



DIRECT AND INDIRECT SPEECH

: UNIT STRUCTURE :

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1.0 OBJECTIVES

After the study of the unit, students will be able to:

- Define Direct Speech and Indirect Speech.
- Distinguish between Direct and Indirect Speech.
- Identify the form of punctuation and capitalization. Use correct punctuation when writing quotes.
- Make the necessary reference changes required for Indirect Speech. List the rules for converting direct speech to indirect speech and indirect speech to direct speech.

1.1 INTRODUCTION

The art of reporting words of a speaker is called narration. Narration conveys a story to the readers or listeners in the form of written or spoken words. In other words, narration, in writing or speech, is the process of giving an account of a sequence of events, real or imagined; storytelling. The person who describes the events is called a narrator. The account itself is called a narrative. There are two ways of narrating events or story telling- direct speech (oratio recta) and indirect speech (oratio obliqua). In Direct speech the exact words are spoken by the narrator is presented without any changes in it. In Indirect speech the proper sense or meaning of the spoken words is preserved and presented instead of copying the exact words of the narrator.

Example 1

(1) **Direct speech** : Ram says, "I am very busy now."

(2) **Indirect speech** : Ram says that he is very busy now.

Let us understand it with another example. Imagine that a mother tells her son Ram that he is not allowed to play football. When his friend Rahim asks

him the next day at school to play football, Ram reports his mother's utterance:

Example 2

(1) **Indirect speech** : My mom says that I am not allowed to play football.

(2) **Direct speech** : My mom says, "You're not allowed to play football".

Speech reports like example (1) are an important and regular part of communication done by us. We can encounter them almost everywhere: in everyday conversations, news reports, and works of fiction. Ram could just as well have reported her mother's utterance with a direct speech report such as (2).

If we contrast the direct and indirect version of the same reported speech, one important difference becomes apparent: Ram uses different pronouns to refer to himself: the first person pronoun "I" in the indirect speech report example (1), and the second-person pronoun "YOU" in the direct speech report example (2). This difference in pronoun use is related to the perspective from which Ram presents his mother's previous utterance. In indirect speech, Ram reports the utterance from his own current perspective and therefore refers to himself with a first-person pronoun. In direct speech, Ram shifts to the perspective that his mother occupied when originally producing the utterance – You're not allowed to play football. From his mother's point of view in this earlier conversation, Ram is the addressee and hence referent of you.

1.2 KEY TERMINOLOGY

During the process, you will come across many important terms that you need to know better so that you can convert any direct speech into indirect speech easily and without any hassle. Consider the following sentences:

Example 3

(1) Direct speech: Purva says, "I am a teacher."

(2) Indirect speech: Purva says that she is a teacher.

Reporter :The person who speaks the words is called the Reporter.

Reporting Speech : The first part of the sentence which is before the comma in the direct speech is called Reporting Speech.

Reported Speech : The second part of the sentence, which is presented in inverted commas, is called Reported Speech.

Reporting Verb : Reporting Verb means Verb of the Reporting Speech.

Reported Verb : Verb of the reported speech is called Reported Verb.

1.3 DIRECT NARRATION AND INDIRECT NARRATION

The Direct Speech and the Indirect Speech have their distinguishing features as given below:

1. In the Direct Speech:
 - a) The Reported Speech is put within Inverted Commas.
 - b) The Reporting Verb is separated from the Reported Speech by a comma.
 - c) The first word of the Reported Speech begins with a capital letter.
 - d) In the Reported Speech we may use Tense and the Type of Sentence as per the requirement of the sense and meaning of the sentence.

2. In the Indirect Speech:
 - a) Inverted commas are not used.
 - b) The comma separating the Reporting Verb from the Reported Speech is removed.
 - c) The Reported Speech is introduced by some Conjunction (that, if, what, why etc.)
 - d) The Reporting Verb changes according to the sense.
 - e) The Tense of the Reporting Verb is never changed.
 - f) All kinds of sentences change into Assertive ones.

Let's understand the process of transformation of the Direct Speech into the Indirect Speech with an example:

Example 4

(1) **Direct speech** : The students say, "We need a new dictionary."

(2) **Indirect speech** : The students say that they need a new dictionary.

While transforming from the Direct Speech into the Indirect Speech, we have made several changes in the sentence above:

- a) We have removed the COMMA in the indirect sentence and put THAT in its place as conjunction.
- b) We have removed the INVERTED COMMAS of the Reported Speech.
- c) We have changed the pronoun **I** of the reported speech into She
- d) We have not used any capital letter in between the sentence unlike in the direct form where the reported speech always begins with a capital letter.

Now, in order to bring about these changes while converting from Direct Speech into Indirect Speech or vice-versa, there are several important but simple rules that need be observed.

Changes in Person of Pronouns:

First Person:

Pronouns of the first persons(I, ME, MY, WE US, OUR) are changed into pronouns of the same person as the person of the SUBJECT of the Reporting Verb.

Examples:

- (i) Direct: I say. "**I** have done **my** homework."
Indirect: I say that **I** have done **my** homework.
- (ii) Direct: You say, "**I** have done **my** homework."
Indirect: You say that **you** have done **your** homework.
- (iii) Direct: He says, "**I** have done **my** homework."
Indirect: He says that **he** has done **his** homework.

Second Person:

Pronouns of the second persons (YOU, YOU, YOUR) are changed into pronouns of the same person as that of the OBJECT of the Reporting Verb.

Examples :

- (i) Direct: The teacher said to me, “**You** have not done **your** assignment properly.”
Indirect: The teacher told me that **I** had not done **my** assignment properly.
- (ii) Direct: The teacher said to you, “**You** have not done **your** assignment properly.”
Indirect: The teacher told you that **you** had not done **your** assignment properly.
- (iii) Direct: The teacher said to him, “**You** have not done **your** assignment properly.”
Indirect: The teacher told him that **he** had not done **his** assignment properly.

Third Person:

Pronouns of the third persons (HE, HIM, HIS, SHE HER, HERS, IT, IT, ITS) generally remain unchanged.

Examples:

- (i) Direct: I said to you, “**He** should be punished for **his** mistake.”
Indirect: I told you that **he** should be punished for **his** mistake.
- (ii) Direct: You said to me, “**He** should be punished for **his** mistake.”
Indirect: You told me that **he** should be punished for **his** mistake.

1.4 REPORTING VERB AND REPORTED SPEECH

Note the change of the Reporting Verb from SAID to TOLD and the change in the tense of the reported speech. The rules related to it will be explained now.

Rules for the Change of the Reporting Verb:

If the Reporting Verb is followed by Object,

- a) SAY/SAYS changes into TELL/TELLS
b) SAID TO changes into TOLD

Rules for the Change of Tenses:

- (i) If the Reporting Verb is in the Present or in Future Tense, the Tense of the Verb in the Reported Speech remains unchanged.

Examples:

- (i) Direct : He says, “Children **like** chocolates.”
Indirect : He says that children **like** chocolates.
- (ii) Direct : She says, “I **wasted** my weekend.”
Indirect : She says that she **wasted** her weekend.

- (ii) If the Reporting Verb is in the Past Tense, the Verb in the Reported Speech must be changed into the corresponding Past Tense.

Examples:

- (i) Direct : I said, “I **am reading** a novel.”
Indirect: I said that I **was reading** a novel.

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- (ii) Direct : The teacher said, “The students **help** the villagers.”
 Indirect: The teacher said that the students **helped** the villagers.
- (iii) Direct : We said, “They **cannot** pass the exam unless they work hard.”
 Indirect: We said that they **could** not pass the exam unless they worked hard.

Change of Verbs/Tenses

| Sr. No. | DIRECT SPEECH | | INDIRECT SPEECH |
|---------|--|---------------------|--------------------------------|
| 1. | is or am | changes into | Was |
| 2. | Are | | Were |
| 3. | Present Indefinite | | Past Indefinite |
| 4. | tell or tells (1st form) | | told (2nd form) |
| 5. | do or does | | Did |
| 6. | Present Continuous | | Past Continuous |
| 7. | is, am or are telling | | was or were telling |
| 8. | Present Perfect | | Past Perfect |
| 9. | has or have told | | had told |
| 10. | Present Perfect Continuous | | Past Perfect Continuous |
| 11. | has or have been telling | | had been telling |
| 12. | Past Indefinite | | Past Perfect |
| 13. | told (did tell) | | had told |
| 14. | Past Continuous | | Past Perfect Continuous |
| 15. | was or were telling | | had been telling |
| 16. | Past Perfect | | remains unchanged |
| 17. | had told | | had told |
| 18. | Past Perfect Continuous | | remains unchanged |
| 19. | had been telling | | had been telling |
| 20. | Will | | Would |
| 21. | Shall | | Should |
| 22. | will/shall be telling | | would/should be telling |
| 23. | will/shall have told | | would/should have told |
| 24. | will/shall have been telling | | Would/should have been telling |
| 25. | would/should tell, would/should be telling, would/should have told, would/should have been telling, | | remain unchanged |
| 26. | might, could, had to, ought to, used to, had better, | | remain unchanged |
| 27. | would have to | | remains unchanged |
| 28. | May | | Might |
| 29. | Can | | Could |
| 30. | Has/have to | | Had to |
| 31. | Must | | Had to |

1.5 TRANSFORMATION OF DIRECT SPEECH INTO INDIRECT SPEECH

Examples:

- (i) Direct: You said, "She is an excellent singer."
Indirect: You said that she was an excellent singer.
- (ii) Direct : I said, "I have sent the mail."
Indirect: I said that I had sent the mail.
- (iii) Direct: He said, "Her parents will attend the meeting."
Indirect: He said that her parents would attend the meeting.
- (iv) Direct: The coach said, "If he does not practice, he will not win."
Indirect: The coach said that if he did not practice he would not win.
- (v) Direct: The principal said, "Those who did not submit assignment failed."
Indirect: The principal said that those who had not submitted assignment had failed.
- (vi) Direct: I said, "It may take him a year to pay his debts."
Indirect: I said that it might take him a year to pay his debts.
- (vii) Direct : You said, "They were happy."
Indirect: You said that they had been happy.
- (viii) Direct : I said, "She was waiting for us at the college."
Indirect: I said that she had been waiting for us at the college.

Exception to Rule 2

If there is a Universal Truth or Habitual Fact in the Reported Speech, the Tense of the Verb is never changed.

Examples:

- (i) Direct : He said, "Virtue is its own reward." (Proverbial truth)
Indirect: He said that virtue is its own reward.
- (ii) Direct : The teacher said, "The earth revolves around the sun."
(Geographical truth)
Indirect: The teacher said that the earth revolves around the sun.
- (iii) Direct : Gandhiji said, "No man on earth is worthless."
(Universal truth)
Indirect: Gandhiji said that no man on earth is worthless.
- (iv) Direct : Hirensaid, "January is the first month of the year."
(Factual truth)
Indirect: Hirensaid that January is the first month of the year.
- (v) Direct : I said, "I eat fish every day." (Habitual fact)
Indirect: I said that I eat fish every day.

CHECK YOUR PROGRESS 1

DIRECT AND INDIRECT SPEECH

CHANGE THE FOLLOWING SENTENCES INTO INDIRECT SPEECH.

- (i) I said, "Atul may arrive in the evening."
- (ii) My father said, "There is only one happiness in this life, to love and to be loved."
- (iii) The teacher said, "The French defeated the English in the battle."
- (iv) You said, "They were solving puzzles."
- (v) She said, "Mother does not eat meat at all."

Change of Words Denoting Position:

While changing Direct Speech into Indirect Speech, the following words denoting NEARNESS OF TIME or POSITION are replaced by the corresponding words denoting REMOTENESS or DISTANCE, if the Reporting Verb is in the Past Tense.

| Sr. No. | DIRECT SPEECH | | INDIRECT SPEECH |
|---------|--------------------------|--------------|---------------------------------|
| | Now | changes into | then |
| | thus | | so |
| | come | | go |
| | ago | | before |
| | here | | there |
| | just | | just |
| | this | | that |
| | hither | | thither |
| | these | | those |
| | hence | | thence |
| | today | | that day |
| | yesterday | | the previous day |
| | to-night | | that night |
| | last night | | the previous night |
| | tomorrow | | the next day |
| | next week | | the following week |
| | the day before yesterday | | the day before the previous day |
| | the day after tomorrow | | the day after the next day |

Examples :

- (i) Direct: I said to her, "I shall meet you here tomorrow."
Indirect: I told her that I should meet her there the next day.
- (ii) Direct: She said to him, "I bought these dresses yesterday."
Indirect: She told him that she had bought those dresses the previous day.
- (iii) Direct: You said to them, "Now I shall tell you another story."
Indirect: You told them that then you would tell them another story.
- (iv) Direct: He said to me, "I helped your father two years ago."
Indirect: He told me that he had helped my father two years before.

- (v) Direct: I said to you, "I want to start expedition next year."
Indirect: I told you that I wanted to start expedition the following year.
Words showing nearness in Direct Speech do not undergo any change when they refer to the objects present at the time of reporting, or to the place or time at which the speech is reported.
- (i) Direct: She says, "I shall settle the dispute just now."
Indirect: She says that she will settle the dispute just now.
- (ii) Direct: He said, "This is the house where my father lives."
Indirect: He said that this was (is) the house where his father lived.
(the house where he was standing)

Mark the Sense in the following sentence

- (i) Direct: I said to her yesterday, "I shall wait for you here tomorrow."
Indirect: I told her yesterday that I should wait for her here today."

Note: Words showing remoteness do not change into words showing nearness.

CHECK YOUR PROGRESS 2

CHANGE THE FOLLOWING SENTENCES INTO INDIRECT FORM OF SPEECH.

- (i) He said, "I am feeling lonely to-day."
(ii) I said to him, "The pen is mightier than the sword."
(iii) You said to me, "I shall not appear in the examination this year."
(iv) They said, "We shall not go for picnic tomorrow."
(v) He said, "This is the play that these people want to stage here to-night."

1.6 MISCELLANEOUS TYPES

(A) Assertive Sentences

Rules: From Direct Speech into Indirect Speech

- a) The Reporting Verb does not change, if it is not followed by an OBJECT.
- b) If the Reporting Verb is followed by an OBJECT, the Reporting Verb SAY/SAYS generally changes into TELL/TELLS as well SAID changes into TOLD. Many times in order to maintain tone or meaning of the Reported Speech and to give clarity of meaning Verbs like ANSWER, REPLY, INFORM, REMARK etc. may also be used instead of SAY/TELL.
- c) The Conjunction THAT introduces the Reported Speech.
- d) All Nouns in the Vocative Case in the Reported Speech become OBJECTS of the Reporting Verb.
- e) The Inverted Commas in Reporting Speech and the Comma after the reporting Verb are removed.

Examples:

- (i) Direct: Jeny said to Akash, "I shall be obliged to you if you will grant me two days' leave."
Indirect: Jeny told Akash that she would be obliged to him if he would grant her two days' leave.
- (ii) Direct: I said, "I do not care for him."
Indirect: I said that I did not care for him.
- (iii) Direct: "Nilesh", said the teacher, "You will pass only if you workhard."
Indirect: The teacher told Nilesh that he would pass only if he worked hard.
- (iv) Direct: "Today it is a working day", said the teacher to the class, "but it will be a holiday tomorrow."
Indirect: The teacher told the class that that day it was a working day, but it would be a holidaythe next day.

CHECK YOUR PROGRESS 3

CHANGE THE FOLLOWING SENTENCES INTO INDIRECT SPEECH.

- (i) He said, "My master is writing letters."
(ii) He said, "I have passed the examination"
(iii) The teacher said to me, "You have not done your homework."
(iv) I said, "I have been ill since Monday."
(v) He said to me, "You played very well yesterday."

Rules: From Indirect Speech to Direct Speech

To change from Indirect to Direct Speech, follow all the rules which we learned for changing the Direct to Indirect Speech in reverse.

- Use the reporting verb SAY or SAID TO in its correct tense.
- Change Verb in the Past Tense in Indirect Speech into the corresponding Tense in the Direct Form according to the sense.
- Change the Pronouns according to the sense.
- Remove the conjunction THAT, TO, IF or WHETHER etc. wherever is necessary.
- Put Direct Speech Speech within Inverted Commas. Put appropriate punctuation mark at end of the statement.
- Separate the Reported Speech from the Reporting Verb by a Comma.
- Write the first word of the statement with capital letter.

Change words showing remoteness and distance by the corresponding words showing nearness.

Examples:

- (i) Indirect: I told her that she had not repaired my dresses even that day.
Direct: I said to her, "You have not repaired my dresses even today."
- (ii) Indirect: Our teacher told us that wood floats on water.
Direct: Our teacher said to us, "Wood floats on water."
- (iii) Indirect: My father informed you that he had told him to see you the next day on his behalf.
Indirect: My father said to you, "I have told him to see you tomorrow on my behalf."
- (iv) Indirect: I told my cousin Manish that he was sleepy and that I would take him home.
Direct: "Manish" said I to my cousin, "You are sleepy. I will take you home."

CHECK YOUR PROGRESS 4

CHANGE THE FOLLOWING SENTENCES INTO THE DIRECT SPEECH.

- (i) Vimal said that he must go away from the city because he had lost a friend there.
- (ii) Mahesh said that he was absolutely certain that he had seen him jump into the well.
- (iii) She told him that if he liked her book, she would give it to him.
- (iv) I told him that I had had a very long walk and I was tired then.
- (v) The shopkeeper told the customer that the previous day he had sold him five chocolates for a rupee.

(B) Interrogative Sentences

From Direct into Indirect Rules

- a) The Reporting Verb is changed into ASK, ENQUIRE, DEMAND, WONDER, WANT TO KNOW etc. The verbs like ENQUIRE and DEMAND are used with the preposition OF.
- b) No Conjunction is used to introduce the Reported Speech if the question begins with an Interrogative word such as WHO, WHOSE, WHOM, WHICH, WHERE, WHY, WHEN, HOW etc. But the same interrogative word is used as Conjunction.
- c) IF or WHETHER is used to introduce the Reported Speech if the question begins with a Helping Verb such as IS, ARE, AM, WAS, WERE, HAS, HAVE, HAD, DOES, DO DID, SHALL, WILL, CAN, COULD, SHOULD, WOULD, MAY, MIGHT, MUST etc.
- d) THAT is never as conjunction in interrogative sentences.
- e) Questions become statements ending in Full Stop.

- f) We observe the rules for the change of Verbs, Pronouns and words showing nearness as mentioned earlier.

Examples:

Questions beginning with a Helping Verb:

- (i) Direct: Ashok said to Rama “Are you not myclassmate?”
Indirect: Ashok asked Rama if she was not his classmate.
- (ii) Direct: She said to me, “Will you take part in food festival?”
Indirect: She asked me if I would take part in food festival.
- (iii) Direct: I said to him, “Have you an extra pen drive?”
Indirect: I asked him if he had anextra pen drive.
- (iv) Direct: The teacher said to me, “Do you intend to buy a new car.”
Indirect: The teacher enquired of me if I intended to buy a new car.
- (v) Direct: He said to her, “Did you enjoy the visitto Hyderabad?”
Indirect: He enquired of her if she had enjoyed the visit to Hyderabad.

Sentences having ‘Yes’ or ‘No’:

- (vi) Direct: “Are there any more documents”? He asked.
Indirect: He asked the peon if there were any more documents.
- (vii) Direct: “Yes, sir,” said the peon.
Indirect: The peon replied respectfully that there were.
- (viii) Direct: The teacher said to Mona, “Did you break the rule?”
Indirect: The teacher asked Mona if she had broken therule.
- (ix) Direct: “No, sir,” said Mona, “I did not.”
Indirect: Mona replied respectfully that she had not.
- (x) Direct: “May I come in Madam?” said Falguni.
Indirect: Falguni enquired of the teacher respectfully if she might come in.
- (xi) Direct: “Yes”, said the teacher, “very gladly.”
Indirect: The teacher replied inthe affirmative and told her that she could come in very gladly.
- (xii) Direct: “If you find my answers satisfactory, will you give me hundred rupees?”
Indirect: The astrologer asked the customer whetherhe would give him hundred rupees if hefound his answers satisfactory.
- (xiii) Direct: “No”, replied the customer.
Indirect: Thecustomer replied that he would not.

Questions beginning with Interrogative Words:

- (xiv) Direct: “What is the greatest wonder of the world? said Kamlesh to Dipak.

Indirect: Kamlesh asked Dipak what the greatest wonder of the world was.

- (xv) Direct: The teacher said, "Atul, why don't you not answer the question?"

Indirect: The teacher asked Atul why he did not answer the question?"

- (xvi) Direct: The patient said to the doctor, "How often should I take the medicine?"

Indirect: The patient asked the doctor how often he should take the medicine.

CHECK YOUR PROGRESS 5

CHANGE THE FOLLOWING SENTENCES INTO INDIRECT SPEECH.

- (i) "Do you see what is going to happen to you through your foolish loyalty to your friend?" said Vireto Raman."
- (ii) Paresh said, "Will nobody tell me why she cries?"
- (iii) Reemab said, "Son, will you go to the market to buy vegetables for me?"
- (iv) "Shall I bring them, sir?" said the peon. "Yes," he said and got absorbed in reading.
- (v) Ram said to Nakul, "Don't you like to read novels?"

Mixed Interrogative Sentences:

Examples :

- (i) Direct : Faruk said, "Who is not ready to perish for his Motherland, my citizens? Will you follow me if I lead the way?"

Indirect : Faruk asked his citizens who was not ready to perish for his Motherland and if they would follow him if he led the way.

- (ii) Direct : "Am I not your father? Did I not bring you up? Why do you abuse me in this way?" said he to his sons.

Indirect: He enquired of his sons if he was not their father and if he had not brought them up. He further asked them why they abused him in that way.

- (iii) Direct : "Boys," said the teacher, "why don't you pay attention to my lecture? You will regret if you are not careful now."

Indirect: The teacher asked the boys why they did not pay attention to his lecture and warned them that they would regret if they were not careful then.

- (iv) Direct : "Don't I want the good of the people too?" said Sandip to Manoj. "Why am I making frantic efforts to have the college started? A stitch in time saves nine."

Indirect: Sandip asked Manoj if he didn't want the good of the people

and why he was making frantic efforts to have the college started. He further told him that a stitch in time saves nine.

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CHECK YOUR PROGRESS 6

CHANGE THE FOLLOWING SENTENCES INTO INDIRECT SPEECH.

- (i) He said to his father, “Why do you inquire me about your wristwatch? I haven’t seen it and there is no need to question me.”
- (ii) I said to Mohan, “Can you lend me some money?” Mohan said, “No, I don’t have spare money.”
- (iii) “Father,” said Samir, “were you always regular in school when you were a boy?” I was regular,” said the father.
- (iv) “Have you any news from my brother?” asked the soldier. “Yes,” replied the officer.
- (v) The policeman said to the traveller, “Where did you sell your donkey?” The traveller said, “I sold it at the market.”

From Indirect Speech to Direct Speech Notes:

- a) Reverse the rules for changing Direct Speech into Indirect Speech.
- b) Do not forget to mark the sign of Interrogation at the end of a question.

Examples:

- (i) Indirect: He asked her how could he help her and if he might send for the expert.
Direct : He said to her, “How can I help you? May I send for the expert?”
- (ii) Indirect: Seema asked Tarun where he was coming from and if he did not know that she had been waiting for him for three days.
Direct : Seema said to Tarun, “Where are you coming from? Don’t you know that I have been waiting for you for three days?”
- (iii) Indirect: He asked his customer if there was any woman in his family, might be even a distant relative, who was not well-disposed towards him and further told him that most of his troubles were due to his nature.
Direct : “Is there any woman in your family; may be even a distant relative, who is not well-disposed towards you? Most of your troubles are due to your nature,” he said to his customer.

CHECK YOUR PROGRESS 7

CHANGE THE FOLLOWING SENTENCES INTO DIRECT SPEECH.

- (i) Ramesh asked Bharat what he was doing.
- (ii) She asked me what my name was.

- (iii) The teacher asked Sarita why she had not joined the picnic.
- (iv) The student asked how he could pay the fees.
- (v) The old man asked how the weather was.

(C) Imperative Sentences

From Direct into Indirect Rules

The following rules should be observed while changing the imperative sentences from Direct Speech into Indirect Speech:

- a) The Reporting Verb is changed into a verb denoting a command, request or advice.
- b) To express Request we may use verbs like REQUEST, BEG, ENTREAT, ASK etc.
- c) To express Advice we may use verbs like ADVISE, FORBID, URGE, EXHORT etc.
- d) To express Order we may use verbs like ORDER, COMMAND, TELL etc.
- e) The Imperative word / the Verb of the Reported Speech is changed into an Infinitive.
- f) If the Reported Speech is negative, the word NOT is placed before the TO infinitive.
- g) No conjunction is used to introduce the Reported Speech.
- h) If the conjunction THAT is used SHOULD is placed before the Infinitive.
- i) Observe the rules for the change of Tenses, Pronouns and words showing nearness as explained earlier.

Examples :

- (i) Direct : The doctor said, "Ram, answer my questions and then take the medicine."
Indirect: The doctor ordered Ram to answer his questions and then take the medicine.
- (ii) Direct : He said to Shailesh, "Please donate for the needy and be quick about it."
Indirect: He requested Shailesh to donate for the needy and be quick about it. "
- (iii) Direct: "Forward, the Light Brigade," said the Commander, "and charge for the guns."
Indirect: The commander commanded the Light Brigade to march forward and charge for the guns.
- (iv) Direct : "Avoid late night parties, Sneha," said the mother.
Indirect: The mother advised Sneha to avoid late night parties.
- (v) Direct : The father said to her, "Do not take in hand anything unless you think over the advantages of it."

Indirect: The father forbade her to take in hand anything unless she thought over the advantages of it.

Or

The father advised her not to take in hand anything unless she thought over the pros and cons of it.

Note: In the Negative Sentences ‘to’ is used after ‘not’.

Sentences Beginning with ‘Let’:

Where let expresses PROPOSAL, the Reporting Verb is changed into PROPOSE or SUGGEST and LET is replaced by SHOULD.

- (i) Direct : She said, “Let us enjoy boating in the lake, friends.”
Indirect: She suggested to her friends that they should enjoy boating in the lake.
- (ii) Direct : He said to them, “Let us vote and decide the issue.”
Indirect: He proposed to them that they should vote and decide the issue.

If LET is used to mean ALLOW or PERSUADE, it is changed into such phrases as MIGHT BE ALLOWED or simply into the Infinitive TO LET.

- (iii) Direct : The principal said, “Arvind, let the boy answer the question”.
Indirect: The principal ordered Arvind to let the boy answer the question.
- (iv) Direct : He said to his host, “Let me go office now.”
Indirect : He suggested to his host that he might be allowed to (or should like to) go office that day.

When LET expresses a condition or supposition, it is changed into MIGHT.

- (v) Direct : I said, “Let him work ever so hard, he cannot win a scholarship.”
Indirect : I said that he could not win a scholarship however hard he might work.

Or

I said that he might work ever so hard, he could not win a scholarship.

Mixed Imperative, Interrogative or Assertive Sentences

- (i) Direct : The Duke said to the servant, “If the farmers and their families do that kind of things, we shall be lost. Go back at once and make things right.”
Indirect : The Duke told the servant that if the farmers and their families did that kind of things, they would be lost and ordered him to go back at once and make things right.

COMPULSORY
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- (ii) Direct : “Beg your pardon, Sir,” said Dhilen. “There has been a mistake.”
Indirect : Dhilen respectfully begged his pardon and remarked that there had been a mistake.
- (iii) Direct : He said to her, “Why do you come here and disturb me? You are a great nuisance. Go away at once and do not come here again.”
- (iv) Indirect: He asked her why she came there and disturbed him. He told her that she was a great nuisance. He further ordered her to go away at once and not to come there again.

CHECK YOUR PROGRESS 8

CHANGE THE FOLLOWING SENTENCES INTO INDIRECT SPEECH.

- (i) The old man said to the boy, “Please help me in crossing the road.”
- (ii) I said to him, “Respect and follow your parents.”
- (iii) The teacher said to the students, “Work hard.”
- (iv) Atul said to me, “Please lend me your car for two days.”
- (v) The doctor said to the patient, “Take medicines on time.”
- (vi) The manager said to the assistant, “Bring the file right now.”
- (vii) The teacher said to the boy, “Come in, please.”

From Indirect Speech to Direct Speech

Examples:

- (i) Indirect: The saint advised the people to help the poor.
Direct: The saint said to the people “Help the poor.”
- (ii) Indirect: Naresh ordered his son to get out of his sight and not to show his face again.
Direct: Naresh said to his son, “Get out of my sight. Do not show me your face again.”
- (iii) Indirect: He proposed to us that we should go to watch a movie then.
Direct: He said to us, “Let us go to watch a movie now.”

CHECK YOUR PROGRESS 9

CHANGE THE FOLLOWING SENTENCES INTO DIRECT SPEECH.

- (i) He ordered me to send that parcel at once.
- (ii) I forbade the children to make a noise. (NOT I forbade the children not to make a noise.)
- (iii) I forbade her to mention the incident.
- (iv) I warned the child not to look down into the well.
- (v) He asked me to wait there till he returned.

(D) Exclamatory Sentences

From Direct into Indirect Rules

- a) Reporting Verb changes into EXCLAIM WITH SORROW/JOY/FEAR ANGER etc.
- b) Words like APPLAUD, REGRET, CURSE, CRY OUT, etc. are also used to convey the sense and meaning of the exclamatory sentence.
- c) If the sentence is expressive of wish or desire the Reporting Verb is changed to WISH/PRAY/LONG FOR/YEAR/DESIRE etc.
- d) The Exclamatory Sentences are changed into Assertive ones and replace Exclamatory Mark (!) with a Full Stop (.)
- e) THAT is used to introduce the Reported Speech.
- f) Suitable Adverbs or Adverb Phrases are added into the Reported Speech to replace the expressions of Interjections and Exclamations used in the sentence.

For Example:

Aha! Ha! Hurrah! etc. express joy.

Alas! Oh! etc. express sorrow, grief or pain.

Oh! What! etc. express surprise.

Bravo! Hear! etc. express approval.

Lo! Hush! Hark! Behold! etc. express attention.

Pooh! Pshaw! etc. express contempt.

Good God! Thank God! Well Done! etc. are also Interjectional Phrases.

- g) To create proper sense of meaning use VERY before Adjectives and GREAT or BIG before Nouns.
- h) Observe the rules for the change of Verbs, Pronouns and words showing nearness.

Examples :

- (i) Direct : Dipika said, "Hurrah! I have won the race."
Indirect : Dipika exclaimed with joy (or joyfully) that she had won the race.
- (ii) Direct : She said, "Alas! I have lost my diamond necklace."
Indirect : She exclaimed sorrowfully (or with sorrow) that she had lost her diamond necklace.
- (iii) Direct : "Pooh!" said she to me, "you have again failed in the examination."
Indirect : She exclaimed with contempt that I had again failed in the examination.
- (iv) Direct : I said to her, "What! You have lost your luggage."
Indirect : I exclaimed with surprise that she had lost her luggage.

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- (v) Direct : The viewers said, "Bravo! Well played, Naren!"
Indirect : The viewers applauded Naren, calling out that he had played well.
- (vi) Direct : She said, "How lovely the kitten is!"
Indirect : She exclaimed that the kitten was very lovely.
- (vii) Direct : I said to him, "What a bore you are!"
Indirect : I exclaimed that he was a great bore.
- (viii) Direct : The priest said to me, "May you be cheerful and successful!"
Indirect : The priest prayed that I might be cheerful and successful.
- (ix) Direct : She said to me, "Would that you were here at that time!"
Indirect : She wished that I had been there at that time.
- (x) Direct : The people said, "Long live the democracy!"
Indirect : The people prayed that the democracy might live long.
- (xi) Direct : He said to me, "Good morning, I have come to help you."
Indirect : He wished me good morning and told me that he had come to help me.
- (xii) Direct : Al Mustafa said, "Farewell, my country-men!"
Indirect : Al Mustafa bade his countrymen farewell.

CHECK YOUR PROGRESS 10

CHANGE THE FOLLOWING SENTENCES INTO INDIRECT SPEECH.

- (i) The captain said, 'Hurrah! We have won the match.'
- (ii) The old gentleman said, 'Alas! I have lost my passport.'
- (iii) Sanjukta said, 'What a beautiful sight!'
- (iv) The student said, 'How difficult the problem is!'
- (v) The students said to the teacher, 'Good morning, Teacher!'
- (vi) 'How glad I am,' said Emma, 'to meet my friend here.'
- (vii) The Emperor said, 'Alas! Our foes are too strong!'

From Indirect Speech to Direct Speech

Examples:

- (i) Indirect : The old man exclaimed with delight that he had regained his property.
Direct : "Aha!" said the old man, "I have regained my property."
- (ii) Indirect : He exclaimed painfully that he had run a thorn into his foot.
Direct : He said, "Oh! I have run a thorn into my foot."
- (iii) Indirect : She exclaimed with surprise that I was there.
Direct : He said to me, "Oh! You are here."

- (iv) Indirect : I prayed that God might grant peace to the departed soul.
Direct : I said, "May God grant peace to the departed soul!"

DIRECT AND
INDIRECT SPEECH

Check Your Progress 11

CHANGE THE FOLLOWING SENTENCES INTO DIRECT SPEECH.

- (i) She wished that her son might succeed.
(ii) He exclaimed that it was a great misery.
(iii) The merchant exclaimed with sorrow that he was ruined.
(iv) The captain exclaimed with joy that they had won the world cup.
(v) Asha bade her friend goodbye.
(vi) The spectators applauded Kalpesh saying that he had played well.

(E) Miscellaneous Types

From Direct into Indirect

Study the following examples carefully:

- (i) Direct : The student said, "Thank you, teacher."
Indirect : The student thanked the teacher.
- (ii) Direct : He said to me, "Rest assured I shall not leave you in trouble."
Indirect : He assured me that he would not leave me in trouble.
- (iii) Direct : I said to him, "I hope you will help me."
Indirect : I expressed the hope that he would help me.
- (iv) Direct : The teacher said, "Look here, boys, there are no secrets to success."
Indirect : The teacher invited the attention of the boys to the fact that there are no secrets to success.
- (v) Direct : "Curse it" said the teacher, "who could have fore-seen your failure?"
Indirect : The teacher exclaimed with oath that no one could have fore-seen his failure.
- (vi) Direct : I said to her, "By God, I have not seen your dog."
Indirect: I swore that I had not seen her dog.
- (vii) Direct : She said, "God knows, I did not steal your horse."
Indirect : She called upon God to witness that she had not stolen his horse.
- (viii) Direct : "Yes, I say, I did it," said Kiran.
Indirect : Kiran emphatically declared (confessed) that she had done it.
- (ix) Direct : "No sir, I did not touch the clock," said I.
Indirect: I respectfully denied that I had touched the clock.
- (x) Direct : "Fear! grand-mamma" replied Homesh, "I, never saw fear."

Indirect: Being much surprised when his grand-mamma spoke of fear, Homesh told her that he had never seen fear.

(F) Conversion of Dialogue into Indirect Speech:

- (i) Teacher: Can you read French?
Student: No Madam, I find French very difficult.
Answer: The teacher asked the student if he could read French. The student replied in the negative stating that he found it very difficult.
- (ii) Father: Is tomorrow a holiday?
Son: Yes, it is Sunday and so it is a holiday.
Answer: Father asked son if the next day was a holiday. Son replied in the positive and added that being Sunday it was a holiday.
- (iii) Monica: Return me my laptop if you have worked.
Sania: Here it is, Thank you!
Answer: Monica asked Sania to return her laptop if she had worked. Sania returned it, thanking her.
- (iv) Antony: Where are you going?
Peter: To the market.
Antony: May I join you?
Peter: It will be a pleasure.
Answer: Antony asked Peter where he was going. Peter replied that he was going to the market. Antony asked if he could join him. Peter said that it would be pleasure.
- (v) David: What kind of a man is your teacher?
John: Why don't you meet him?
Answer: David asked John what kind of man his teacher was. John suggested to David that he should meet him.
- (vi) Thomas: My moped is giving trouble.
Tom: It may be a good idea to get it repaired.
Answer: Thomas said that his moped was giving trouble. Tom suggested that Thomas should get it repaired.
- (vii) Khan: I have a toothache.
Abdul: If I were you, I should see a dentist.
Answer: Khan said that he had a toothache. Abdul advised him to see a dentist.
- (viii) Senthil: Could you have dinner with me tomorrow?
Kamal: No, thank you. I have an engagement tomorrow.

- Answer: Senthil invited Kamal to have dinner with him the next day. Senthil politely declined because he had an engagement the next day.
- (ix) Employer: Why did you leave your previous job ?
Applicant: They didn't meet my requirement.
Employer: What salary do you expect here ?
Applicant: I am expecting Rs. 10,000 per month.
Employer: We can pay you just Rs. 8000 per month.
Answer: An applicant went for an interview in an office. The employer asked him why he had left his previous job. The applicant replied that they had not met his requirement. The employer further enquired what salary he expected there. The applicant told him that he was expecting Rs 10,000 per month. The employer concluded by saying that they could pay him just Rs. 8,000 per month.
- (x) Mike: What are you doing here, Liz? I haven't seen you since June.
Liz: I've just come back from my holiday in Ireland.
Mike: Did you enjoy it?
Liz: I love Ireland. And the Irish people were so friendly
Mike: Did you go to the Wicklow Mountains?
Liz: It was my first trip. I can show you some pictures. Are you doing anything tomorrow?
Mike: I must arrange a couple of things. But I am free tonight.
Liz: You might come to my place. What time shall we meet?
Mike: I'll be there at eight. Is it all right?
Answer: Mike asked Liz what she was doing there. And he said he hadn't seen her since June. Liz explained that she had just come back from her holiday in Ireland. Mike wondered if she had enjoyed it. Liz told him that she loved Ireland and that the Irish people had been so friendly. Mike wanted to know if | whether she had gone to the Wicklow Mountains. Liz said that it had been her first trip and that she could show him some pictures. And then she asked him if he was doing anything the next day | the following day. Mike explained that he must arrange | had to arrange a couple of things. But he added that he was free at night. Liz suggested that he might come to her place and asked him what time they would meet. Mike said he would be there at eight. And finally he asked if | whether it was all right.

1.7 LET US SUM UP

In this unit, you have learnt how to

- Form statements in Indirect Speech.
- Recognize patterns of Indirect Speech
- Make the necessary verb tense changes required for Indirect Speech.
- Recognize different tenses
- Use their imagination in creating their own sentences.
- Use Indirect Speech for both statements and questions using correct structure and grammar.
- Use Indirect Speech for instructions, commands, requests and invitations.

1.8 BOOK SUGGESTED

Sidhu, S. D. An Intensive Course in English: A Remedial Workbook. Orient Longman: New Delhi, 1976.

Green, David. Contemporary English Grammar Structures and Composition. Macmillan: Bombay, 1970.

Tikoo, M. L., et al. Intermediate Grammar, Usage and Composition. Orient Longman: Hyderabad, 1996.

Allen, W. Stannard. Living English Structure. Orient Longman: Hyderabad, 1992.

Wren, P. C., et al. High School English Grammar and Composition. S. Chand & Co. Ltd.: New Delhi, 2012.

ANSWERS

Check Your Progress 1

- I said that Atul might arrive in the evening.
- My father said that there is only one happiness in this life, to love and to be loved.
- The teacher said that the French had defeated the English in the battle.
- You said that they had been solving puzzles.
- She said that mother did not eat meat at all.

Check Your Progress 2

- He said that he was feeling lonely that day.
- I told him that the pen is mightier than the sword.
- You told me that you would not appear in the exam that year.
- They said that they would not go for picnic the next day.
- He said that that was the play that those people wanted to stage
- He said that that was the play that those people wanted to stage there that night.

Check Your Progress 3

- (i) He said that his master was writing letters.
- (ii) He said that he had passed the examination.
- (iii) The teacher told me that I had not done my homework.
- (iv) I said that I had been ill since Monday.
- (v) He told me that I had played very well the previous day.

Check Your Progress 4

- (i) Vimal Said, "I must go away from the city because I have lost a friend here."
- (ii) Mahesh said, "I am absolutely certain that I saw him jump into the well."
- (iii) She said to him, "If you like my book, I shall give it to you."
- (iv) I said to him, "I had a very long walk and I am tired now."
- (v) The shopkeeper said to him, "Yesterday I sold you five chocolates for a rupee."

Check Your Progress 5

- (i) Viren asked Raman whether he saw what was going to happen to him through his foolish loyalty to his friend.
- (ii) Paresh asked whether nobody would tell him why she cried.
- (iii) Reemaben asked her son if he would go to the market to buy vegetables for her.
- (iv) The peon asked his boss if he should bring them. The boss replied in affirmative and got absorbed in reading.
- (v) Ram asked Nakul if he did not like to read novels.

Check Your Progress 6

- (i) He asked his father why he inquired him about his wristwatch. He added that he hadn't seen it and here was no need to question him.
- (ii) I asked Mohan if he could lend me some money. Mohan replied in negative and added that he did not have spare money.
- (iii) Samir asked his father if he had been regular in school when he had been a boy. The father replied that he had been regular.
- (iv) The soldier asked the officer whether he had any news from his brother. The officer replied in affirmative.
- (v) The policeman asked the traveller where he had sold his donkey. The traveller replied that he had sold it at the market.

Check Your Progress 7

- (i) Ramesh said to Bharat, "What are you doing?"
- (ii) She said to me, "What is your name?"
- (iii) The teacher said to Savita, "Why didn't you join the picnic?"

- (iv) The student said, "How can I pay the fees?"
- (v) The old man said, "How is the weather?"

Check Your Progress 8

- (i) The old man requested the boy to help her in crossing the road.
- (ii) I advised him to respect and follow his parents. OR I advised that he should respect and follow his parents.
- (iii) The teacher advised the boys to work hard. OR The teacher suggested that the boys should work hard.
- (iv) Atul requested me to lend him my car for two days.
- (v) The doctor advised the patient to take medicines on time. OR The doctor suggested that the patient should take medicines on time.
- (vi) The manager ordered the assistant to bring the file right then.
- (vii) The teacher allowed (or asked) the boy to come in.

Check Your Progress 9

- (i) He said to me, "Send this parcel at once."
- (ii) I said to the children, "Do not make a noise."
- (iii) I said to her, "Don't mention the incident."
- (iv) I said to the child, "Do not look down into the well."
- (v) He said to me, "Wait here till I return."

Check Your Progress 10

- (i) The captain exclaimed with joy that they had won the match.
- (ii) The old gentleman exclaimed with sorrow that he had lost his passport.
- (iii) Sanjukta exclaimed with delight that it was a very beautiful sight. OR Sanjukta exclaimed with delight that the sight was very beautiful.
- (iv) The student exclaimed with disapproval that the problem was very difficult.
- (v) The students respectfully wished their teacher good morning.
- (vi) Emma exclaimed with delight that she was very glad to meet her friend there.
- (vii) The Emperor exclaimed with sorrow that their foes were too strong.

Check Your Progress 11

- (i) She said, "May you succeed, my son!"
- (ii) He said, "What a great misery!"
- (iii) The merchant said, "Alas, I am ruined?"
- (iv) The captain said, "Hurrah, we have won the world cup!"
- (v) Asha said, "Goodbye, my friend?"
- (vi) The spectators said, "Bravo! Well played, Kalpesh!"