



**TOPIC: DIRECT AND INDIRECT SPEECH** **HANDOUT**  
**RESOURCE PERSON: Ms. Farah Dalal**  
**NAME: \_\_\_\_\_ CLASS: V SEC: \_\_\_\_\_ DATE: \_\_\_\_\_**

**DIRECT SPEECH AND INDIRECT SPEECH (REPORTED SPEECH)**

**The two ways of reporting a speech**

**DIRECT SPEECH**

The exact words of a speaker is quoted.

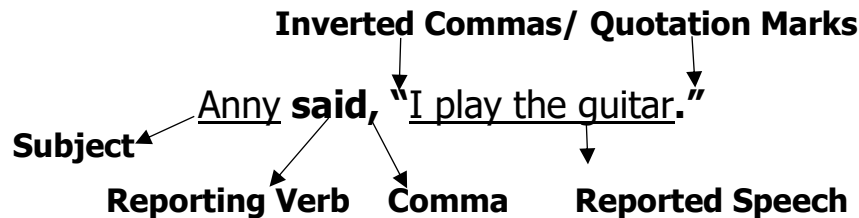
E.g. Roy said, "I learn music."

**INDIRECT SPEECH (REPORTED SPEECH)**

The speech is reported without quoting the exact words of the speaker.

E.g. Roy said that he learnt music.

**Direct Speech: Key Terminology:**



**DIRECT SPEECH FACTS**

E.g. Alan said, "I'm happy."

- The Reporting Verb is followed by a comma.
- Reported Speech is placed within the quotation marks.
- The first word of the Reported Speech begins with a capital letter.

**INDIRECT SPEECH FACTS**

E.g. Alan said that he was happy.

- Reporting verb is not followed by a comma but by a conjunction (that etc.)
- The quotation marks are omitted.
- Capitalization depends on the word.

The speech can be interchanged.



**Points to be noted while changing Direct Speech to Indirect Speech.** (Only statements are considered here.)

\* **Change in Tenses:**

\* When the Reporting Verb is in the past tense, the Reported Speech changes are as follows.

<b>Direct Speech</b>	<b>Indirect Speech</b>
<u>Simple Present Tense</u> He <u>said</u> , "I <b>eat</b> cheese."	<u>Simple Past Tense</u> He said that he <b>ate</b> cheese.
<u>Simple Past Tense</u> He <u>said</u> , "I <b>ate</b> cheese."	<u>Past Perfect Tense</u> He said that he <b>had eaten</b> cheese.
<u>Present Perfect Tense</u> He <u>said</u> , "I <b>have eaten</b> cheese."	<u>Past Perfect Tense</u> He said that he <b>had eaten</b> cheese.
<u>Past Perfect Tense</u> He <u>said</u> "I <b>had eaten</b> cheese."	<u>Past Perfect Tense</u> He said that he <b>had eaten</b> cheese.
<u>Present Progressive Tense</u> He <u>said</u> , "I <b>am eating</b> cheese."	<u>Past Progressive Tense</u> He said that he <b>was eating</b> cheese.
<u>Future Progressive Tense</u> He <u>said</u> , "I <b>will be eating</b> cheese."	<u>Conditional Continuous Tense</u> He said that he <b>would be eating</b> cheese.

### Some exceptions

If the Direct Speech indicates a 'universal truth' or a 'habitual action', the tense form of the Direct Speech will not be changed, even if the 'Reporting Verb' is in Simple Past Tense.

#### HABITUAL FACT:

E.g. Mark said, "I wake up at 8 am every day." (Direct Speech)

Mark said that he wakes up at 8 am every day. (Indirect Speech)

#### UNIVERSAL / GENERAL TRUTH:

E.g. The teacher said, "Honesty is the best policy." (Direct Speech)

The teacher said that honesty is the best policy. (Indirect Speech)

**\*Change in Pronouns:** The pronoun (subject) of the reported speech is changed according to the pronoun of reporting verb or object (person) of reporting verb (first part of the sentence).

Sometimes the pronoun may not change.

E.g. 1. The girl said, "I have a new dress." (Direct Speech)

The girl said that she had a new dress. (Indirect Speech)

E.g. 2. Pat said, "He writes neatly." (Direct Speech)

Pat said that he wrote neatly. (Indirect Speech)

#### \* Change in Time and Place:

Direct Speech	Indirect Speech
here	there
now	then/at that time
this	that
these	those
today	that day
tomorrow	the next day/the following day
yesterday	the previous day/ the day before
a week ago	a week before
next week	the following week
last week	the week before/the previous week
ago	before
last month	the month before/the previous month
next year	the following year
in three years	three years from then

### \*Change in Modals

Direct Speech	Indirect Speech
will	would
shall	should
can	could
may	might
must	had to
would	would
could	could
might	might
should	should
ought to	ought to

- When the Reporting Verb is in the Simple Present or the Simple Future Tense the tense of the Reported Speech remains the same.

Direct Speech	Indirect Speech
Pam <u>says</u> , "I play chess."	Pam says that she plays chess.
Aalia <u>will say</u> , "Tomorrow is a holiday."	Aalia will say that tomorrow is a holiday.

Note: The Reporting Verb 'says to' will be changed to 'tells'.

E.g. Roy **says to** Riya, "I will meet you soon." (Direct Speech)

Roy **tells** Riya that he will meet her soon. (Indirect Speech)

Similarly, The Reporting Verb 'said to' will be changed to 'told'

E.g. Mira **said to** Keya, "I have read the letter." (Direct Speech)

Mira **told** Keya that she had read the letter. (Indirect Speech)

