



INDIAN SCHOOL AL WADI AL KABIR

Class: VIII	Department: ENGLISH	Date of Submission: January 2025
WORKSHEET NO: 25	Topic: REPORTED SPEECH (ANSWER KEY)	Note: To be written in the notebook

WHAT IS A REPORTED SPEECH?

Reported speech is used to tell someone what another person said without quoting them directly. This often involves changing pronouns, tenses, and other words to fit the context.



Direct speech is the mode of narration in which the speaker's words are presented exactly the way they are said by using quotation marks.

For example: "I am reading a book," she said.

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.

Indirect speech is the mode of narration in which the words of the speaker are reported or summarized in the words of the person who reports it.

For example: She said that she was reading a book.

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.

CHANGE 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



CHANGES IN MODAL AUXILIARIES:

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



CHANGE IN REPORTING VERB:

Direct Speech	Indirect Speech
Present Simple Tense	Past Simple Tense
Present Progressive / Continuous Tense	Past Progressive / Continuous Tense
Present Perfect Tense	Past Perfect Tense
Present Perfect Progressive / Continuous Tense	Past Perfect Progressive / Continuous Tense
Past Simple Tense	Past Perfect Tense
Past Progressive / Continuous Tense	Past Perfect Progressive / Continuous Tense
Past Perfect Tense	Past Perfect Tense
Past Perfect Progressive Tense	Past Perfect Progressive Tense
Future Simple Tense	'Would'
Future Progressive Tense	'Would be'
Future Perfect Tense	'Would have'
Future Perfect Progressive / Continuous Tense	'Would have been'

The verb that introduces the speaker's exact words is called the **reporting verb**.

Rules for Conversion:

1. When the Reporting Verb is in the Present or Future Tense:

- If the reporting verb is in the **present tense** or **future tense**, the verb inside the quotation marks remains in the **same tense** in the indirect speech.

Examples:

- **Direct:** My grandmother says, "If you do good to others, good things happen to you."
Indirect: My grandmother says that if you do good to others, good things happen to you.
- **Direct:** Kavita has said, "We will go to the zoo today."
Indirect: Kavita has said that we will go to the zoo today.
- **Direct:** Mrs. Priya will say, "Students, you need to study regularly to get good marks."
Indirect: Mrs. Priya will say that the students need to study regularly to get good marks.

2. When the Reporting Verb is in the Past Tense:

- If the reporting verb is in the **past tense**, the verb within the quotation marks changes according to the rules of sequence of tenses in indirect speech.

3. Changing 'Said to' to 'Told':

- When the reporting verb is **said to**, it changes to **told** in indirect speech.

Examples:

- **Direct:** She said to me, "You have done a great job."
Indirect: She told me that I had done a great job.

Please Note: If the direct speech expresses a **habitual fact** or a **universal truth**, its tense remains unchanged in the reported speech.

For example: My teacher said, "Water boils at 100°C."
My teacher said that water boils at 100°C.



There are 3 important things that you need to keep in mind while converting a sentence from Direct to Indirect Speech:

- ✓ Remove the inverted commas
- ✓ Pay attention to the pronoun and time & place expressions in a sentence, as these undergo a change in indirect speech
- ✓ Back shifting of Tenses ~ this means that the tense of the sentence undergoes a change. For example, if the sentence is in Present Simple, it will change to Past Simple (move one tense back along the time line)

CHANGING IMPERATIVE SENTENCES INTO REPORTED SPEECH:

Rules for Converting Imperative Sentences from Direct to Indirect Speech:

1. Change the Reporting Verb:

- The reporting verb **said** can be replaced with verbs like **requested, ordered, advised, suggested, urged, warned, begged, commanded, forbade, reminded, invited, or instructed**, depending on the tone and context.

2. Use the Infinitive Form:

- The verb in the reported speech is converted into an **infinitive** form (**to + base verb**).

3. No Conjunctions:

- Direct speech conjunctions are omitted in indirect speech.

Examples:

The doctor said, "Take this medicine twice a day."

The teacher said (to us), "Answer these questions quickly."

The teacher told us to answer those questions quickly.

CHANGING INTERROGATIVE SENTENCES INTO REPORTED SPEECH:

When converting an interrogative sentence from Direct to Reported Speech, the following changes should be made:

- The reporting verb **said** is replaced with verbs like **asked** or **enquired** when the sentence involves a question.
- The conjunction **if** or **whether** is used when the question is a yes/no type.

Example:

She said, "Are you joining the meeting?"

She asked me if I was joining the meeting.



- Other verbs such as **wondered**, **wanted to know**, **enquired**, or **demanded** can also replace the reporting verb **said**.
- The interrogative structure is changed to an assertive form in the indirect speech.

Example:

He said, "Have they finished their work?"

He wanted to know whether they had finished their work.

- The inversion of subject and verb in the question is rearranged to follow the normal order, with the subject preceding the verb.
- The question mark is removed in the reported speech.
- When the direct speech begins with a **wh-word** (e.g., *what, why, where, when, who, how*), no conjunction like **if** or **whether** is used.

Example:

The student said, "What time does the class start?"

The student enquired what time the class started.

Another example:

The traveller said, "Where can I find a guide?"

The traveller asked where he could find a guide.

EXERCISE 1:

Rewrite the sentences into indirect speech, keeping in mind the changes in tense, pronouns, and expressions of time/place:

1. She said that she would come to the party.
2. He said that he was feeling tired.
3. The child said that he had found the toy in the garden.
4. She asked where I was going.

5. They said that they would help me with my project.
6. The manager said that I must submit the report by Monday.
7. He said that he hadn't seen her for a week.
8. She asked what time the train arrived.
9. He said that he had been playing football when it started raining.
10. The student asked if he could borrow my book.

EXERCISE 2:

Convert the sentences given below into reported speech:

1. She asked what my name was.
2. He asked where I lived.
3. They inquired why I was crying.
4. The teacher asked who had written that essay.
5. She asked if that was my book.
6. He asked if I had completed my homework.
7. They asked how I would solve that problem.
8. The manager asked if I could finish that by tomorrow.
9. She asked if I had ever visited Paris.
10. He asked when I had met him.

