



INDIAN SCHOOL AL WADI AL KABIR

Class: VI	Department: ENGLISH	Date of Submission: January 2025
WORKSHEET NO: 16	Topic: <u>REPORTED SPEECH</u>	Note: NOTEBOOK



REPORTED SPEECH

Direct Speech

When the exact words used by a speaker are reproduced within quotation marks, it is called the direct form of narration. This method of quoting the exact words of someone is called direct speech.

Example: Jack said, "Kamal works very hard."

Indirect Speech

When the substance of a speech is conveyed in the reporter's words it is called the indirect form of narration. This method of quoting the substance of a speech is called indirect speech.

Example: Jack said that Kamal worked very hard.

Direct Speech

- The exact words used by the speaker are reproduced.
- The direct speech is always enclosed within inverted commas.
- The first word of the direct speech begins with a capital letter.
- The direct speech is separated from the rest of the sentence by a comma.

Indirect Speech

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

- If the reporting verb /Principal verb is in Past Tense, the tenses inside the double inverted commas will change into corresponding Past Tenses.
- If the reporting verb is in the Present /Present Perfect /Simple Future Tense the tenses inside the double inverted commas will not change.

DIRECT SPEECH	REPORTED SPEECH
Present simple	Past simple
Present continuous	Past continuous
Past simple	Past perfect
Present perfect	Past perfect
Past continuous	Past perfect continuous
'Will' future	'would' conditional
Can	Could
May	Might
Must	Had to

PLACE & TIME

Direct Speech	Reported Speech
today	that day
now	then / at the moment
yesterday	the day before
... days ago	... days before
last week	the week before
next year	the following year
tomorrow	the next day the following day
here	there
this	that
these	those
ago	previously / before
tonight	that night

TENSE CHANGE

Direct Speech	Reported Speech
will	would
can	could
must / have to	must or had to
may / might	might
should	should
ought to	ought to

Direct Speech	Reported Speech
I	He/ She
We	They
You	I, she, he, we, they
They	They
She	She
He	He
It	It

Changing different types of sentences into Indirect Speech

Declarative Sentences

- Declarative sentence in the indirect speech is introduced by the conjunction 'that'.
- The reporting verb 'said' is changed into 'told' if it followed by an object; if there is no object, it is left unchanged.

Example: He said to Ram, "You are a good boy."

He told Ram that he was a good boy.

Imperative Sentences:

- Change the reporting verb 'said' or 'said to' into ordered, commanded, requested, advised, warned, forbade, suggested, etc. according to the sense.
- Remove the commas and inverted commas, use conjunction 'to'.

Example: The General said to the soldiers, "March forward and attack the foe."

The General ordered the soldiers to march forward and attack the foe.

EXERCISE 1:

Change the following direct speech into indirect speech:

1. The teacher said to students, "Do your work silently."
2. He said, "I will finish the project tomorrow."
3. John said, "I am feeling unwell."
4. She said, "I love reading books."
5. The doctor said to the patient, "You need to take the medicine twice a day."
6. The teacher said to us, "Please submit your assignments by tomorrow."
7. She said, "Take a break."
8. He said, "Wait outside."
9. The manager instructed, "Send the report by Friday."
10. The coach said, "Run faster if you want to win the race."

EXERCISE 2:

Change the following direct speech into indirect speech:

1. The teacher says, "Open your books."
2. He said, "Complete the assignment by the end of the day."
3. He says, "I work from home every day."
4. She said, "I visited the museum last weekend."
5. The teacher said to me, "You need to complete your homework before the class."
6. They said, "We went to the beach last summer."
