



INDIAN SCHOOL AL WADI AL KABIR

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| Class: VII | Department: ENGLISH | Date of Submission: November 2023 |
| WORKSHEET NO:16 | Topic: REPORTED SPEECH | Note: To be written in the notebook |

REPORTED SPEECH

A sentence that tells us the exact words of the speaker is said to be in 'Direct Speech'.
A sentence where one reports the words of a speaker is said to be in 'Indirect Speech' or 'Reported Speech'.



For Example:

Janette said, "I want some towels for the kitchen."

Janette said that she wanted some towels for the kitchen.

In the first sentence, we have used the exact words of the speaker (Janette). This sentence is in Direct Speech.

In the second sentence, we have reported what is being said without quoting the exact words of the speaker (Janette). This sentence is in Indirect Speech or Reported Speech.

Read the table to understand the difference between the two:

| DIRECT SPEECH | INDIRECT SPEECH |
|---|--|
| The exact words of the speaker are repeated. | The speaker's words are reported by someone in his or her own words. |
| The exact words of the speaker always begin with a capital letter and are enclosed within inverted commas. | The inverted commas are removed. |
| A comma separates the introductory part and the exact words of the speaker. | The conjunction 'that' is used to join the introductory part to the reported part. The comma is not used. |

CHANGES IN TENSES:

| DIRECT SPEECH | INDIRECT SPEECH |
|--------------------------------------|---|
| SIMPLE PRESENT | SIMPLE PAST |
| She said, "I often play tennis." | She said that she often played tennis. |
| PRESENT CONTINUOUS | PAST CONTINUOUS |
| He said, "I am writing to my uncle." | He said that he was writing to his uncle. |
| PRESENT PERFECT | PAST PERFECT |
| Mili said, "Sue has eaten." | Mili said that Sue had eaten. |
| SIMPLE PAST | PAST PERFECT |
| He said, "I stayed in Rome." | He said that he had stayed in Rome. |
| PAST CONTINUOUS | PAST PERFECT CONTINUOUS |
| She said, "They were singing." | She said that they had been singing. |

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|--|--|
| PAST PERFECT | PAST PERFECT |
| Catherine said, "Our taxi had just arrived." | Catherine said that their taxi had just arrived. |

NOTE:

When the reporting verb is in **present** or **future** (**says** or **will say**), the tense of the verb in the reported speech remains unchanged.

For example:

David **says**, "Tina is going to the beach."

David **says** that Tina is going to the beach.

He **will say**, "I cannot wait any longer."

He **will say** that he cannot wait any longer.



If the reported speech expresses a **habitual fact** or a **universal truth**, its tense remains unchanged.

For example: The teacher told the class, "New Delhi is the capital of India."
 The teacher told the class that New Delhi is the capital of India.
 Tom said, "I walk five kilometres daily."
 Tom said that he walks five kilometres daily.

If the reporting verb **said** is followed by an object, it is usually changed to **told**. The word **told** is not followed by the preposition **to**.



CHANGES IN MODAL AUXILIARIES:

| DIRECT SPEECH | INDIRECT SPEECH |
|----------------------|------------------------|
| may | might |
| can | could |
| will | would |
| shall | should |
| must | had to |

CHANGES IN POSITION AND TIME WORDS:

| | DIRECT SPEECH | INDIRECT SPEECH |
|-----------------|----------------------|------------------------|
| POSITION | here | there |
| | this | that |
| | these | those |

TIME

| DIRECT SPEECH | INDIRECT SPEECH |
|---------------|--------------------------------------|
| now | then |
| ago | before |
| today | that day |
| tonight | that night |
| tomorrow | the next day/ the following day |
| yesterday | the day before/ the previous day |
| last night | the night before/ the previous night |
| last week | the week before/ the previous week |
| in an hour | an hour later |
| next week | the following week |
| next year | the following year |

CHANGING IMPERATIVE SENTENCES INTO REPORTED SPEECH:

When we convert an imperative sentence from Direct to Reported Speech, we should make the following changes:

- The reporting verb is usually changed into another verb.
Command - order, command, tell etc.
Request - plead, beg, request, ask etc.
Advice - warn, advise, suggest etc.
- The verb of the reported speech is changed to an infinitive.
- We do not use a conjunction to introduce the reported speech.

Examples: 1. "Open the door," Urvi said to him.

Urvi **ordered** him **to** open the door.

2. The flight attendant said to the passengers, "Please fasten your seat belts."

The flight attendant **requested** the passengers **to** fasten their seat belts.

3. The doctor said to the patient, "Eat a balanced diet."

The doctor **advised** the patient **to** eat a balanced diet.

CHANGING INTERROGATIVE SENTENCES INTO REPORTED SPEECH:

When we convert an interrogative sentence from Direct to Reported Speech, we should make the following changes:

- The interrogative form of the verb changes to assertive form.
- The inverted commas and the question mark are omitted.
- The reporting verb **said** is generally changed into verbs like **asked, demanded, questioned** and **enquired**.

For example: Bipin said, "Why is the light switch not working?"

Bipin **enquired** why the light switch was not working.

- **Yes/No questions** are changed into reported speech using words such as **whether** or **if**. Also, the reporting verb said is replaced with **enquired** or **asked**.

For example: "Do you like English classes?", the teacher asked.

The teacher **enquired** whether I/we liked English classes.

EXERCISE 1:

Transform the following sentences from direct speech into reported speech:

1. Samuel said, "I must complete the assignment."
2. Isha said to us, "He may pass the exam."

3. Evelyn said, "I have been to Zimbabwe."
4. He said, "Isabell will give you a lift to the airport tomorrow."
5. Simon said, "We had already eaten before the movie."
6. She said, "I can't come to the party tonight as I have to study."
7. "Don't talk loudly," he said to the children.
8. Jake said, "Please open the window."

EXERCISE 2:

Convert the sentences given below into reported speech:

1. She said, "Have you switched off the television?"
2. She told me, "I have been to Boston."
3. She explained, "I am playing the guitar."
4. He said, "She has finished her homework".
5. "I am unwell", she said.
6. She said, "Irvin arrived on Sunday."
7. "We are playing basketball", they told me.
8. She said, "I will be in Scotland tomorrow."
9. Arya said to Tara, "David will leave for his mother's place in an hour."
10. He said, "His friend came yesterday."
