



Direct and Indirect Speech

1. Definition and Concepts

Direct Speech

- The actual words spoken by someone.
- Written within inverted commas (" ").
- **The sentence is split into two parts:**
 - Reporting Verb: Outside the quotes.
 - Reported Speech: Inside the quotes.

Example:

→ He said, "I am happy."

Indirect Speech

- The reporting of what someone has said without quoting their exact words.
- Inverted commas are removed, and pronouns, verb tenses, time, and place often change.

Example:

→ He said that he was happy.

2. Key Elements to Remember

A. Reporting Verb

- The verb outside the quotes.
- It determines tense change rules and pronoun usage.

B. Reported Speech

- The words inside the quotation marks in Direct Speech.
- These change in Indirect Speech based on the tense, pronouns, and context.



3. Rules for Conversion

A. Tense Change (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
Present Perfect Continuous	Past Perfect Continuous
Simple Past	Past Perfect
Past Continuous	Past Perfect Continuous
Past Perfect	No Change
Past Perfect Continuous	No Change

B. Modal Verb Changes

Direct	Indirect
can	could
may	might
shall	should
will	would

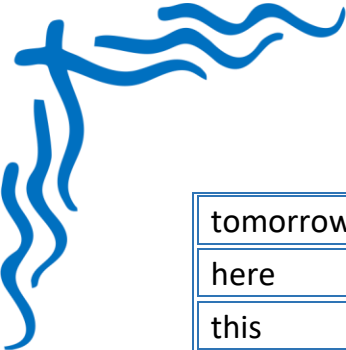
Note: No change in tense for Universal Truths (e.g., “The sun rises in the east.”)

4. Pronoun Changes

Person	Rule
1st person	Changes based on the subject of reporting verb
2nd person	Changes based on the object of reporting verb
3rd person	No change in indirect speech

5. Changes in Time and Place

Direct Speech	Indirect Speech
now	then
today	that day
yesterday	the previous day



tomorrow	the next day
here	there
this	that
these	those
ago	before
thus	so

6. Sentence Type Rules

A. Assertive Sentences

- Reporting verb becomes told, said, replied, etc.
- Conjunction that is used.

Example:

→ She said, "I am ill."

→ She said that she was ill.

B. Interrogative Sentences

- Reporting verb becomes asked, enquired, wanted to know, etc.
- **For Wh -questions:** No conjunction used.
- **For Yes/No questions:** Use if or whether.

Examples:

❖ He said, "Where is my pen?"

→ He asked where his pen was.

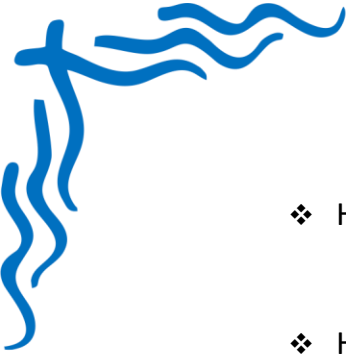
❖ She said, "Do you like mangoes?"

→ She asked if I liked mangoes.

C. Imperative Sentences

- Reporting verb becomes ordered, requested, advised, etc.
- Use to + verb in the indirect form.
- For negative commands, use forbade.

Examples:



- ❖ He said, "Be quiet."
→ He ordered to be quiet.
- ❖ He said, "Do not go there."
→ He forbade to go there.

D. Exclamatory Sentences

- Reporting verb becomes exclaimed, cried, said with joy/sorrow, etc.
- Remove exclamatory words like Alas, Hurrah, What, How, etc.
- Use that to connect.

Examples:

- ❖ He said, "Alas! I am ruined."
→ He exclaimed with sorrow that he was ruined.
- ❖ She said, "What a beautiful dress!"
→ She exclaimed that the dress was very beautiful.

E. Optative Sentences

- Use reporting verbs like wished, prayed.
- Convert to an assertive sentence using that.

Examples:

- ❖ He said, "May you live long."
→ He wished that I might live long.

7. Practice Examples from the Book

Direct → Indirect

1. He said, "I am reading a book."
→ He said that he was reading a book.
2. She said, "Where are you going?"
→ She asked where I was going.
3. He said, "Please help me."



→ He requested to help him.

4. She said, “Hurrah! We won!”

→ She exclaimed with joy that they had won.

8. Summary Table: Conjunction & Reporting Verb Usage

Sentence Type	Conjunction	Reporting Verb Examples
Assertive	that	said, told, explained
Interrogative (Yes/No)	if/whether	asked, enquired
Interrogative (Wh)	—	asked, wanted to know
Imperative	to	requested, ordered
Negative Command	to / not to	forbade
Exclamatory	that	exclaimed, cried
Optative	that	wished, prayed