



Hi, I am EeeBee



# Direct and Indirect Speech

## Learning Outcomes

- Students will learn the difference between direct and indirect speech.
- They will practice changing direct speech into indirect speech and vice versa.



## Lead in

Look at the pictures and write a meaningful sentences for each.



Varun!  
What was Rahul  
telling you?

Direct speech



Rohit! Rahul  
told me he  
visit Delhi next  
week.

Indirect speech

## Direct and Indirect Speech

### 1. Direct speech

Every direct speech has **two** parts - one is outside the inverted commas (".....") and the other is within the commas. The part outside the inverted commas is called **Reporting Verb** as we are only concerned with the verb and not the speaker, and the part within the inverted commas is called **Reported Speech**.

What do you mean by **reporting Verb**?

It means the reporter who reports. Reporting verb plays a dominating role in changing the narration from direct to indirect.

**Example:** He says to him, "You are a gentle man."

In the above sentence, He says to him is the reporting verb. While changing the narration, the verb says is to be taken to change the verb or tense of the reported speech which is enclosed within the inverted commas.

### 2. Indirect Speech

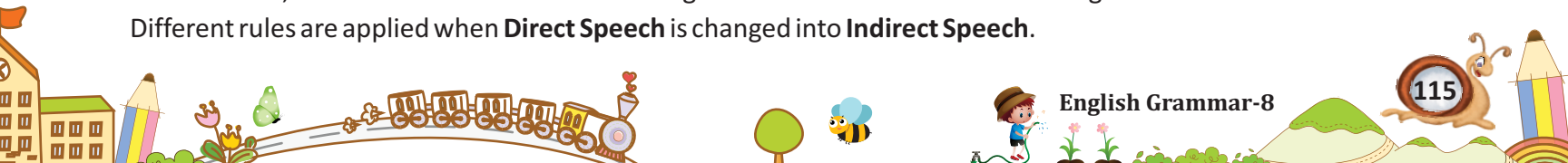
When speaker's actual words are replaced by us in our words and inverted commas are removed, then it becomes an **Indirect Speech**.

**Example:** He says to me, "I am your friend."

This is **Direct Speech**, as the speaker's actual words are there. But, by changing its narration, it becomes: He tells me that he is my friend.

It is an **Indirect Speech** as the actual words have been changed and own words have been used. But, in changing the narration, **Pronouns** and **Verbs** are also changed and that is added after removing the inverted commas.

Different rules are applied when **Direct Speech** is changed into **Indirect Speech**.





The general rules that govern the conversation are as follows:

1. Change of tense.
2. Change of person.
3. Change of time and place.

### Change of Tense

#### ➤ Rules for changing Direct speech into Indirect speech.

**Rule 1:** When the reporting verb is in the **Present** or **Future** tense, the tense of the verb in the reported speech remains unchanged.

1. **Direct:** Raj **will say**, "**Nobody was** in the room."  
**Indirect:** Raj will say that **nobody was** in the room.
2. **Direct:** The principal **says**, "Neha **will not** pass."  
**Indirect:** The principal says that Neha **will not** pass.
3. **Direct:** Nisha **says to** me, "I **will come** to see you."  
**Indirect:** Nisha tells me that she **will come** to see me.

**Rule 2:** If the reporting verb is in the **Past Tense**, the tense of the verb in the reported speech is changed into the corresponding past tense.

#### ➤ Simple present becomes Simple past.

1. **Direct:** Rani **said**, "Priya **loves** sweets."  
**Indirect:** Rani said that Priya **loved** sweets.
2. **Direct:** She **said**, "I **love** books."  
**Indirect:** She said that she **loved** books.

#### ➤ Present continuous becomes Past continuous.

1. **Direct:** He **said**, "I **am reading** a book."  
**Indirect:** He said that he **was reading** a book.
2. **Direct:** She **said**, "My brother **is writing** a letter."  
**Indirect:** She said that her brother **was writing** a letter.

#### ➤ Present perfect becomes Past perfect.

1. **Direct:** He **said**, "Vivek **has done** his work."  
**Indirect:** He said that Vivek **had done** his work.
2. **Direct:** Disha **said**, "I **have eaten** the chocolate."  
**Indirect:** Disha said that she **had eaten** the chocolate.

#### ➤ Present perfect continuous becomes Past perfect continuous.

1. **Direct:** Sonal **said**, "I **have been eating** a chocolate."  
**Indirect:** Sonal said that she **had been eating** a chocolate.
2. **Direct:** The boys **said to** the teacher, "We **have been doing** the practicals."  
**Indirect:** The boys told the teacher that they **had been doing** the practicals.

#### ➤ Simple past becomes Past perfect.

1. **Direct:** The boy **said**, "Riya **hid** in a room."  
**Indirect:** The boy said that Riya **had hidden** in a room.
2. **Direct:** Tina **said**, "The cat **jumped** on a rat."  
**Indirect:** Tina said that the cat **had jumped** on a rat.

#### ➤ Past continuous becomes Past perfect continuous.

1. **Direct:** He **said**, "I **was reading** a book."  
**Indirect:** He said that he **had been reading** a book.
2. **Direct:** Pinky **said**, "The cat **was jumping**."  
**Indirect:** Pinky said that the cat **had been jumping**.





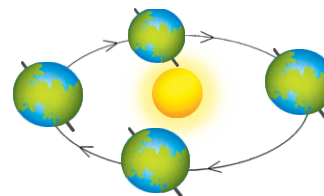
### ➤ Past perfect and Past perfect continuous (No Change)

1. **Direct :** She said, "I **had been reading** a book."  
**Indirect :** She said that she **had been reading** a book.
2. **Direct :** He said, "I **had read** a book."  
**Indirect :** He said that he **had read** a book.

Shall changes	- should
Will	- would
Can	- could

### ➤ Change - Modal auxiliaries

1. **Direct :** She said, "Rekha **can** run fast."  
**Indirect :** She said that Rekha **could** run fast."
2. **Direct :** They said, "Children **may** wear suits."  
**Indirect :** They said that children **might** wear suits.
3. **Direct :** The coach said, "You **will** practice everyday."  
**Indirect :** The coach said that you **would** practice everyday.



**Exception to Rule 2:** If the **Reported Speech** contains some **Universal Truth** or **Habitual Fact**, then the simple present in **Reported Speech** remains unchanged.

1. **Direct :** The teacher said, "The earth moves around the sun."  
**Indirect :** The teacher said that the earth moves around the sun.
2. **Direct :** The old man said, "Man is mortal."  
**Indirect :** The old man said that man is mortal.



### Change of Pronouns

**Pronouns of the Reported Speech** are changed according to the pronouns **of the Reporting Verb**.

**Rule 1:** **First Person Pronouns** of the **Reported Speech** will be changed according to the subject of the reporting verb. For example,

1. **Direct :** He says to me, "I am a boy."  
**Indirect :** He tells, me that **he** is a boy.
2. **Direct :** He said, "I shall do **my** best."  
**Indirect :** He said that **he** would do **his** best.
3. **Direct :** I said, "My father loves **me**."  
**Indirect :** I said that my father loved **me**.

**Rule 2:** **Second Person** pronouns of the **reported speech** will be changed according to pronouns of the **reporting verb**.

1. **Direct :** She says to me, "**You** are a smart girl."  
**Indirect :** She tells **me** that I am a smart girl.
2. **Direct :** Neha said to Nupur, "**You** have not eaten **your** lunch."  
**Indirect :** Neha told Nupur that **he** had not eaten **his** lunch.

**Rule 3:** **Third Person** pronouns of the **reported speech** remain unchanged. **For example,**

1. **Direct :** He said to me, "**He** is happy."  
**Indirect :** He told me that **he** was happy.
2. **Direct :** He said to me, "**She** is not at fault."  
**Indirect :** He told me that **she** was not at fault.
3. **Direct :** I say, "**He** is a good boy."  
**Indirect :** I say that **he** is a good boy."

○ **Verb 'Said'** in the reported speech will remain unchanged.

○ **Verb 'said to'** will be changed into '**told**'.





### Change of Time and Place

Words showing nearness in time and place are changed into words showing distance. For example,

**Note the following table:**

<b>Now</b>	becomes	<b>then</b>
<b>This</b>	becomes	<b>that</b>
<b>These</b>	becomes	<b>those</b>
<b>Here</b>	becomes	<b>there</b>
<b>Ago</b>	becomes	<b>before</b>
<b>Thus</b>	becomes	<b>so</b>
<b>Today</b>	becomes	<b>that day</b>
<b>Yesterday</b>	becomes	<b>the previous day</b>
<b>Tomorrow</b>	becomes	<b>the next day</b>
<b>Last night</b>	becomes	<b>the previous night</b>

**Look at the following sentences:**

- Direct :** Aman said, “**Today** is a hot day.”  
**Indirect :** Aman said that **it** was a hot day.
- Direct :** Pinky said, “**These** apples are sweet.”  
**Indirect :** Pinky said that **those** apples were sweet.
- Direct :** Mona said, “I am glad to be **here tonight**.  
**Indirect :** Mona said that she was glad to be **there that night**.

### Conversion of Assertive Sentence (Direct Into Indirect)

- ⊙ If there is an object after the reporting verb, **say** is changed into **told**, otherwise remains unchanged.
- ⊙ The reported speech starts with the conjunction **that** after removing the **comma** and the inverted commas.

### Conversion of Interrogative Sentence (Questions)

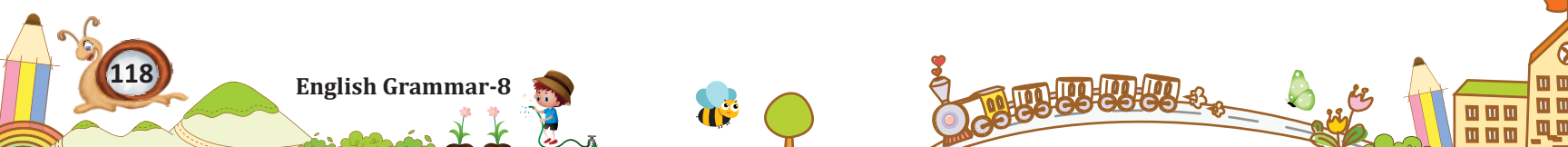
There can be two types of questions:

- Wh-Questions**, that is, questions beginning with **question words** like **what, who, when, where** etc.
- Yes/No-Questions** that is, question that begins with Auxiliary verb like, **is, am, are, was, were, have, has, had**, etc.
- No **Conjunction** is used when the question in the direct speech starts with **Wh-words**. e.g.,
  - Direct :** She **said to** me, “What are you doing?”  
**Indirect :** She **asked** me **what** I was doing.
  - Direct :** He **said to** me, “Why have you beaten him?”  
**Indirect :** He **asked** me **why** I had beaten him.
  - Direct :** I **said to** Megha, “Where have you been all these days?”  
**Indirect :** I **asked** Megha **where** she had been all those days.

**Conjunction if or Whether** is used when the question in direct speech starts with **Yes/No - Question**.

For example,

- Direct :** Simi **said to** Munu, “Are you going to the school?”  
**Indirect :** Simi **asked** Munu **if** he was going to the school.
- Direct :** He **said to** me, “Have you done your work?”  
**Indirect :** He **asked** me **if** I had done my work.





- ⦿ The introductory verb is changed to ask, enquire, demand or some other word having a similar meaning.
- ⦿ Question mark (?) is removed and full stop (.) is used in indirect speech.

### Conversion of Imperative Sentences

The reporting verb **said to** is changed according to the mood or sense of the sentence given in the reported speech.

**Study the following table:**

**If the reporting verb shows:**

**reporting verb**

Said to	<b>ORDER</b>	Changes into	<b>ORDERED</b>
Said to	<b>REQUEST</b>	Changes into	<b>REQUESTED</b>
Said to	<b>ADVICE</b>	Changes into	<b>ADVISED</b>
	<b>DO NOT</b>	Changes into	<b>FORBADE</b>

- ⦿ In an **imperative sentence**, the subject is mostly omitted. So the reported speech begins with a verb.
  - ⦿ While changing the speech, **to** is used in spite of any conjunction when **the inverted commas** are removed.
- Direct :** He **said**, "Be quiet and listen to my words."  
**Indirect :** He **urged** them **to** be quiet and listen to his words.
  - Direct :** The beggar **said to** Rinky, "Please give me something."  
**Indirect :** The beggar **begged** Rinky **to** please give him something.
  - Direct :** The student **said to** teacher, "Please allow me to come in."  
**Indirect :** The student **requested** the teacher **to** please allow him to come in.
  - Direct :** The teacher **said**, "Get out from the class, Alok."  
**Indirect :** The teacher **ordered** Alok **to** get out from the class.

### Conversion of Optative Sentence

The reporting verb **Says** changes into **Wish** or **Pray**.

The optative form changes into assertive form and the conjunction '**that**' is introduced with the reported speech.

- Direct :** The mother said to her daughter, "May you live long and prosper!"  
**Indirect :** The mother **wished** that her daughter might live long and prosper.
- Direct :** The student said, "God save the teacher."  
**Indirect :** The student **prayed** that God save the teacher.
- Direct :** They said, "Long live the King!"  
**Indirect :** They wish that the king lives long.

### Conversion of Exclamatory Sentences

In reporting an exclamation in the Indirect speech, the introductory verb is changed into **Exclaim** or **Cry** or some other similar verb.

The words showing exclamation such as **Alas, Hurrah, How, Hey**, etc. are omitted.

The sign of exclamation is omitted.

- Direct :** Ashu said, "How clever I am!"  
**Indirect :** Ashu **exclaimed** that she was very clever.
- Direct :** The officer said, "Bravo! Victory is ours."  
**Indirect :** The officer **praised** that the victory was theirs.
- Direct :** The travellers said, "What a beautiful building!"  
**Indirect :** The travellers **exclaimed** that the building was very beautiful.
- Direct :** The doctor said, "Ah! His condition is serious."  
**Indirect :** The doctor **exclaimed** that his condition was serious.



## Conjunction and Reporting Verb Chart for Different Kind of Sentences

	Kind of Sentence	Conjunction	Reporting verb
a.	Assertive Sentence	that	added, replied, assured, admitted, warned, refused, explained.
b.	Interrogative Sentence [only yes/no questions]	if/whether	asked, wondered, wanted to know, enquired.
c.	Imperative sentence	to	urged, begged, ordered, pleased, requested, commanded, advised
d.	Exclamatory sentence	that	cried, exclaimed in joy, happiness/excitement, surprise, cried/wailed in sorrow.

### A. Change the following sentences into Indirect speech.



**Skills/Level**  
READING & WRITING/B1



1. She said to her, "Please wait here till I return."

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2. Radha said to him, "Are you going to school today?"

---

3. He said, "Be quiet and listen to me."

---

4. She said, "May you live long!"

---

5. He said, "Will you listen to such a man?"

---

6. He said, "Alas! I am undone."

---

7. Sobha says to me, "Do not make a noise."

---

8. I said to him, "You are an intelligent boy."

---

9. I said to her, "What are you doing?"

---

10. Rahul says to me, "I am a good student."

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### B. Change the following sentences into Direct speech.

1. I asked him if he would come the next day.

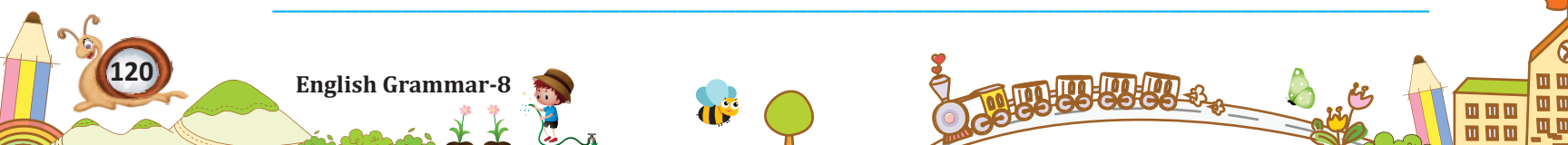
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2. He asked me where he should go.

---

3. The teacher ordered to close the window.

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4. Priya asked her what she was doing.  
\_\_\_\_\_
5. Priya requested her sister to post that letter.  
\_\_\_\_\_
6. She inquired whether his name was Goutam.  
\_\_\_\_\_
7. Rupa wished that he might live long.  
\_\_\_\_\_
8. He exclaimed with joy that they won the match.  
\_\_\_\_\_
9. The teacher forbade them to go out.  
\_\_\_\_\_
10. He exclaimed with sorrow that he had been robbed.  
\_\_\_\_\_

### Conversion of Indirect Into Direct

Study the following examples carefully.

1. **Indirect :** The doctor **advised** the patient to take rest.  
**Direct :** The doctor **said to** the patient, "Take rest."
2. **Indirect :** Ashok **exclaimed with sorrow** that he was undone.  
**Direct :** Ashok said, "Alas! I am undone."
3. **Indirect :** The **girls exclaimed with joy** that the cup was theirs.  
**Direct :** The girls said, "Hurrah! The cup is ours."
4. **Indirect :** He **asked** the porter if the train **was** late.  
**Direct :** He said to the porter, "**Is** the train late?"
5. **Indirect :** The judge **ordered** the prisoner to tell the truth.  
**Direct :** The judge **ordered** the prisoner, "Tell the truth."

### C. Change the following sentences into indirect speech.

1. The clerk said, "I shall finish this work on time."  
\_\_\_\_\_
2. I said to my sister, "I need your help."  
\_\_\_\_\_
3. She said to me, "You are happy."  
\_\_\_\_\_
4. Vinod said, "I met my friend yesterday."  
\_\_\_\_\_
5. The boys said to me, "We will play in the rain."  
\_\_\_\_\_
6. Raj said, "catch it."  
\_\_\_\_\_





## Points to Remember

- Every **Direct Speech** has two parts— one is outside the inverted commas (" ... ") and the other is within the commas.
- The part outside the **Inverted Commas** is called **Reporting Verb**.
- The part within the **Inverted Commas** is called **Reported Speech**.
- When speaker's actual words are replaced by us in our words and inverted commas are removed then it becomes an **Indirect Speech**.
- Different rules are applied when **Direct Speech** is changed into **Indirect Speech**.



## My Activity Corner

Change the following sentences into Direct speech.

- I shall say that I went to Delhi on sunday.

---

- The teacher forbade them to make noise.

---

- He exclaimed with sorrow that he had been robbed.

---

- I asked him if he would come the next day.

---

- The teacher said that the sun rises in the east.

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- She said that she was a top-class singer.

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- He said that it might rain that night.

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## My EeeBee Interactive Activities



Listening



Speaking



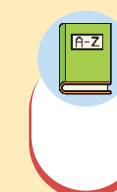
Reading



Writing



Grammar



Vocabulary

WRITE YOUR SCORE

Practice your LSRW Skills



on Communication Lab

