



Direct and Indirect Speech

Definition

Direct Speech

- When we report the exact words of a speaker, we use Direct Speech.
- The spoken words are placed within quotation marks (“ ”).

Example: Vishal said, “Neeraj is a naughty boy.”

Indirect Speech

- When we report the meaning or content of the speaker’s words without quoting exactly, it is called Indirect Speech.

Example: Vishal said that Neeraj was a naughty boy.

Key Terms

Term	Definition
Reporting Verb	The verb that introduces the reported speech.
Reported Speech	The actual words spoken by someone.

Conversion Rules

General Rules

1. Remove quotation marks.
2. Add conjunctions like that, if, whether, when, why, etc.
3. Change pronouns and tenses as needed.
4. Use full stop (.) instead of comma or other punctuation.
5. Adjust time and place words appropriately.



Tense Changes (When Reporting Verb is in Past Tense)

Direct Speech Tense	Indirect Speech Tense
Simple Present	Simple Past
Present Continuous	Past Continuous
Present Perfect	Past Perfect
Simple Past	Past Perfect
Past Perfect	No change
Shall / Will	Should / Would
Can	Could
May	Might

Examples:

- Simple Present → Simple Past
“She eats mangoes.” → He said that she ate mangoes.
- Present Continuous → Past Continuous
“He is working.” → She said that he was working.
- Present Perfect → Past Perfect
“I have seen it.” → He said that he had seen it.

Tense Unchanged

- If the reporting verb is in present / future tense OR the statement is a universal truth / habit, the tense does not change.

Example:

Direct: He says, “The Earth is round.”

Indirect: He says that the Earth is round.

Example 2:

Direct: Manish will say, “He is coming.”

Indirect: Manish will say that he is coming.



Pronoun and Possessive Changes

- Pronouns are changed according to the subject of the reporting verb.

Direct Speech	Indirect Speech Example
I	He / She / They said that they ...
We	He said that they ...
You	He said that I / he / she / they ...
My	His / Her / Their
Our	Their

Time and Place Changes

Direct Speech	Indirect Speech
this	that
these	those
now	then
today	that day
tomorrow	the next day
yesterday	the previous day
here	there
come	go
tonight	that night

Sentence Type Conversions

1. Assertive Sentences

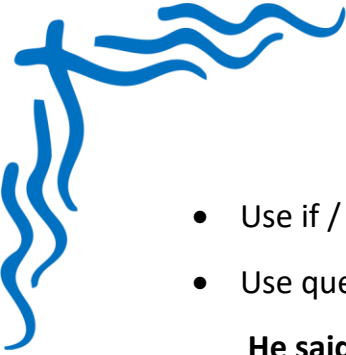
- Use that to join sentences. Change tense and pronouns.

Riya said, "I like ice cream."

→ Riya said that she liked ice cream.

2. Interrogative Sentences

- Change word order to assertive.



- Use if / whether for yes / no questions.
- Use question word if available (what, when, how...).

He said, "Are you okay?"

→ He asked if I was okay.

She said, "Where do you live?"

→ She asked where I lived.

3. Imperative Sentences

- Replace said to with asked, told, advised, requested, ordered, etc.
- Use to + verb for command/request.

Teacher said to me, "Work hard."

→ Teacher advised me to work hard.

He said to me, "Please help me."

→ He requested me to help him.

Special Notes

- Let us is reported with proposed / suggested + that + we should.

Example: "Let us go." → He suggested that we should go.

Points to Remember

- Direct speech uses quotation marks; indirect does not.
- Verb tense usually changes in indirect speech if reporting verb is in past.
- Universal truths keep their tense unchanged.
- Imperatives become infinitive phrases in indirect speech.
- Pronouns and time / place words must be changed accordingly.