



## INDIAN SCHOOL AL WADI AL KABIR

<b>Class: VII</b>	<b>Department: ENGLISH</b>	<b>Date of Submission: October, 2022</b>
<b>WORKSHEET NO. 16</b>	<b>Direct and Indirect Speech</b>	<b>Note: To be done in the notebook</b>

There are two ways of reporting the words of a speaker:

When we tell someone what a person said by quoting the actual words of the person, the form of speech we use is called Direct Speech.

When we report the speaker's message without quoting their exact words, the form of speech is called Indirect Speech or Reported Speech.

Examples: Rina asked Asha, "Did you attend the 2016 Rio Olympics?"

The exact words of the speaker which are put within quotation marks or inverted commas are called Direct speech.

My teacher **said** to me, "You need a new dictionary."

↑  
(reporting verb)

↑  
(direct speech)

Note the following points:

- '**Said**' is called the reporting verb and is placed outside (" "). The tense of the **Reporting verb** is never changed.
- The exact words of the speaker are marked off by **inverted commas and are called Direct Speech**. The speech within the quotation is in a **capital letter**. The speech within the quotation is separated from the reporting portion by a **comma**.
- In Direct Speech, the first word after the inverted commas begins with a capital letter.

When we report what somebody said or thought in our own words, we use Indirect speech.

\*Rina asked Asha if she attended the 2016 Rio Olympics.

\*My teacher told me that I needed a new dictionary.

Note the following points:

- No inverted commas are used.
- No comma is used to separate the reported speech from the rest of the sentence.
- Conjunction, if necessary is used to join the reported speech with the rest of the sentence.
- Tenses, pronouns, possessive adjectives, and words denoting nearness of time and position undergo certain changes

## Rules for changing Direct to Indirect speech.

- The tense of the verb.
- The reporting verb (said, told, asked) followed by that.
- Personal pronouns, possessive pronouns, and possessive adjectives.
- Punctuation marks used.
- Expressions of time and place.



## Conversion of Assertive Sentences into Indirect speech:

The reporting verb, 'said' is changed if it is followed by an object; if there is no object, it is left unchanged. 'That' is used as a conjunction.

Tenses, pronouns, and words denoting nearness are changed according to the rules already stated.

## Conversion of Interrogative Sentences

- The reporting verb in the direct speech is replaced by the words ask or enquire in the indirect speech.
- Interrogative sentences in direct speech are changed into assertive sentences in the indirect speech.
- If the question in direct speech begins with a wh- question, no conjunction is used in the indirect speech.
- If the question in direct speech begins with a verb, the conjunction 'if' is used in the indirect speech.
- The tense, pronouns, and time and place indicators change according to the rules discussed previously.

## Exercise 1: Convert the sentences below into Indirect speech.

1. Seema said, "I am very happy today."
2. Nidhi said to Reena, "You are my best friend."
3. Vishwas said, "I am going away."
4. Hari said to Pradeep, "He will pass."
5. Shakespeare wrote, "All the world is a stage."
6. Grandpa said, "I am alright."
7. The teacher said, "The earth moves round the sun."
8. Rani said, "I'm proud of my culture."
9. Sam says, "I will not be able to attend the wedding."
10. Charu said, "We wanted to go for a movie."

## Exercise 2: Convert the sentences below into Indirect speech.

1. He said, "I have lost my umbrella."
2. She said, "She's coming this week."
3. Bruce said to me, "I shall do the work."
4. Peter says, "I want to become an engineer."
5. The teacher asked Manu, "Why are you late?"
6. She asked the shopkeeper, "How much is the price of this book?"
7. I asked Prerana, "How do you travel to office everyday?"
8. Varun asked Tarun, "Where did you go yesterday?"
9. "Did you see the exhibition?", the teacher questioned me.
10. Sohan said to Mohan, "I am going to school."

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