

DIRECT AND INDIRECT SPEECH

- **Subject name: English for Communication Skills-ii**

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DIRECT AND INDIRECT SPEECH

Reporting Speech and Reported Speech

A Direct Speech sentence consist of two parts. The part that is inside the quotation marks, is called reported speech. The other one that is out of quoted marks, is called reporting speech. Hence, direct speech sentence has two parts; reporting verb and reported verb.

Examples:

He said, “I am looking for reported speech definition”

He Said, - Reporting Speech

“I am looking for reported speech definition” – Reported Speech

Direct speech and Indirect Speech Punctuation Rules

Following punctuation rules in reported speech are applied:

- ❖ Inverted comma are excluded
- ❖ Question mark is converted into full stop
- ❖ Exclamation mark is silenced
- ❖ Comma, in some cases, is used

Examples:

Punctuation omitted

1. Alex said, “ I am quite good here”(DS)

Alex said that was quite good there (IS) - *Quotation Marks*

2. Mark Said, “How old your puppy is? (DS)

Mark asked how old my puppy was (IS) - *Question mark*

3. Ram Said, “Hurrah! such a cool day

Ram exclaimed with joy that it was a cold day - *Sign of Exclamation*

4. Kumar said, “I, who am he the winner, shall appear tomorrow.

Kumar said, he, who was the winner, should appear the next day. - *Comma retained*

Direct speech and indirect speech

Change of 'said to'

Assertive - told

Interrogative - asked, enquired

Imperative - asked, ordered, advised,
Commanded, preached, requested

Exclamation - told, exclaimed

Using Conjunctions:

1. Assertive - that

2. Interrogative :

(i) WH Type - Given question word

(ii) Yes or No Type – if (or) whether

3. Imperative

(i) Affirmative - to

(ii) Negative - not to

4. Exclamatory - that

Change of Pronouns & extension words:

(i) Pronouns:

Direct	Indirect
I	He, She, It
My	His, Her, Its
Me	Him, Her, It
We (subject)	They
Our	Their
Us	Them
You (subject in singular)	He, She It
You (object in singular)	Him, Her, It
You s(object in plural)	They
You (object in plural)	Them
Your	His, Her, Its

Change of Extension words

Direct	Indirect
This	That
These	Those
Thus	So
Here	There
Now	Then
Ago	Before
Yesterday	The day before (or) the previous day
Last Year	The year before
Last Month	The month before
Last Week	The week before
Today	That day
Tonight	That night
Tomorrow	The next day (or) the day before
The next year	The year next
The Next Month	The month after
The next season	The season after

Use of conjunction “that”

Conjunction “that” is placed between reported and reporting speech, however, in question sentences, it is replaced with ‘asked, inquired, etc.

Examples:

- ❖ The teacher said, “children must obey their parents”. (DS)
The teacher said that children had to obey their parents. (IS)
- ❖ Mandira said, “Are you here”? (DS)
Mandira asked me if I was there. (IS)
- ❖ She said, “what are you doing; mother? (DS)
She asked her mother what she was doing. (IS)
- ❖ Mohan said to, “Are you ready for reported speech exercise”?
Mohan asked me whether I was ready for reported speech exercise. (IS)

Rules for changing Pronouns in Indirect Speech

First Person:

If the reporting speech has first person pronoun, it will be changed as per the pronoun the of reported speech, if it is third person pronoun. But if first person pronoun is used both in reporting speech and reported speech, No pronoun is changed here.

Examples:

- She said, “I am Quite fine here”. (DS)
She said that she was quite fine there. (IS)
- He said, “I write everyday”. (DS)
He said that he wrote everyday. (IS)
- They said, “ We have good friends” (DS)
They said that they had good friends. (IS)
- I said, “ I am making practice of reported speech”. (DS)
I said that I was making practice of reported speech. (IS)

Rules for changing Pronouns in Indirect Speech

Second Person:

If the reported speech has second person (you, yours, etc), it is changed as per the object reporting speech.

Examples:

- ✓ He said to her, “You are an intelligent girl”. (DS)
He said to her she was an intelligent girl. (IS)
- ✓ She said to him, “You are not real”. (DS)
She said to him that he was not real. (IS)
- ✓ He said to me, “You are a clever guy”. (DS)
He said to me I was a clever guy. (IS)
- ✓ She said to Kumar, “ You are cool guy”. (DS)
She said to Kumar that he was a cool guy. (IS)

Rules for changing Pronouns in Indirect Speech

Third Person:

Third Person is reported speech is not changed in indirect speech.

Examples:

- He said, “They prefer singing” (DS)
He said that they preferred singing. (IS)
- The said, “It is hard to bear cold” (DS)
The said that it was hard to bear cold.
- Raja said, “He likes chocolate” (DS)
Raja said that he liked chocolate. (IS)
- They Said, “She is waiting for Ram” (DS)
They said that she was waiting for Ram. (IS)

Indirect Speech Rules for All Tenses

Read below the complete rules how to make indirect speech of, present tense, past tense, and future tense.

Present Simple into Past Simple:

- She Said, “I work in a hospital. (DS)
- She said that she worked in a hospital. (IS)

Present Continuous into Past Continuous:

- I said, “She is driving a car”. (DS)
- I said that she was driving a car. (IS)

Present Perfect Into Past Perfect:

- John said, “I have won a prize”. (DS)
- John said that he had won a prize. (IS)

Present perfect Continuous into Past Perfect Continuous:

- They said, “We have been living in America since 2013”. (DS)
- They said that they had been living in America since 2013. (IS)

Indirect Speech Rules for All Tenses

Past simple into Past perfect:

- ❖ He said, “I started a job”. (DS)
- ❖ He said that he had started a job. (IS)

Past Continuous into Past Perfect Continuous:

- She said, “I was not making a noise”. (DS)
- She said that she had not been making a noise. (IS)

Past Perfect into Past Perfect (No change Tense)

- ✓ They said, “We had won the game”. (DS)
- ✓ They Said that they had won the game. (IS)

Future Simple (will change of would):

- She said, I will not waste time”. (DS)
- She said that she would not waste time.

Indirect Speech Rules for All Tenses

Future Continuous Tense (will be change of would be):

- ❖ He said to me, “I will be waiting for you”. (DS)
- ❖ He said that he would be waiting for me. (IS)

Future Perfect Tense (will have change of would have):

- Krishna said, “I will have called a Doctor”. (DS)
- Krishna said that he would have called a Doctor. (IS)

Rules for Change in Time and Adverb in Indirect Speech:

There are some rules for changing the words showing **time and place** in direct speech into indirect speech.

Examples:

- ✓ He said, “We are going to swim tomorrow”. (DS)
- ✓ He said they were going to swim the next day. (IS)

Change in Modal Verbs

Modal verbs are changed in indirect speech like, **Can into Could, May into Might, Must into had to**,. However, some Modals like, **Would, could, might, should ought to**, are not changed in indirect speech.

Examples:

- He said, “I can sing a song”. (DS)
He said that he could sing a song. (IS)
- She said, “I may go to Paris”. (DS)
She said that she might go to Paris. (IS)
- They said, “We must finish the work in time”. (DS)
They said that they had to finish the work in time. (IS)
- ✓ John said, “I ought to avoid unhealthy diets”. (DS)
John said that he ought (IS)

Indirect speech of Assertive Sentence

A simple statement can be called an Assertive Sentence. It is also known as Declarative, Statement or Affirmative Sentence. An assertive sentences denotes statements declarations and facts.

There are two ways of making a report. If it consists of the actual words of the speaker it is un the **Direct Speech**, But if it does not consists of the actual words of the speaker- and only conveys the full sense of what he said – it is in the **Indirect Speech**.

Examples:

- ❖ The doctor said to me, “I am too busy to test your eyes just now”. (DS)
The doctor told me that he was too busy to test my eyes just then. (IS)
- ❖ Mary said, “I visited my friend yesterday”. (DS)
Mary said that she had visited her friend the previous day. (IS)
- ❖ The boy said, “I bought a pen the last month”. (DS)
The said that he had bought a pen the previous month. (IS)

Indirect speech of Interrogative

Rules:

- (i) Punctuation marks (comma, inverted comma, question marks) are removed.
- (ii) Conjunction “that” is omitted.
- (iii) Interrogative form is changed into assertive form of sentence.
- (iv) ‘said’ is changed into asked or inquired.
- (v) Use of ‘if’ or ‘whether’ is made for the interrogative sentences that cant be answered simply in Yes or No.

Examples:

- Teacher said to students, “Do you know how many students will pass this year”. (DS)
Teacher asked if they knew how many students would pass in that year. (IS)
- She said beggar, ”Why are you begging all the time here?” (DS)
She asked beggar why he had been begging all the time there. (IS)

Indirect Speech of Imperative Sentence

As imperative sentences have a command (or order), an advice or a suggestion, to be change them into indirect speech, some specific verbs (requested, order, advised, forbade, suggested) replace the verbs (said, told) of reporting verb.

Examples:

- She said to me, “Please help me”. (DS)
She requested me to help her. (IS)
- Teacher said to him, “Do not waste your time”. (DS)
Teacher advised him not to waste his time. (IS)
- He said to her, “Please lend me your Camera for one day”. (DS)
He requested her to lend him her Camera for one day. (IS)
- ✓ The Boss said to the employee, “Get out of the room”. (DS)
The Boss ordered the employee to get out of the room. (IS)

Indirect Speech of Exclamatory Sentences

An Exclamatory sentence expresses state of joy, sorrow or wonder, to change them into Indirect Speech, specific words (exclaimed with joy, exclaimed with sorrow, exclaimed with wonder) are added to the sentence.

Examples:

- ❖ They said, “Hurrah! We won the game”. (DS)
They exclaimed with joy that they had won the game. (IS)
- ❖ He said, “Alas! I failed the test”. (DS)
He said exclaimed with sorrow that he had failed the test. (IS)
- ❖ She said, “Wow! What a beautiful flower it is”. (DS)
She exclaimed with wonder that what a beautiful flowers it is”. (IS)
- ❖ Selvam said to him, “How intelligent you are!”
Selvam exclaimed with wonder that how intelligent he was.



*Thank
You!*