



INDIAN SCHOOL AL WADI AL KABIR

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WORKSHEET NO:22	Topic: REPORTED SPEECH	Note: To be written in the notebook

Speech is what a person says. It can be written in direct speech or indirect speech.

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.

In direct speech:

- The actual words of the speaker are placed between inverted commas.
- The verb that introduces the quoted speech is called the reporting verb.
- We use either a comma or a colon to separate the quoted speech and the introducing verb.

Example: Rina said to Asha, "Did you attend the 2016 Rio Olympics?"

In indirect speech:

- No inverted commas are used.
- A subordinating conjunction, such as 'that' is used to join the introductory part to the reported part. The comma is not used.

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

Example: Rina asked Asha if she had attended the 2016 Rio Olympics.

BASIC RULES FOR INDIRECT SPEECH

Rule No. 1. Words of the speaker (reported speech) are not enclosed in Inverted Commas or Quotation Marks in Indirect Speech.

Rule No. 2. Usage of word "that": The conjunction "that" is always used between reporting verb and reported speech in indirect speech.

Example:

Direct Speech: He said, "I write a letter."

Indirect Speech: He said that he wrote a letter.

Rule No. 3. Change in tense of the reported speech:

A change is made in tense of reported speech for changing a direct speech into indirect speech. Rules for tense change are given below:

Examples:

□ Direct Speech: She said, "I am watching a movie."

Indirect Speech: She said that she was watching a movie.

□ Direct Speech: He says, "I am playing cricket."

Indirect Speech: He says that he is playing cricket.

Rule No. 4. Changes in Pronoun: The possessive pronouns (i.e. his, her, my, their, your etc.) may also change according to subject or object of the first sentence.

Examples:

□ Direct Speech: He said, "I eat two apples."

Indirect Speech: He said that he ate two apples.

□ Direct Speech: She said to me, "I like your book."

Indirect Speech: She told me that she liked my book.

Direct Speech to Indirect Speech

C) Pronouns

Direct Speech	Reported Speech	Direct Speech	Reported Speech
I	He, she	Me	Him, her
We	They	Us	Them
You	He, she, they	You	Him, Her, them
My	His, her	Mine	His, hers
Our	Their	Ours	Theirs
Your	His, her, their	Yours	His, hers, theirs

Rule No. 5. Change in Time: If there is time mentioned in the sentence of Direct speech, the time will be changed in Indirect Speech. There are certain rules changing the time. i.e. now into then, tomorrow into the next day, today into that day, yesterday into the previous day/the day before.

Examples:

□ Direct Speech: She said, "I am buying a laptop today."

Indirect Speech: She said that she was buying a laptop that day.

□ Direct Speech: He said, "I need your help now".

Indirect Speech: He said that he needed my help then.

Direct speech	Reported speech
today	→ that day
now	→ then
tonight	→ that night
ago	→ before
yesterday	→ the day before
last....	→ the...before/the previous
last week	→ the week before
next year	→ the following year
tomorrow	→ the next day/the following day
here	→ there
this	→ that
these	→ those

DIRECT SPEECH CHANGES - INTO INDIRECT SPEECH (TENSE CHANGE)

DIRECT SPEECH		INDIRECT SPEECH
SIMPLE PRESENT	→	SIMPLE PAST
She said, "I work in a bank."		She said that she worked in a bank.
PRESENT CONTINUOUS	→	PAST CONTINUOUS
He said, "I am riding a bike."		He said that he was riding a bike.
PRESENT PERFECT	→	PAST PERFECT
Alice said, "I have written a novel."		Alice said that she had written a novel.
SIMPLE PAST	→	PAST PERFECT
He said, "I opened a shop."		He said that he had opened a shop.
PAST CONTINUOUS	→	PAST PERFECT CONTINUOUS
She said, "We were playing tennis."		She said that they had been playing tennis.
PAST PERFECT	→	PAST PERFECT
Eric said, "I had passed the exam."		Eric said that he had passed the exam.

RULES FOR AFFIRMATIVE/ POSITIVE SENTENCES

1. PRESENT TENSE

PRESENT SIMPLE changes into PAST SIMPLE

She said, "I work in a hospital."

She said that she worked in a hospital.

They said, "We play football."

They said that they played football.

Please Note: If the reported speech expresses a **habitual fact** or a **universal truth**, its tense remains unchanged.
For example: My teacher said, "Honesty is the best policy."
My teacher said that honesty is the best

PRESENT PROGRESSIVE changes into PAST PROGRESSIVE

He said, "I am waiting for someone."

He said that he was waiting for someone.

I said, "She is driving a car."

I said that she was driving a car.

PRESENT PERFECT changes into PAST PERFECT

She said, "I have completed the work."

She said that she had completed the work.

John said, "I have won a prize."

John said that he had won a prize.

PRESENT PERFECT PROGRESSIVE changes into PAST PERFECT PROGRESSIVE

She said, "I have been working in a factory for two years."

She said that she had been working in a factory for two years.

David said, "He has been waiting for his brother for three hours."

David said that he had been waiting for his brother for three hours.

2. PAST TENSE

PAST SIMPLE changes into PAST PERFECT

He said, "I started a job."

He said that he had started a job.

She said, "I bought a new car."

She said that she had bought a new car.

PAST PROGRESSIVE changes into PAST PERFECT PROGRESSIVE

He said, "I was writing a poem."

He said that he had been writing a poem.

The kids said, "We were playing a game."

The kids said they had been playing a game.

PAST PERFECT changes into PAST PERFECT (No change in tense)

They said, "We had won the game"

They said that they had won the game.

He said, "I had gone to home."

He said that he had gone to home.

3. FUTURE TENSE

FUTURE SIMPLE TENSE

WILL changes into WOULD

She said, "I will go to London."

She said that she would go to London.

They said to me, "We will help you."

They said to me that they would help me.

FUTURE CONTINUOUS TENSE

WILL BE changes into WOULD BE

He said to me, "I will be waiting for you."

He told me that he would be waiting for me.

David said, "I will be making tea."

David said that he would be making tea.

FUTURE PERFECT TENSE

WILL HAVE changes into WOULD HAVE

She said, "I will have cooked the food."

She said that she would have cooked the food.

He said, "I will have cleaned the room."

He said that he would have cleaned the room.

RULES FOR INTERROGATIVE/ QUESTION SENTENCES

The basic rules for converting Direct Speech (question sentences) into Indirect Speech are as follows:

(i) Comma and inverted commas will be removed.

(ii) The conjunction ***“that”*** will not be used in Indirect Speech (in question sentence). The conjunction ***“that”*** is used in Indirect speech of all positive sentences.

(iii) In indirect speech, the question sentence will be expressed in ***assertive (positive) form instead of interrogative form.***

(iv) ***Question mark (?)*** will not be used in indirect speech of interrogative sentence. .

(v) The verb such as ***‘say’ or ‘tell’*** (e.g. he said or she said) in direct speech is replaced with verb such ***‘ask’ or ‘inquire’*** (e.g. he asked, she inquired) in indirect speech.

The above rules are common for all question-sentences. Apart from these common rules, there are a few specific rules which apply according to the type of question in sentence.

There are two types of question-sentences:

1. Question which can be answered with YES or NO

2. Question which cannot be answered only with YES or NO, but requires a detailed answer.

Such questions usually start with ‘what, why, how, when’ etc.

Examples:

☐ Do you like a mango? (Such a question can be answered by saying only ‘Yes’ or ‘No’)

☐ What are you doing? (Such a question cannot be answered by ‘Yes’ or ‘No’ but it requires a bit of explanation i.e. I am listening to music.)

The specific rules according to type of question are as follows:

Questions that CAN be answered with “YES or NO”

To make indirect speech of such questions, the word ***“if” or “whether”*** will be used in Indirect Speech. Both the words ***“if” or “whether”*** can be used interchangeably.

Examples:

David said to me, “Do you like coffee?”

David asked me if I liked coffee.

He said to me, “Will you help me?”

He asked me if I would help him.

John said to her, “Will you buy the book?”

John asked her whether she would buy the book.

She said, “Are they waiting for me?”

She asked whether they were waiting for her.

Questions that **CANNOT** be answered with only “YES or NO”

To make indirect speech of such questions, the word “**if**” or “**whether**” *will not be used*. The question is changed into assertive(positive) form and is simply placed after the reporting verb.

Examples:

He said to me, “What are you doing?”

He asked me what I was doing.

She said to me, “What is your name?”

She asked me what my name was.

INDIRECT SPEECH FOR IMPERATIVE SENTENCES

A sentence that expresses a command, a request, an advice or a suggestion is called an imperative sentence.
Examples:

- ☐ Open the door. (command)
- ☐ Please help me. (request)
- ☐ Quit smoking. (advice)
- ☐ Don't make a noise. (command)

As imperative sentences have a command (or an order), a request, an advice or a suggestion, to change them into Indirect Speech, some specific verbs (i.e. requested, order, advised, forbade, suggested) replace the verbs (e.g. said, told) of reporting verb. The conjunction used in these sentences is “to”.

1. She said to me, “Please help me.”
1. She requested me to help her.
2. Teacher said to him, “Do not waste your time.”
2. Teacher advised him not to waste his time.

INDIRECT SPEECH FOR MODALS

For converting direct speech into indirect speech, Present Modals (e.g. Must, Can, May) are changed into Past Modals (i.e. Could, Might, Had to).

Examples:

CAN changes into COULD

He said, “I can sing a song.”

He said that he could sing a song.

She said, “I can write a poem.”

She said that she could write a poem.

MAY changes into MIGHT

She said, “I may go to Paris.”

She said that she might go to Paris.

They said, "We may buy a car."

They said that might buy a car.

MUST (*not changed*)

He said, "I must study this book."

He said that he must study that book.

They said, "We must finish the work in time."

They said that they must finish the work in time.

Modals like Should, Might, Could, Would, Ought to are *not changed* in Indirect Speech.

He said, "I *should* start a job."

He said that he *should* start a job.

She said, "I *might* eat a cake."

She said that she *might* eat a cake.

David said, "I *could* buy a camera."

David said that he *could* buy a camera.

He said, "I *would* decorate the walls."

He said that he *would* decorate the walls.

Gabbar said, "I *ought to* avoid unhealthy diets."

Gabbar said that he *ought to* avoid unhealthy diets.

EXERCISE 1:

Transform the following sentences from direct speech into reported speech:

1. He said to me, "I have often told you not to play with fire."
2. "You have all done it very badly" remarked the teacher.
3. They wrote, "it is time we thought about settling this matter."
4. The teacher promised, "if you come before school tomorrow, I will explain it."
5. She wrote, "I am waiting and watching and longing for my son's return."

EXERCISE 2:

Rewrite the following sentence converting from direct speech to indirect speech.

1. He asked me, "What is your mother's name?"
2. Riya asked the shopkeeper, "What is the price of the item?"

3. Ram asked, "How is the weather?"
4. The Commander said to the soldiers, "Practice well."
5. Honey told his mother, "I am not feeling well".
6. The Doctor said, "Health is wealth."
7. Traffic police said, "Don't rush."

EXERCISE 3:

Rewrite the following sentence converting from direct speech to indirect speech.

1. "Halt", shouted the officer to his men.
2. "Take off your hat", the king said to the Hatter.
3. The teacher said to him, "Do not read so fast."
4. He said to me, "Wait until I come."
5. "Bring me a drink of milk", said Swami to the villagers.