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Direct And Indirect Speech

English Speaking

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01. Direct and Indirect Speech

There are two ways to express what someone else has said. On this basis, sentences are of two types: sentences with Direct Speech, and sentences with Indirect Speech

DIRECT SPEECH

Direct Speech is also called **Quoted Speech or Direct Narration.**
Direct Speech refers exactly what someone has said.
Direct Speech appears within quotation marks **("..").** A comma is used before starting the exact quote within the quotation marks.
Direct Speech should be word for word.
The first letter of the quotation begins with a capital letter.
Example: The president said, "I will not bear corruption in the country at any cost."

INDIRECT SPEECH

Indirect speech is also called **Reported Speech or Indirect Narration.**
Indirect Speech does not refer exactly what someone has said.
Indirect Speech doesn't appear within quotation marks but the word "that" may be used as a conjunction between the reporting verb and reported speech.
Indirect Speech shouldn't be word for word.
Pronoun in **Indirect Speech** is changed according to speaker and hearer.
Example: The president declared that he would not bear corruption in the country at any cost.

Important rules for changing Direct Speech into Indirect Speech are as follows:

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02. Expression of Time

You need to change expression of time when changing direct speech (DS) into indirect speech (IDS) to match the moment of speaking. Important expressions of time in direct and indirect speech are as follows:

'a month ago' is changed into **'a month before'**
'a year ago' is changed into **'the previous year' or 'a year before'**
'last night' is changed into **'the night before'**
'last Saturday' is changed into **'the Saturday before'**
'last weekend' is changed into **'the weekend before'**
'next year' is changed into **'the following year' or 'the year after'**
'now' is changed into **'then'**
'the day after tomorrow' is changed into **'in two day's time'**
'the day before yesterday' is changed into **'two days before'**
'these (days)' is changed into **'those (days)'**
'this (morning/noon/evening)' is changed into **'that (morning/noon/evening)'**
'today' is changed into **'that day'**
'tomorrow' is changed into **'the next/following day' or 'the day after'**
'tonight' is changed into **'that night'**
'yesterday' is changed into **'the previous day' or 'the day before'**

Besides expressions of time, there are many other expressions that need to be changed if you are changing Direct Speech into Indirect Speech.
'come' is changed into **'go'**
'bring' is changed into **'take'**
'thus' is changed into **'so'**
'hence' is changed into **'thence'**
'hither' is changed into **'thither'**
'here' is changed into **'there'**

NOTE:
When "**this**" and **"these"** are used in time expressions, they are changed to "**that**" and **"those"** respectively. Otherwise, they change as follows:

When used as adjectives, **"this"** and **"these"** change to **"the"**.
Direct: He said to me, "**This** fruit is overripe"
Indirect: He told me (that) **the** fruit was overripe.

Direct: He said to me, "**These** bags are heavy"

Indirect: He told me (that) **the** bags were heavy.

When used as pronouns, **"this"** and **"these"** change to **"it"** and **"they/them"** respectively.
Direct: He said to me, "**This** is my phone."
Indirect: He told me (that) **it** was his phone.

03. Important Reporting Verbs

Reporting Verb

Definition -- Verb used to indicate quoted or reported speech are called reporting verb.

'**Say**' is the most popular reporting verb.

Direct -- He **says**, "I will never forget you."

Indirect -- He **says that** he would never forget me.

Direct -- He **said** to me, "Finish your work."

Indirect -- He **said that** I should finish my work.

Besides, you can use many other verbs to make what you say much more interesting and informative.

Examples:

He ***asked*** me to finish my work.

He ***proposed*** me to finish my work.

He ***ordered*** me to finish my work.

He ***urged*** me to finish my work.

He ***begged*** me to finish my work.

He ***advised*** me to finish my work.

He ***suggested*** me to finish my work.

Additional Examples -- Using Different Reporting Verbs (Other than 'Say') in Indirect Speech:

He ***accepts*** **that** he was at fault.

They ***accused*** **him of stealing** their bags.

He ***added*** **that** further investigation in to the matter was underway.

Scientists ***admit*** **that** the cost of restoring a damage river ecosystem is very high.

Doctor ***advised*** **him to take** his medicine regularly.

Spokesman ***announced*** **that** the president had decided to cancel the visit.

They ***anticipate*** **that** they will win the match.

Villagers ***believed*** **that** he was going to be a tough officer for miscreants.

He ***claimed*** **that** he remembered minute details from his previous birth.

A leader ***commented*** **that** the forces of humanism should unite globally to end the terrorism.

He is ***complaining*** *bitterly* **that** he has been the chief spokesman of the party for over four years, but in the recent reshuffle, he has been removed from the post and reduced just a state minister

His family members ***confirmed*** **that** he was fine and had even called up home to talk to his son.
She ***disclosed*** **that** she had cooked her own food according to the diet guidelines.
District magistrate ***guaranteed*** **that** there would not be any political interference in the investigation of cases.
President of the Mountaineering Association ***informed*** **them that** there was no water available on almost a 20-mile stretch of the trek.
The government ***insisted*** **that** personnel of the disaster response force had been sent to conduct relief and rescue operation.
She ***remarked*** **if** she had a daughter, she would have asked her to join politics.
She ***reminded*** **reporters that** she didn't do anything wrong so she shouldn't apologize.
CMO ***replied*** **that** they were investigating the case.
He ***screamed*** **that** he was going to bring the sorry state of slums to the notice of human right commission.
She ***thinks*** **that** there are some flaws in our society and there is discrimination as well.
He ***yelled*** **at her to leave** him alone.

Detailed list of common reporting verbs that are used in indirect speech:

(Note: These verbs take a variety of structures in indirect speech. A number of verbs can take more than one structure.)

Popular structures of reporting verbs in indirect speech

verb + that-clause
verb + (object) + to-infinitive
verb + (object) + (preposition) + gerund

Example --

Reporting verb "Yell" takes the following structure in indirect speech:

verb + preposition "at" + object + infinitive
Direct -- He **said** loudly, "Stop".
Indirect -- He yelled at her to stop.

Note: You can't use gerund, instead of ***infinitive*** *after verb* ***'yell'***
Indirect -- He **yelled at her to stopping. [Incorrect]**

Another Example --

Reporting verb "Advise" takes the following structures in indirect speech:

structure 1 -- verb + that-clause
structure 2 -- verb + object + to-infinitive
structure 3 -- verb + object + preposition "against" + gerund

Direct -- He **said to me**, "Don't go into the deep forest."
Indirect -- He **advised** (me) **that** I should not go into the deep forest.
Indirect -- He **advised me** not **to go** into the deep forest.
Indirect -- He **advised me against going** into the deep forest.

List of common reporting verbs and their structures in indirect speech

01. Accept -- *structure* -- verb + that-clause
02. Accuse -- *structure* -- verb + object + preposition "of" + gerund
03. Acknowledge -- *structure* -- verb + that-clause
04. Add -- *structure* -- verb + that-clause
05. Admit -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + preposition + gerund
06. Advise -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + object + to-infinitive | *structure 3* -- verb + object + preposition "against" + gerund
07. Advocate – *structure 1*-- verb + that-clause | *structure 2* – verb + (object) + gerund
08. Affirm-- *structure* -- verb + that-clause
09. Agree -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + to-infinitive
10. Allege -- *structure* -- verb + that-clause
11. Announce -- *structure* -- verb + that-clause
12. Answer -- *structure* -- verb + (object) + that-clause
13. Anticipate -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + gerund
14. Argue -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + preposition + gerund
15. Ask -- *structure* 1 -- verb + that-clause + | *structure* 2 -- verb + (object) + to-infinitive
16. Assert -- *structure* -- verb + that-clause
17. Assure -- *structure* -- verb + object + that-clause
18. Beg -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + (object) + to-infinitive
19. Believe -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + (object) + to-infinitive
20. Boast -- *structure* -- verb + that-clause

21. Claim -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + (object) + to-infinitive
22. Command -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + (object) + to-infinitive
23. Comment -- *structure* -- verb + that-clause
24. Complain -- *structure* -- verb + that-clause
25. Conclude -- *structure* -- verb + that-clause
26. Confess -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + preposition "to" + gerund
27. Confirm -- *structure* -- verb + that-clause
28. Consider -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + gerund + | *structure* 3 -- verb + object + to-infinitive
29. Contemplate – *structure 1* -- verb + that-clause | *structure 2* -- verb + gerund
30. Continue -- *structure* 1 -- verb + gerund + | *structure* 2 -- verb + to-infinitive
31. Counter -- *structure* 1 -- verb + that-clause
32. Decide -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + to-infinitive
33. Declare -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + object + to-infinitive
34. Demand -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + to-infinitive
35. Deny -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + gerund
36. Disclose -- *structure* -- verb + that-clause
37. Doubt -- *structure* -- verb + that-clause
38. Encourage -- *structure* 1 -- verb + gerund | *structure* 2 -- verb + object + to-infinitive
39. Enquire -- *structure* -- verb + that-clause
40. Expect -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + (object) + to-infinitive
41. Explain -- *structure* -- verb + that-clause
42. Feel -- *structure* -- verb + that-clause
43. Forbid -- *structure* 1 -- verb + object + to-infinitive | *structure* 2 -- verb + (object) + gerund
44. Forecast -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + object + to-infinitive
45. Grant -- *structure* -- verb + (object) + that
46. Grumble -- *structure* -- verb + that-clause
47. Guarantee -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + to-infinitive
48. Guess -- *structure* -- verb + that-clause

49. Hope -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + to-infinitive

50. Hypothesize -- *structure* -- verb + that-clause

51. Imagine -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + gerund

52. Imply -- *structure* -- verb + that-clause

53. Inform -- *structure* 1 -- verb + object + that-clause | *structure* 2 -- verb + object + preposition 'of"/'about'

54. Inquire -- *structure* -- verb + preposition 'about'

55. Insist -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + preposition 'on' + (object) + gerund

56. Instruct -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + object + to-infinitive

57. Invite -- *structure* -- verb + object + to-infinitive

58. Judge -- *structure* -- verb + that-clause | *structure* 2 -- verb + object + to-infinitive

59. Learn -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + to-infinitive

60. Mention -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + gerund

61. Murmur -- *structure* -- verb + that-clause

62. Mutter -- *structure* -- verb + that-clause

63. Notify -- *structure* -- verb + object + that-clause

64. Object -- *structure* -- verb + preposition "to" + gerund

65. Observe -- *structure* -- verb + that-clause

66. Offer -- *structure* -- verb + to-infinitive

67. Order -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + object + to-infinitive

68. Persuade -- *structure* 1 -- verb + object + to-infinitive | *structure* 2 -- verb + object + preposition "into" + gerund

69. Plead -- *structure* -- verb + to-infinitive

70. Pray -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + to-infinitive

71. Predict -- *structure* -- verb + that-clause

72. Proclaim -- *structure* -- verb + that-clause | *structure* 2 -- verb + object + to-infinitive

73. Promise -- *structure* 1 -- verb + (object) + that | *structure* 2 -- verb + to-infinitive

74. Pronounce -- *structure* -- verb + that-clause | *structure* 2 -- verb + object + to-infinitive

75. Propose -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + to-infinitive | *structure* 3 -- verb + gerund

76. Protest -- *structure* -- verb + that-clause

77. Reassure -- *structure* -- verb + object + that-clause
78. Recognize -- *structure* -- verb + that-clause | *structure* 2 -- verb + object + to-infinitive
79. Recommend -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + object + to-infinitive | *structure* 3 – verb + (object) + gerund
80. Record -- *structure* -- verb + that-clause
81. Refuse -- *structure* -- verb + to-infinitive
82. Remark -- *structure* -- verb + that-clause
83. Remind -- *structure* 1 -- verb + object + that-clause | *structure* 2 -- verb + object + to-infinitive
84. Repeat -- *structure* -- verb + that-clause
85. Reply -- *structure* -- verb + that-clause
86. Report -- *structure* -- verb + that-clause
87. Request -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + object + to-infinitive
88. Respond -- *structure* -- verb + that-clause
89. Retort -- *structure* -- verb + that-clause
90. Reveal -- *structure* -- verb + that-clause
91. Scream -- *structure* -- verb + that-clause
92. Shout -- *structure* -- verb + that-clause
93. Speculate -- *structure* -- verb + that-clause
94. State -- *structure* -- verb + that-clause
95. Suggest -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + gerund
96. Suppose -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + object + to-infinitive
97. Swear -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + to-infinitive
98. Tell -- *structure* -- verb + object + that-clause
99. Thank -- *structure* -- verb + object + preposition “for” + gerund
100. Think -- *structure* -- verb + that-clause
101. Threaten -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + to-infinitive
102. Understand -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + object + gerund
103. Urge -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + object + to-infinitive
104. Warn -- *structure* 1 -- verb + object + that-clause | *structure* 2 -- verb + object + to-infinitive
105. Whisper -- *structure* -- verb + to + object + that-clause
106. Wonder -- *structure* -- verb + that-clause
107. Write -- *structure* 1 -- verb + that-clause | *structure* 2 -- verb + gerund
108. Yell -- *structure* -- verb + preposition “at” + object + infinitive

"Say" is the most common reporting verb in Direct Speech. But you can also use the following verbs to report the direct speech:

add, admit, announce, answer, assert, assure, claim, command, comment, complain, conclude, confirm, continue, counter, declare, demand, enquire, explain, grumble, guarantee, holler, howl, inform, insist, mutter, observe, ponder, proclaim, promise, pronounce, protest, query, read, remark, remind, repeat, reply, report, scream, screech, shout, shriek, smile, snap, squeal, think, urge, warn, whisper, wonder, write, yell

Examples:

*She **reminded** him, "You had promised me to help me."*
*She **smiled**, "You are very clever."*
*He **whispered**, "I will talk to you later."*
*He **wondered**, "What will happen now?"*
*They **yelled**, "Move back."*

04. Pronoun Change

While changing Direct Speech into Indirect Speech, you have to make change in pronoun to *MATCH* the SUBJECT of the sentence. Keeping in mind the gender of the subject, change the pronouns from the first and second person in direct speech to third person in indirect speech.

Example 1:

Direct -- He said, "**I** am watering the plants."
Indirect -- He said that **he** was watering the plants.
Note: Pronoun **'*I*'** was changed into **'*He*'**.

Example 2:

Direct -- They stated, "**We** will file a civil case in the court."
Indirect -- They stated that **they** would file a civil case in the court.
Note: Pronoun **'*We*'** was changed into **'*They*'**.

Example 3:

Direct -- She said, "**I** will fight the election."
Indirect -- She declared that **she** would fight the election.
Note: Pronoun **'I'** was changed into **'*She*'.**

Note: Personal pronouns need to be changed according to the context. There may be confusion when changing indirect speech into direct speech:

Look at the following example:
Indirect Speech -- He said that **he** was listening to music.
Here, 'he' may represent two different people!

Clarification --
Indirect -- He said that he was listening to music.
Direct -- He said, "I was listening to music."

Indirect -- He said that he was listening to music.
Direct -- He said, "He was listening to music."

Detailed Rules for Pronoun Change:
01. WHEN THE REPORT IS ON WHAT A **MAN/BOY OR WOMAN/GIRL SAID --**

(A). 'I' (Subject Pronoun) becomes **'HE/SHE'.**
Direct -- David/He said, "**I** am writing a letter."
Indirect -- David/He said that **he** was writing a letter.
Direct -- Mary/She said, "**I** am writing a letter."
Mary/She said that **she** was writing a letter.

(B). 'ME' (Object Pronoun) becomes **'HIM/HER'**
Direct -- David/He said, "She invited **me**."
Indirect -- David/He said that she had invited **him**.
Direct -- Mary/She said, "He invited **me**."
Indirect -- Mary/She said that he had invited **her**.

(C). 'MY' (Possessive Pronoun) becomes **'HIS/HER'**
Direct -- David/He said, "**My** phone is switched off."
Indirect -- David/He said that **his** phone was switched off.
Direct -- Mary/She said, "**My** phone is switched off."
Indirect -- Mary/She said that **her** phone was switched off.

(D). 'MINE' (Possessive Pronoun) becomes **'HIS/HER'**
Direct -- David/He said, "He wanted the dress like **mine**."
Indirect -- David/He said that he had wanted the dress like **his**.
Direct -- Mary/She said, "She wanted the dress like **mine**."
Indirect -- Mary/She said that she had wanted the dress like **her**.

(E). 'MYSELF' (Reflexive Pronoun) becomes **'HIMSELF/HERSELF'**
Direct -- David/He said, "I will speak to them **myself**."
Indirect -- David/He said that he would speak to them **himself**."
Direct -- Mary/She said, "I will speak to them **myself**."
Indirect -- Mary/She said that she would speak to them **herself**."

02. WHEN THE REPORT IS ON **WHAT YOU SAID** --

(A). 'I / WE' (Subject Pronouns) becomes **'YOU'**
Direct -- You said, "**I** am writing a letter.
Indirect -- You said that **you** were writing a letter.
Direct -- You said, "**We** are writing a letter.
Indirect -- You said that **you** were writing a letter.

(B). 'ME/US' (Object Pronouns) becomes **'YOU'**
Direct -- You said, "He invited **me**."
Indirect -- You said that he had invited **you**.

Direct -- You said, "He invited **us**."
Indirect -- You said that he had invited **you**.

(C). 'MY/OUR' (Possessive Pronouns) becomes **'YOUR'**
Direct -- You said, "**My** phone is switched off."
Indirect -- You said that **your** phone was switched off.
Direct -- You said, "**Our** phones are switched off."
Indirect -- You said that **your** phones were switched off.

(D). 'MINE/OURS' (Possessive Pronouns) becomes **'YOURS'**
Direct -- You said, "He wanted the dress like **mine**."
Indirect -- You said that he had wanted the dress like **yours**.
Direct -- You said, "He wanted the dress like **ours**."
Indirect -- You said that he had wanted the dress like **yours**.

(E). 'MYSELF/OURSELVES' (Reflexive Pronouns) becomes **'YOURSELF'**
Direct -- You said, "I will speak to him **myself**."
Indirect -- You said that you would speak to him **yourself**.
Direct -- You said, "We will speak to him **ourselves**."
Indirect -- You said that you would speak to him **yourselves**.

03. WHEN THE REPORT IS ON WHAT **THEY SAID --**

(A). 'WE' (Subject Pronoun) becomes **'THEY'**
Direct -- They said, "**We** are writing letters."
Indirect -- They said that **they** were writing letters.

(B). 'US' (Objective Pronoun) becomes **'THEM'**
Direct -- They said, "He invited **us**."
Indirect -- They said that he had invited **them**.

(C). 'OUR' (Possessive Pronoun) becomes **'THEIR'**
Direct -- They said, "**Our** phones are switched off."
Indirect -- They said that **their** phones were switched off."

(D). 'OURS' (Possessive Pronoun) becomes **'THEIRS'**
Direct -- They said, "He wanted the dress like **ours**."
Indirect -- They said that he wanted the dress like **theirs**.

(E). OURSELVES (Reflexive Pronoun) becomes **THEMSELVES**
Direct -- They said, "We will speak to him **ourselves**."

Indirect -- They said that they will speak to him **themselves**.

05. Tenses in Direct and Indirect Speech

In reported speech we usually talk about a time in the past (It is obvious that the person who spoke originally must have spoken in the past). Thus, there is need to change the tense in reported (Indirect) speech.

SITUATION 01 – Reporting Verb in Present Tense

If reporting verb in direct speech is in present tense then tense of direct speech will not be changed in indirect speech.

In the following examples, reporting verb 'say' is in present tense. Therefore, you don't need to change tenses in indirect speech.

Present Indefinite

Direct -- He **says**, "I **am** happy."

Indirect -- He **says** that he **is** happy.

Present Continuous

Direct -- He **says**, "I **am waiting** for my appointment letter."

Indirect -- He **says** that he **is waiting** for his appointment letter.

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Present Perfect

Direct -- He **says**, "I **have completed** my graduation"

Indirect -- He **says** that he **has completed** his graduation.

Present Perfect Continuous

Direct -- He **says**, "I **have been learning** computer for six months."

Indirect -- He **says** that he **has been learning** computer for six months.

Past Indefinite

Direct -- He **says**, "I **was** happy."

Indirect -- He **says** that he **was** happy.

Past Continuous

Direct -- He **says**, "I **was waiting** for my appointment letter."

Indirect -- He **says** that he **was waiting** for his appointment letter.

Past Perfect

Direct -- He **says**, "I **had completed** my graduation"

Indirect -- He **says** that he **had completed** his graduation.

Past Perfect Continuous

Direct -- He **says**, "I **had been learning** computer for six months."
Indirect -- He **says** that he **had been learning** computer for six months.

Future Indefinite
Direct -- He **says**, "I **will be** happy."
Indirect -- He **says** that he **will be** happy.

Future Continuous
Direct -- He **says**, "I **will be waiting** for my appointment letter."
Indirect -- He **says** that he **will be waiting** for his appointment letter.

Future Perfect
Direct -- He **says**, "I **will have completed** my graduation"
Indirect -- He **says** that he **will have completed** his graduation.

Future Perfect Continuous
Direct -- He **says**, "I **will have been learning** computer for six months."
Indirect -- He **says** that he **will have been learning** computer for six months.

SITUATION 02 – Reporting Verb in Past Tense
SITUATION 02 A -
If reporting verb in direct speech is in past tense then all present tense of direct speech will be changed into corresponding past in indirect speech.
In the following examples, reporting verb 'say' (said) of direct speech is in past tense. Therefore, you need to change all present tense of direct speech in corresponding past.

RULES:
Present Indefinite Tense is changed into Past Indefinite Tense
Direct -- Present indefinite - He **said**, "I **am** happy."
Indirect -- Past Indefinite - He **said** that he **was** happy.

Present Continuous Tense is changed into Past Continuous Tense
Direct -- Present Continuous - He **said**, "I **am waiting** for my appointment letter."
Indirect -- Past Continuous - He **said** that he **was waiting** for his appointment letter.

Present Perfect Tense is changed into Past Perfect Tense

Direct -- Present Perfect - He **said**, "I **have completed** my graduation"
Indirect -- Past Perfect - He **said** that he **had completed** his graduation.

Present Perfect Continuous Tense is changed into Past Perfect Continuous Tense

Direct -- Present Perfect Continuous - He **said**, "I **have been learning** computer for six months."
Indirect -- Past Perfect Continuous - He **said** that he **had been learning** computer for six months.

EXCEPTION -1 :

Universal Truth [Law of Nature] or True Statement

Remember: Don't change tense if direct speech expresses some universal truth or something which is believed to be true.

Example 1

Direct -- He **said**, "The sun **rises** in the east and **sets** in the west."
Indirect -- He **said** that the sun **rises** in the east and **sets** in the west.
We all know that the sun rises in the east and sets in the west. It is a universal truth. Therefore, it wouldn't be right to use ***past form of rise or set*** in Indirect Speech even if ***reporting verb*** *is in past form.*

Example 2:

Direct -- She **said**, "All human beings **have** two eyes and two ears."
Indirect -- She **said** that all human beings **have** two eyes and two ears.
We all know that all of us have two eyes and two ears. It is a universal truth. Therefore, it wouldn't be right to use **had (past form of have)** in Indirect Speech even if **reporting verb** is in past form.

Example 3:

Direct -- She **said,** "Ten multiplied by five **makes** fifty."
Indirect -- She **said** ten multiplied by five **makes** fifty.

EXCEPTION -2 :

Immediate Report

Remember: Don't change tense if you report speech immediately after someone has spoken.

Example--

Read the following conversation:

Direct: *David's mother asked him,* "What **are** you doing?"

Direct: *David said to his mother immediately*, "I **am** watching TV."
Direct: Then, *David's father asked his mother*, "What **is** he saying?"
Now correct reported speech would be – David's mother **said** he **is** watching TV.

SITUATION 02 B -
If reporting verb in direct speech is in past tense (said, etc.) and direct speech is also in past tense then past tense of direct speech is changed as follows:

Rules:
Past Indefinite Tense is changed into Past Perfect Tense
Direct -- Past Simple - He **said**, "I **bought** English dictionary."
Indirect -- Past Perfect - He **said** that he **had bought** English dictionary.

Past Continuous Tense is changed into Past Perfect Continuous Tense
Direct -- Past Continuous - He **said**, "I **was studying** in my room."
Indirect -- Past Perfect Continuous - He **said** that he **had been studying** in his room.

Past Perfect Tense Remains Unchanged.
Direct -- Past Perfect - He **said**, "I **had achieved** my target."
Indirect -- Past Perfect (No Change) - He **said** that he **had achieved** his target.

Past Perfect Continuous Tense Remains Unchanged.
Direct -- Past Perfect Continuous - He **said**, "I **had been watching** video on computer for half an hour."
Indirect -- Past Perfect Continuous (No Change) - He **said** that he **had been watching** video on computer for half an hour.

NOTE :
Unreal Condition
Avoid changing tense if direct speech expresses unreal conditions.

Example 1:
Direct -- He **said,** "If I **had worked** hard, I **would have achieved** my goal."
Indirect -- He **said** if he **had worked** hard, he **would have achieved** his goal."

Example 2:

Direct -- He **said,** "I wish I **had** a car."

Indirect -- He **wished** he **had** a car.'

Example 3:

Direct -- She **said.** "If I **went**, I **would** tell you.'

Indirect -- She **said** if she **went**, she **would** tell me.'

However, you can use a perfect form of modals ***(modal + have + past participle of main verb)****, where the report looks back to a hypothetical event in the past:*

Direct -- *He said, "I* ***would join*** *them* ***if*** *they* ***wanted*** *so."*

Indirect -- *He said that he* ***would have joined*** *them* ***if*** *they* ***had wanted*** *so.*

SITUATION 02 C -

If reporting verb in direct speech is in past tense and direct speech is in future tense then 'will' is changed into 'would'.

Rules:

Future Indefinite Tense

Direct -- Using 'Will' - He **said**, "I **will be** happy."

Indirect -- Using 'Would' - He **said** that he **would be** happy.

Future Continuous Tense

Direct -- Using 'Will Be' - He **said**, "I **will be waiting** for my appointment letter."

Indirect -- Using 'Would Be' - He **said** that he **would be waiting** for his appointment letter.

Future Perfect Tense

Direct -- Using 'Will Have' - He **said**, "I **will have completed** my graduation"

Indirect -- Using 'Would Have' - He **said** that he **would have completed** his graduation.

Future Perfect Continuous

Direct -- Using 'Will Have Been' - He **said**, "I **will have been learning** computer for six months."

Indirect -- Using 'Would Have Been' - He **said** that he **would have been learning** computer for six months.

SITUATION 03 – Reporting Verb in Future Tense

If reporting verb in direct speech is in future tense then tense of direct speech will not be changed.
In the following examples, reporting verb 'say' is in future tense (will say). Therefore, you don't need to change tense in indirect speech.

Present Indefinite
Direct -- He **will say**, "I **am** an honest person."
Indirect -- He **will say** that he **is** an honest person.

Present Continuous
Direct -- He **will say**, "I **am going** to office."
Indirect -- He **will say** that he **is going** to office.

Present Perfect
Direct -- He **will say**, "I **have finished** my studies."
Indirect -- He **will say** that he **has finished** his studies.

Present Perfect Continuous
Direct -- He **will say**, "I **have been working** on a project for a few weeks."
Indirect -- He **will say** that he **has been working** on a project for a few weeks.

Past Indefinite
Direct -- He **will say**, "I **was** an honest person."
Indirect -- He **will say** that he **was** an honest person.

Past Continuous
Direct -- He **will say**, "I **was going** to office."
Indirect -- He **will say** that he **was going** to office.

Past Perfect
Direct -- He **will say**, "I **had finished** my studies."
Indirect -- He **will say** that he **had finished** his studies.

Past Perfect Continuous
Direct -- He **will say**, "I **had been working** on a project for a few weeks."
Indirect -- He **will say** that he **had been working** on a project for a few weeks.

Future Indefinite

Direct -- He **will say**, "I **will be** an honest person."

Indirect -- He **will say** that he **will be** an honest person.

Future Continuous

Direct -- He **will say**, "I **will be going** to office."

Indirect -- He **will say** that he **will be going** to office.

Future Perfect

Direct -- He **will say**, "I **will have finished** my studies."

Indirect -- He **will say** that he **will have finished** his studies.

Future Perfect Continuous

Direct -- He **will say**, "I **will have been working** on a project for a few weeks."

Indirect -- He **will say** that he **will have been working** on a project for a few weeks.

06. Reporting Verb with Object

Reporting verb is used with or without object.

Example 1:

Direct -- She said, "You are genius."
In this sentence, reporting verb 'said' has no object.

Direct -- She said ***to Joseph***, "You are genius."
In this sentence, reporting verb 'said' has an object **'Joseph'.**
Indirect -- He told Joseph that he was genius.

.

Example 2:

Direct -- He said, "Where have you kept my clothes?"
In this sentence, reporting verb 'said' has no object.

Direct -- He said ***to his wife***, "Where have you kept my documents?"
In this sentence, reporting verb 'said' has an object **'wife'.**
Indirect -- He asked his wife where she had kept his documents.

Example 3:

Direct -- Teacher said, "Open your book."
In this sentence, reporting verb 'said' has no object.

Direct -- Teacher said ***to the student***, "Open your book."
In this sentence, reporting verb 'said' has an object **'student'.**
Indirect -- Teacher ordered the student to open his book.

NOTE –

Some 'reporting verbs' (such as **convince, inform, notify, persuade, remind, tell, reassure**, etc.) generally have an indirect object. In other words, you have to add an object pronoun when changing Direct Speech into Indirect Speech.

Let's take above-mentioned examples (without objects)

Direct -- She said, "You are genius."
Indirect -- She told ***him*** that he was genius.
(We added '*him*')

Direct -- He said, "Where have you kept my clothes?"
Indirect -- He asked **her** where she had kept his clothes.

(We added '*her*')

Direct -- Teacher said, "Open your book."
Indirect -- Teacher ordered ***him*** to open his book.
(We added '*him*')

Note: Tell, Say* and *Ask

"Say to", **"says to"**, **"said to"** in direct speech may remain unchanged in indirect speech Or you may change them into **"tell"**, **"tells"** and **"told"** respectively in indirect speech.

Direct: I **say to** him, "I respect them."
Indirect: I **say to** him that I respect them. Or
Indirect: I **tell** him that I respect them.

Direct: He **says to** me, "I respect you."
Indirect: He **says to** me that he respects me. Or
Indirect: He **tells** me that he respects me.

Direct: He **said to** her, "I respect you."
Indirect: He **said to** her that he respected her. Or
Indirect: He **told** her that he respected her.

You can also use **'tell/told + object'** in direct speech. But it should be placed after the quoted statement.
Direct:, "I respect you," he **tells me**.
Indirect: He **tells me** that he respects me.

We normally use an indirect object after ***'tell'***
*He **told me** (that) he is busy. [Correct]*
*He **told** he is busy. [Incorrect]*

We never use an indirect object after ***'say'***
*He **said** (that) he played chess. [Correct]*
*He **said me** he played chess. [Incorrect]*
*However, you can you use **'say + to + object'***
*He **said to me** (that) he played chess. [Correct]*

You can use ***'ask'*** with or without an indirect object.
*I **asked him** if he was well. [Correct]*

*I **asked** if he was well. [Correct]*

07. Changing Modal Verbs

Modal verbs (may, can, will, shall, must) are changed into their past equivalents:
modal **'may'** is changed into its past equivalent **'might'**
modal **'can'** is changed into its past equivalent **'could'**
'will' is changed into **'would'**
'shall' is changed into **'should'**
'must' is changed into **'had to'** (to express 'obligation), or **'would have to'** (to express future)
You should also note that modal auxiliary verbs ***'might', 'could', 'would', 'should',*** *and* ***'ought to' remain unchanged*** *when changing Direct Speech into Indirect Speech..*

Examples:
Direct -- He said, "I **may** publish my first book next month."
Indirect -- He said that he **might** publish his book the following month.

Direct -- He said, "I **can** publish my first book next month."
Indirect -- He said that he **could** publish his first book the following month.

Direct -- He said, "I **will** publish my first book next month."
Indirect -- He said that he **would** publish his first book the following month.

Direct -- He said, "I **shall** publish my first book next month."
Indirect -- He said that he **should** publish his first book the following month.

Direct -- He said, "I **must** publish my first book by next month."
Indirect -- He said that he **would have to** publish his first book by the following month.

Direct -- He said, "I **might/could/would/should/ought to** publish my book next month."
Indirect -- He said that he **might/could/would/should/ought to** publish his book the following month.

Note: When '*must*' expresses certainty, it does not usually change.
Direct -- He said, "You **mustn't** be upset."
Indirect -- He said to me that I **mustn't** be upset.

08. 'Questions' in Direct and Indirect Speech

Changing Direct Speech into Indirect Speech

Important Rules –

Don't use question mark (?) in indirect speech.

Don't use **"that"** between reporting verb and reported speech in indirect speech for interrogative sentences.

Report a question by using verbs like ask, inquire/enquire, etc.

Keep rule of **'changing of tense'** and **'pronoun change'** in mind when transforming Direct Speech into Indirect Speech for interrogative sentences.

Questions Using Verb- 'Be/Do/Have/Modal'

Pattern **-- Ask (Or Similar Verb) + If / Whether + Clause**

[Note: change 'interrogative sentence' into 'simple sentence']

[Note: Don't begin a sentence with Verb- 'Be/Do/Have/Modal']

Examples:

Direct -- He asked her, "**Are** you going to market or office?"

Indirect -- He **asked** her **whether** she was going to market or office. [Not "whether was she"...]

Direct -- She asked them, "**Do** you study in college?"

Indirect -- She **asked** them **if** they studied in college.

Direct -- Mother said to his son, "**Did** you go to the bank yesterday?"

Indirect -- Mother **asked** his son **if** he went to the bank the day before.

Direct -- I asked him, "**Have** you ever visited any hill station?"

Indirect -- I **asked** him **if** he had ever visited any hill station.

Direct -- They said to me, "**Can** you design a website?"

Indirect -- They **asked** me **if** I could design a website.

Questions Using 'Wh-Question-Words'

Wh-Question-Words are as follows:

What, When, Where, Which, Who, Whom, Whose, Why, How

Pattern **-- Ask (Or Similar Verb) + Question Word + Clause**

[Note: change 'interrogative sentence' into 'simple sentence']

[Note: Don't use conjunction as 'wh-question-word' function as

conjunctions]

Examples-

Direct -- He told his colleague, "**What** is the matter?"
Indirect -- He **asked** his colleague **what** the matter was.

Direct -- I asked him, "**When** are you coming to us?"
Indirect -- I **asked** him **when** he was coming to us. [Not "when was he.."]

Direct -- She said to them, "**Where** does this road lead to?"
Indirect -- She **asked** them **where** that road led to.

Direct -- He asked her, "**Why** have you purchased expensive gift?"
Indirect -- He **asked** her **why** she had purchased expensive gift.

Direct -- Instructor said to me, "**How** can you win the competition?"
Indirect -- Instructor **asked** me **how** I could win the competition.

QUESTION-TAGS

Use **if** or **whether** to report yes/no questions

Pattern **-- Ask (Or Similar Verb) + If/whether + Clause**

Examples:

Direct -- Judge said to accused, "You are guilty, aren't you?"
Indirect -- Judge **asked** accused **if** he was guilty.

Direct -- Jacob said to me, "You work very hard, don't you?"
Indirect -- Jacob **asked** me **if** I worked very hard.

Direct -- Doctor said to patient, "You don't take medicines regularly, do you?"
Indirect -- Doctor **asked** patient **if** he didn't take medicines regularly.

09. 'Exclamations' in Direct and Indirect Speech

When we report exclamation and wishes, the indirect speech is introduced by verbs expressing exclamation and wishes. Examples of such verbs are 'bless', 'cry', 'exclaim', 'pray', 'wish', etc.
Exclamatory words 'what or 'how' are changed into very, greatly, highly, etc. according to the sense of the speech.
The Interjection and Exclamation are omitted and their sense is expressed by means of phrases.

Common Interjections and Exclamations are as follows:

ach (expresses "sorry, surprise")
ag (expresses "anger, irritation")
ah (expresses "admiration, pleasure, surprise, sympathy")
aha (expresses "pleasure, understanding")
alack (expresses "sadness, sorry")
alas (expresses "sadness, sorry")
aw (expresses "disapproval, protest, sympathy")
bah (expresses "disapproval")
bingo (expresses "pleasure, surprise")
boo (expresses "dislike, surprise")
bravo (expresses "enjoyment")
damn (expresses "annoyance, disappointment")
eek (expresses "fear, surprise")
good heavens (expresses "annoyance, surprise")
goodness (expresses "surprise")
hey (expresses "anger, calling attention, surprise")
huh (expresses "anger, disagreement, surprise")
hurrah (expresses "delight")
lo (expresses "surprise")
och (expresses "sorry, surprise")
oh (expresses "fear, joy, surprise")
oh-oh (expresses "trouble")
ooh (expresses "happiness, pain, surprise")
oops (expresses "embarrassment, something went wrong")
ouch (expresses "sudden pain")
whew (expresses "surprise, relief")
whoopee (expresses "happiness")
wow (expresses "admiration, surprise")

yay (expresses "congratulations, happiness")
yippee (expresses "pleasure, excitement")
yum (expresses "nice taste or smell")

Pattern **-- Exclaim (Or Similar Verb) + With + Joy/Surprise, Etc.**
[Note: Don't use exclamation mark or point (!) in Indirect Speech]

Examples:
Direct -- He **said**, "Aha, What a match it is!"
Indirect -- He **exclaimed with joy** that it was a very interesting match.

Direct -- She **said, "Goodness,** How deep the well is!"
Indirect -- She **exclaimed with surprise** that it was a very deep well.

Direct -- He **said,** "Oh! I missed the bus."
Indirect -- He **exclaimed with regret** that he had missed the bus.

Direct -- He **said,** "Ugh**!** She touched the food with dirty hands."
Indirect -- He **exclaimed with despise** that she had touched the food with dirty hands.

Direct -- Mother **says,** "How intelligent my son is!"
Indirect -- Mother **exclaims with pride** that his son is very intelligent.

Direct -- They **say,** "Wow! How attractive the offer is."
Indirect -- They **exclaimed with excitement** that the offer is very attractive.

Direct -- They **said,** "There is a bomb in this bag!"
Indirect -- They **exclaimed with shock** that there was a bomb in that bag.

Expressing Wishes
Examples:
Direct -- They said to him, "Happy Birthday!"
Indirect -- They **wished** him a Happy Birthday.

Direct – He said, "Good Luck!"
Indirect – He **wished** me luck.

Direct -- He said to me, "May you be happy!"
Indirect -- He **wished** that I might be happy.

Other Examples:

Direct -- She told me, "Genius!"
Indirect -- She **called** me a genius.

Direct -- He said, "Bravo! You have done well."
Indirect -- He **applauded** him, saying that he had done well.

Direct -- He said, 'Thank you!'
Indirect -- He **thanked** me.

Direct -- The lady said, "Curse on the robber!"
Indirect -- The lady angrily **cursed** the robber.

Direct -- The notice board said: "Welcome to the show!"
Indirect -- The notice **welcomed** guests to the show.

10. 'Imperatives' in Direct and Indirect Speech

When we report commands and requests, the indirect speech is introduced by verbs expressing a command or request according to the sense of the speech. Examples of such verbs are 'advise', 'command', 'forbid', 'order', 'request', 'shout', 'warn', etc.

Changing Direct Speech into Indirect Speech

***Pattern* 1 -- Affirmative Imperatives**

Advise/Forbid/Order/Request, Etc. + (Object) + To-Infinitive

***Pattern* 2 -- Negative Imperatives**

Advise/Forbid/Order/Request, Etc. + (Object) + Not + To-Infinitive

Examples:

Direct -- Teacher said to students, "Study whole heartedly."
Indirect -- Teacher **advised** students **to study** whole heartedly.

Direct -- Teacher said to students, "Don't be negligent."
Indirect -- Teacher **asked** students **not to be** negligent.

Direct -- He said to me, "Don't Move aside".
Indirect -- He **ordered** me **not to move** aside. Or
Indirect -- He **forbade** me **to move** aside. *[Note-- **'forbid'** means to order somebody not to do something]*

Direct -- Old lady said to him "Don't hit the birds."
Indirect -- Old lady **shouted at** him **not to hit** the birds.

Direct -- A blind man said to him "Show me the way."
Indirect -- A blind man **requested** him **to show** him the way.

Direct -- "Call the witness", said the Judge.
Indirect -- The Judge **commanded** them to call the witness.

LET

Direct -- She said, "Let me work."

Indirect -- She **wished** that she **should** work.

Direct -- He said, "Let's go to the market."
Indirect -- He **suggested** that we **should** go to the market.

Direct -- He said, "Let's enter the room."
Indirect -- He **proposed** that they **should** enter the room.

11. Direct and Indirect Speech: Mixed Types

Direct speech may consist of –

(a). statement and question

(b). statement and command

(c). question and command

(d). statement, question and command

Note: Each statement requires its own introductory verb.

(a). Statement and Question

Direct: She said to her husband, "I will not go to the party. Will you?"

Indirect: She told her husband that she wouldn't go to the party and asked him if he would.

(b). Statement and Command

Direct: He said to her, "I am very busy. Please don't disturb me."

Indirect: He told her that he was very busy and requested her not to disturb him."

(c). Question and Command

Direct: The teacher said to the students, "Why are you talking? Keep quiet."

Indirect: The teacher asked the students why they were talking and ordered them to keep quiet.

(d). Statement, Question and Command

Direct: I said to him, "Why are you getting worried? I will help you. Calm down!"

Indirect: I asked him why he was getting worried and promised that I would help him and requested him to calm down.

12. Where to Put Reporting Verb in Direct Speech

Generally, reporting verb is used before comma (,) or colon (:) in direct speech. But you can start the sentence with the reporting verb itself.

Look at the following examples:

Said Britney, wife of an engineer, who lives on the floor above David's house: "******."

Said Dr. Jason of CMDL: "******."

Said Dr. Ross chairman, Stewart hospital: "******."

Says David, secretary of RWA, Sector-5: "******."

Said zoo authorities: "******."

Obviously, most of you would prefer the following pattern:

Britney, wife of an engineer, who lives on the floor above Ivan's house **said**: "******."

Dr. Jason of CMDL **said**: "******."

Dr. Ross chairman, Stewart hospital **said**: "******."

David, secretary of RWA, Sector-2 **says**: "******."

Zoo authorities **said**: "******."

Similarly, you can start a sentence with reported speech itself.

You can rewrite above sentences as follows:

"******," **said** Britney, wife of an engineer, who lives on the floor above David's house.

"******," **said** Dr. Jason of CMDL.

"******," **said** Dr. Ross chairman, Stewart hospital.

"******," **says** David, secretary of RWA, Sector-5.

"******," **said** zoo authorities.

You can also put reporting verb at the end of a sentence.

"******," Britney, wife of an engineer, who lives on the floor above Ivan's house **said**.

"******," Dr. Jason of CMDL **said**.

"******," Dr. Ross chairman, Stewart hospital **said**.

"******," David, secretary of RWA, Sector-2 **says**.

"******," Zoo authorities **said**.

Thus, you can place reporting verb in four different places in a sentence.

A. You can start a sentence with reporting verb

Said team manager, "Our captain is good at making decisions."

B. You can end a sentence with reporting verb

"Our captain is good at making decisions," team manager **said**.

C. You can put reporting verb before reported speech

Team manager **said**, "Our captain is good at making decisions."

D. You can put reporting verb after reported speech

"Our captain is good at making decisions," **said** team manager.

Patterns -- Summary

A. reporting verb + person + statement

B. statement + person + reporting verb

C. person + reporting verb + statement

D. statement + reporting verb + person

Important Note –

If you are using 'indirect object' then the patterns would be as follows:

A. *reporting verb + person + (indirect object) + statement [Rarely Used]*

B. *statement + person + reporting verb + (indirect object)*

C. *person + reporting verb + (indirect object) + statement*

D. *statement + reporting verb + person + (indirect object)*

Said *team manager to* ***him****, "Our captain is good at making decisions."*

"Our captain is good at making decisions," team manager ***said*** *to* ***him****.*

Team manager ***said*** *to* ***him****, "Our captain is good at making decisions."*

"Our captain is good at making decisions," ***said*** *team manager to* ***him****.*

13. Punctuation Rules

A **comma (,)** is used before starting the exact quote within the quotation marks. A period **(.),** Question mark **(?)** or Exclamation mark (or point) **(!)** is used to end the quoted sentence.
The manager **said,** "They are casual workers.”
The manager **said,** "Are they casual workers?”
The manager **said,** "Oh, they are casual workers!”

But when the quoted speech comes before the reporting verb and the quoted speech ends with a period, replace the period at the end of the quoted speech with a comma. If quoted speech ends with the question mark or exclamation mark (or point), leave it unchanged.

"They are casual workers,” **said** the manager**.**
"They are casual workers,” the manager **said.**

"Are they casual workers?” **said** the manager**.** [No change]
"Are they casual workers?” the manager **said.** [No change]

"Oh, they are casual workers!” **said** the manager**.** [No change]
"Oh, they are casual workers!” the manager **said.** [No change]

Note: *In the following example, Quoted Speech comprises of two sentences. Reporting verb comes after quoted speech. So, we have used comma before closing quotation mark.*
“There are proposals to develop highway stretches in such a fashion that they may double up as airstrip. They will provide connectivity in difficult places,” **said** Road Transport and Highways minister.

USE OF COLON
A **comma (,)** is used before starting the exact quote within the quotation marks. But you can also use **COLON (:)** instead of comma.

Examples:

Using Coma
She **says,** “******.”
His death note **read,** “*******.”
He **described** the scene in these words, “******.”

CEO **stated,** "*******."
They went to the extent of **saying**, "******."

<u>Using Colon</u>
She **says:** "******."
His death note **read:** "*******."
He **described** the scene in these words**:** "******."
CEO **stated:** "*******."
They went to the extent of **saying:** "******."

However, most of the people prefer to use comma before starting the exact quote. But using colon instead of comma is also acceptable. It is your choice to use comma or colon.

Also Note:
Punctuation marks for quoted speech always go inside the quotation marks, not outside.
Examples:
Period: - He said, "I will come to your home**.**"
Comma: - "I will come to your home**,**" said he.
Question Mark: - "Will you come to my home**?**" said he.
Exclamation Mark: - "Oh, I forgot to come to your home**!**" said he.

Use of Quotation marks (Quotes) in Direct Speech
['Quotation marks' are also called 'Inverted commas' in British English]
Double Quotation marks **(" ")**
Single Quotation marks **(' ')**
It is not necessary to use Double Quotation mark **(" ")** in Direct Speech**.** You can also use Single Quotation mark **(' ')**
However, double quotes (") are preferred in American English, while single quotes (') are more common in British English:

Example:
They said, "He is very intelligent boy." [Use of Double Quotation marks]
They said, 'He is very intelligent boy.' [Use of Single Quotation marks]

14. Other Useful Notes

01. USING MULTIPLE SENTENCES INSIDE A SINGLE PAIR OF A QUOTATION MARKS

As long as the person is speaking, you can keep on quoting those words inside the same set of quotation marks.

Example:

*"Several initiatives have been taken in the past to provide better facilities to prisoners. Death of prisoners reported due to old age and illness is quite normal and inevitable. The situation in prisons has improved in the past few years. The state government is getting new prisons constructed to prevent overcrowding," **said**, Inspector General of police.*

There are four sentences inside single pair of quotation marks:-

1. Several initiatives have been taken in the past to provide better facilities to prisoners.

2. Death of prisoners reported due to old age and illness is quite normal and inevitable.

3. The situation in prisons has improved in the past few years.

4. The state government is getting new prisons constructed to prevent overcrowding

The opening quotation mark shows where the person started speaking, and the closing quotation mark shows where the person stopped speaking.

02. SPLITTING OF A QUOTED SENTENCE

You can split a quoted sentence into two parts by the subject and reporting verb.

Rule ---

Put a comma to end the first piece of speech

Put a comma after the reporting verb too.

Example:

"A farmer went to his barley field", he said, "to water the crop."

In this example quoted speech -- "A farmer went to his barley field to water the crop." -- has been split into two parts by the subject 'he' and reporting verb 'said'.

03. USE OF 'THAT' IN INDIRECT SPEECH

The conjunction **'That' is often used in indirect speech**

They told me ***that*** they didn't want to hurt me.

My boss told me ***that*** he was pleased with my performance.
She said **that** there were 40 students in her batch.

<u>Omission of That</u>

It is not necessary to use 'that' in indirect speech. It is often dropped, after the verbs, such as say, tell, or think etc. *Especially, in informal English you can leave it out.*

You can re-write above sentences as follows:

They told me they didn't want to hurt me.
My boss told me he was pleased with my performance.
She said there were 40 students in her batch.
These sentences are also correct.

However, you should **avoid** dropping 'that' after certain verbs, such as **complain, explain, object,** answer, reply, etc.
She **answered** (me) **that** she would do his work sincerely.
He **replied that** he had never done anything wrong in his professional life.

Exercise -- 01

Turn the following from Direct Speech to Indirect Speech:-

01. Direct -- She said to me, "I will never forget them."
01. Indirect -- She told me .....

02. Direct -- He said to the chief minister "I have run out of resources and need help from the government to keep my mission alive."
02. Indirect -- He apprised the chief minister that
....

03. Direct -- She said to me, "Where is the Central Bank?"
03. Indirect -- She asked me .....

04. Direct -- Georgia said, "I had reached the school on time."
04. Indirect -- Georgia said that .....

05. Direct -- A farmer said, "I have six acres of paddy of which I have harvested five acres."
05. Indirect -- A farmer said that
.....

06. Direct -- "Don't talk in the class," said the teacher to the students.
06. Indirect -- The teacher ordered .....

07. Direct -- She says, "I am glad to be here this evening."
07. Indirect -- She says that .....

08. Direct -- He said to me, "I was waiting for you."
08. Indirect -- He said to me that .....

09. Direct -- "What a terrible hurricane it is!" residents said.
09. Indirect -- Residents exclaimed .....

10. Direct -- The security guard said to me, "You must not enter the prohibited area."
10. Indirect -- The security guard warned
.....

Answers to the Exercise -- 01-

01. Indirect -- She told me she would never forget them.

02. Indirect -- He apprised the chief minister that he had run out of resources and needs help from the government to keep his mission alive.

03. Indirect – She asked me where the Central Bank was.

04. Indirect – Georgia said that she had reached the school on time.

05. Indirect -- A farmer said that he had six acres of paddy of which he had harvested five acres.

06. Indirect -- The teacher ordered the students not to talk in the class.

07. Indirect -- She says that she is glad to be there that evening.

08. Indirect -- He said to me that he had been waiting for me.

09. Indirect -- Residents exclaimed with wonder that it was a terrible hurricane.

10. Indirect -- The security guard warned me not to enter the prohibited area.

Exercise -- 02

Choose the correct reported speech version of each statement. Each question has only one correct answer:-

01. He said, “Mother, I will return after finishing my work.”
(A). He told his mother that he will return after finishing his work.
(B). He told his mother that he would return after finishing his work.
(C). He said his mother that he would return after finishing his work.
(D). He said to his mother that he will return after finishing his work.

02. I asked them, "How often do you watch movies?"
(A). I asked to them how often do they watch movies.
(B). I said to them that how often they watched movies.
(C). I asked to them that how often do they watch movies.
(D). I asked them how often they watched movies.

03. She said, "Had I the wings of a bird!"
(A). She wished had she the wings of a bird!
(B). She expressed had she the wings of a bird.
(C). She wished she had the wings of a bird.
(D). She had wished she had had the wings of a bird.

04. He said, “Don’t wait here!”
(A). He told me not for waiting here.
(B). He said to me to do not wait there.
(C). He told me to do not wait here.
(D). He told me not to wait there.

05. He said, “I thought about buying a new computer a month ago.”
(A). He said that he had thought about buying a new computer a month before.
(B). He insisted on that he thought about buying a new computer a month ago.
(C). He said that he had thought about having bought a new computer a month ago.
(D). He claimed that he thought about having bought a new computer a month before.

06. She said, "My family went with me to the museum yesterday."
(A). She told her family went with her to the museum yesterday.

(B). She told his family had gone with him to the museum the day before.
(C). She said her family had gone with her to the museum the day before.
(D). She said her family went with her to the museum yesterday.

07. The interviewer said to me, "We will let you know our decision by next month."
(A). The interviewer said to me that they will let me knew their decision by next month.
(B). The interviewer said to me that they would let me knew their decision by the following month.
(C). The interviewer told me that they would let me had known their decision by the following month.
(D). The interviewer told me that they would let me know their decision by the following month.

08. Jack said, "It has been raining for three days."
(A). Jack said that it had been raining for three days.
(B). Jack said that it had been rained since three days.
(C). Jack said that it has been rained for three days.
(D). Jack said that it had been raining since three days.

09. She said to him, "Please wait here till I return."
(A). She suggested him to waited here till she returned.
(B). She requested him to wait there till she returned.
(C). She requested him to waited there till she returned.
(D). She requested him to have waited there till she has returned.

10. She said to him, "How much electricity did you consume last week?"
(A). She asked him how much electricity did he consume the week before.
(B). She asked to him how much electricity you had consumed the last week.
(C). She asked him how much electricity he had consumed the week before.
(D). She asked to him how much electricity you consumed the week before.

Answers to the Exercise -- 02-

01. (B). He told his mother that he would return after finishing his work.
02. (D). I asked them how often they watched movies.
03. (C). She wished she had the wings of a bird.
04. (D). He told me not to wait there.
05. (A). He said that he had thought about buying a new computer a month before.
06. (C). She said her family had gone with her to the museum the day before.

07. (D). The interviewer told me that they would let me know their decision by the following month.

08. (A). Jack said that it had been raining for three days.

09. (B). She requested him to wait there till she returned.

10. (C). She asked him how much electricity he had consumed the week before.

Exercise -- 03

Multiple-choice Test:-

01. Direct: The teacher said, "The Earth revolves around the sun."
01. Indirect: The teacher said that the Earth ..... around the sun.
(A). had revolved
(B). revolved
(C). revolves
(D). has revolved

02. Direct: She said, "I have been teaching grammar for eleven years."
02. Indirect: She said she ..... grammar for eleven years.
(A). had taught
(B). had been teaching
(C). had been taught
(D). have been taught

03. Direct: His wife said, "We will be shifting to our new home."
03. Indirect: His wife said that ..... new home.
(A). he would be shifting to our
(B). they would be shifting to their
(C). she will have been shifting to her
(D). they would have been shifting to their

04. Direct: He said, "Why did you say that?"
04. Indirect: He asked me .....
(A). why did I say that
(B). why had I said that
(C). why I did say that
(D). why I had said that

05. Direct: He said to me, "How have you solved your problems?"
05. Indirect: He asked me how ..... problems.
(A). I have solved his
(B). you had solved your
(C). I had solved my
(D). they had solved their

06. Direct: She said to her, "When is the last train?"
06. Indirect: She asked her .....

(A). when was the last train
(B). when the last train is
(C). when had been the last train
(D). when the last train was

07. Direct: He said, "Washington is the capital of America."
07. Indirect: He ..... the capital of America.
(A). said that Washington is
(B). told that Washington is
(C). said that Washington was
(D). told that Washington is

08. Direct: She said, "She must be there by tomorrow morning."
08. Indirect: She said that she ..... morning.
(A). must have been there by the following
(B). must have been there by next
(C). had to be there by early
(D). had to be there by next

09. Direct: He said to them, "When can we have dinner together?"
09. Indirect: He asked them ..... dinner together.
(A). when they can have
(B). when they could have
(C). when could they had
(D). when they could had

10. Direct: They said to him, "We are not going to deceive you."
10. Indirect: They told him that they .....
(A). are not going to deceive them
(B). were not going to deceive us
(C). were not going to deceive him
(D). were not going to deceive you

<u>Answers to the Exercise -- 03-</u>

01. (C). revolves | 02 (B). had been teaching | 03 (B). they would be shifting to their | 04 (D). why I had said that | 05 (C). I had solved my | 06 (D). when the next train was | 07 (A). said that Washington is | 08 (D). had to be there by next | 09 (B). when they could have | 10 (C). were not going to deceive him

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Manik Joshi, the author of this book was born on **Jan 26, 1979** at Ranikhet and is permanent resident of Haldwani, Kumaon zone of India. He is an Internet Marketer by profession. He is interested in domaining (business of buying and selling domain names), web designing (creating websites), and various online jobs (including 'self-publishing'). He is science graduate with ZBC (zoology, botany, and chemistry) subjects. He is also an MBA (with specialization in marketing). He has done three diploma courses in computer too. **ManikJoshi.com** is the personal website of the author.

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