



Direct and Indirect Speech

What is Direct and Indirect Speech?

- Direct Speech: When we quote the exact words spoken by someone.

Example: Suraj said, “Rahul is absent today.”

- Indirect Speech: When we report what someone said without quoting their exact words.

Example: Suraj said that Rahul was absent that day.

Characteristics of Direct Speech

- Enclosed within inverted commas: “ ”
- Starts with a capital letter.
- Separated from the reporting verb by a comma.
- The verb that introduces the speech is called the reporting verb.

Example: Rohit said, “I am happy.”

Characteristics of Indirect Speech

- No inverted commas.
- The reporting verb is followed by ‘that’.
- Tense, pronouns, and time expressions often change.

Example: Rohit said that he was happy.

Rules for Changing Direct to Indirect Speech

Rule 1: If Reporting Verb is in Present or Future Tense

👉 No change in the tense of reported speech.

- “He says, ‘It is raining.’” → He says that it is raining.

Rule 2: If Reporting Verb is in Past Tense

👉 The tense of the reported speech usually changes.



Tense Changes in Reported Speech

Direct Speech	Indirect Speech
Simple Present → Simple Past	"She sings" → She sang
Present Continuous → Past Continuous	"She is singing" → She was singing
Present Perfect → Past Perfect	"She has eaten" → She had eaten
Simple Past → Past Perfect	"He drank" → He had drunk
Past Continuous → Past Perfect Continuous	"She was dancing" → She had been dancing
Will/Shall → Would/Should	"I will go" → I would go
May/Can → Might/Could	"He may come" → He might come

Pronoun Changes

First Person (I, we) → changes to match the subject

- Kajol said, "I have drawn a picture."
- Kajol said that she had drawn a picture.

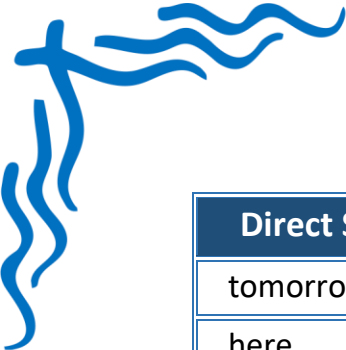
Second Person (you) → changes according to the object

- He said to me, "You are wrong."
- He told me that I was wrong.

Third Person (he, she, it, they) → remains unchanged

Change in Time and Place Words

Direct Speech	Indirect Speech
this	that
these	those
now	then
today	that day
tonight	that night
yesterday	the previous day



Direct Speech	Indirect Speech
tomorrow	the following day
here	there
next week	the following week
last night	the previous night

Reporting Universal or Habitual Truths

These do not change in tense.

- “The Sun rises in the east.”
→ He said that the Sun rises in the east.

Examples of Direct to Indirect Conversion

1. **“I am happy,” said Simran.**
→ Simran said that she was happy.
2. **“Rupali is singing a song,” said Deepika.**
→ Deepika said that Rupali was singing a song.
3. **“We have eaten,” said the girl.**
→ The girl said that they had eaten.
4. **“You are a pretty girl,” Kajol said to Madhuri.**
→ Kajol told Madhuri that she was a pretty girl.

Key Points to Remember

- Use inverted commas in direct speech.
- In indirect speech:
 - Remove inverted commas.
 - Use “that” to connect.
 - Adjust tense, pronouns, and time words appropriately.
- The reporting verb changes the context of the sentence.