.

Examples:

Direct Speech	Indirect Speech
I said to her, "When do you do your homework?"	I asked her when she did her homework.
We said to him, "Are you ill?"	We asked him if he was ill.
You said to me, "Have you read the article?"	You asked me if I had read the article.
He said to her, "Will you go to the Peshawar Radio Station?"	He asked her if she would go to the Peshawar Radio Station.
She says, "Who is he?"	She says who he is.
Rashid said to me, "Why are you late?"	Rashid asked me why I was late.

### **Exclamatory Sentences:-**

Those sentences, which express our feelings and emotions, are called exclamatory sentences. Mark of exclamation is used at the end of an exclamatory sentence. For example:

- Hurray! We have won the match.
- Alas! He failed in the test.
- How beautiful that dog is!
- What a marvelous personality you are!

To change exclamatory sentences into indirect speech, follow the following rules along with the above-mentioned rules:

- In case, there is an interjection, i.e., *alas, aha, hurray*, etc. in the reported speech, then they are omitted along with sign of exclamation.
- Reporting verb, i.e., *said* is always replaced with *exclaimed with joy, exclaimed with sorrow, exclaimed joyfully, exclaimed sorrowfully or exclaimed with great wonder or sorrow*.
- In case, there is *what* or *how* at the beginning of the reported speech, then they are replaced with *very* or *very great*.
- In an indirect sentence, the exclamatory sentence becomes an assertive sentence.

Examples:-

Direct Speech	Indirect Speech
He said, "Hurray! I have won the match."	He exclaimed with great joy that he had won the match.
She said, "Alas! My brother failed in the test."	She exclaimed with great sorrow that her brother had failed in the test.
They said, "What a beautiful house this is!"	They exclaimed that that house was very beautiful.
I said, "How lucky I am!"	I said in great wonder that I was very lucky.
You said to him, "What a beautiful drama you writing!"	You said to him in great wonder that he was writing a beautiful drama.

### Optative Sentences:-

Those sentences, which express hope, prayer, or wish, are called optative sentences. Usually, there is a mark of exclamation at the end of optative sentence. For example:

1. May you succeed in the test!
2. May you get well soon!
3. Would that I were rich!

To change optative sentences into indirect speech, follow the following rules along with the above-mentioned rules:

- In case, the reported speech starts with the word *may*, then the reporting verb *said* is replaced with the word *prayed*.
- In case, the reported speech starts with the word *would*, then the reporting verb *said* is replaced with the word *wished*.
- *May* is changed in *might*.
- Mark of exclamation is omitted.
- In indirect speech, the optative sentences become assertive sentences.

Examples:-

Direct Speech	Indirect Speech
He said to me, "May you live long!"	He prayed that I might live long.



Direct Speech	Indirect Speech
My mother said to me, "May you succeed in the test!"	My mother prayed that I might succeed in the test.
She said, "Would that I were rich!"	She wished she had been rich.
I said to him, "Would that you were here on Sunday!"	I wished he had been there on Sunday.
You said to me, " May you find your lost camera."	You prayed that I might find my lost camera.

### **PRACTICE QUESTIONS:-**

#### **Change the following into Indirect Speech:-**

- a) John said, "I love this town."
- b) "Do you like soccer ?" He asked me.
- c) "Be nice to your brother," he said.
- d) "What have you decided to do?" she asked him.
- e) "I always wake up early," he said.
- f) "You should revise your lessons," he said.
- g) "Where have you been?" he asked me.
- h) Tania said to her friend, 'Can you lend me an umbrella?'
- i) Sita said, 'I may go there.'
- j) She said to the children, 'You mustn't play with fire.'
- k) He says, 'I am very sorry'.
- l) Daman says, 'Priya is working in Ahmedabad.'
- m) The old man said, "I would soon leave the world."
- n) I said, "Water is essential for life."
- o) The lady said to me, "How is your uncle?"

- p) The teacher said to him, “Is poverty not a curse?”
- q) Phila said to her brother, “Turn down the television and let me do my work in peace.”
- r) You will say, “I am ill.”
- s) He exclaimed, “Hurrah! Our team has won the tournament!”
- t) He said, “I had a wonderful dream last night”.
- u) He said. “Goodbye, my love”.
- v) Alladin said to the magician, ‘What have I done to deserve so severe a punishment?’
- w) ‘Can you solve this problem?’ he asked me.
- x) ‘Don’t you know the way home?’ I said to her.
- y) ‘Are you coming with us?’ he asked me.
- z) She said to him, “Consult a doctor.”

