



# INDIAN SCHOOL AL WADI AL KABIR

<b>Class: VI</b>	<b>Department: ENGLISH</b>	<b>Date of Submission: JANUARY 2026</b>
<b>WORKSHEET NO:20</b>	<b>Topic: DIRECT AND INDIRECT SPEECH</b>	<b>Note: To be written in the notebook</b>

## DIRECT AND INDIRECT SPEECH

When we tell what someone says, we can do it in **two ways**:

1. **Direct Speech**
2. **Indirect Speech (Reported Speech)**

**Direct Speech** shows the **exact words** spoken by a person.

- The spoken words are written **inside quotation marks** (“ ”).
- A **comma** ( , ) is used before the quotation marks.

**Example:**

- Sara said, “I enjoy painting landscapes.”



**Indirect Speech** convey the thoughts of the speaker without the actual words but with its full meaning intact, it is called indirect or reported speech.

- Quotation marks are not used.
- Words like **said / told** are used.
- Pronouns, tense, and time words may change.
- A conjunction (**that**) may be used to join the indirect speech with the rest of the sentence.

**Example:**

- Sara said that she enjoyed painting landscapes.



## Important Changes in Indirect Speech

### **a) Change of Tense**

If the reporting verb is in the **past tense**, the tense of the verb in direct speech usually changes.

**Example:**

Roshan said, “I play football.”

Roshan said that he played football.

If the reporting verb is in the **present or future tense**, the tense usually remains the same.

**Example:**

He says, “I help my mother in the kitchen.”

He says that he helps his mother in the kitchen.



## b) Change of Pronouns

Pronouns change according to the subject and object of the sentence.

### Example:

Meera said, "I have completed my homework."

Meera said that she had completed her homework.

## c) Words Showing Time and Place

Some words change in indirect speech.

DIRECT SPEECH		INDIRECT SPEECH
now	→	then
today	→	that day
here	→	there
tomorrow	→	the next day
yesterday	→	the previous day



## Types of Sentences in Indirect Speech

### a) Declarative Sentences

- Use the conjunction **that**.
- 'Said to' becomes **told** when followed by an object.

### Example:

The guide said to us, "The monument is very old."

The guide told us that the monument was very old.

### b) Imperative Sentences

- Reporting verbs may change to **ordered, requested, advised, warned, instructed**, etc.
- Use **to + verb**.

### Example:

Mom said to the child, "Switch off the lights."

Mom instructed the child to switch off the lights.

## EXERCISE 1

Change the following sentences into Indirect Speech:

1. Aman said, "I am preparing for the science test."
2. She said, "I will call you in the evening."
3. The farmer said, "It is raining heavily today."
4. The teacher said to Riya, "You have done well."
5. Father said, "We are leaving for Delhi tomorrow."
6. Neha said, "I finished the book yesterday."
7. The principal says, "The school reopens in August."



8. He said, "I cannot attend the meeting today."
9. Maya said, "I am learning classical dance."
10. They said, "We have completed the project."

## **EXERCISE 2**

### **Rewrite the following sentences in Indirect Speech:**

1. The teacher said to us, "Revise the lesson thoroughly."
2. The doctor said, "Drink plenty of water."
3. Rohan said, "I will help you with your work."
4. The mother said to the child, "Finish your breakfast."
5. The pilot said, "The flight will be delayed."
6. She said, "I saw a rainbow in the morning."
7. The librarian said, "Maintain silence in the reading hall."
8. The coach said to the players, "Practice regularly."
9. The nurse said to the patient, "Take complete rest."
10. The guard said, "Do not enter the restricted area."



\*\*\*\*\*