

UNIT: 4
GRAMMAR

DIRECT & INDIRECT
SPEECH

Simple Identification of the Direct & Indirect Speech:

- *Direct:* Purvi said, “I am very busy now.”
- *Indirect:* Purvi said that she was very busy then.

- Here, we can see that in Direct Speech, we use inverted commas(“”) to mark off the exact words of the speaker. In Indirect Speech we can't see.

- In Indirect Speech, we have used the conjunction that before the Indirect statement.

Parts of Direct Speech:

- Ex.: Direct -
Surekha said to Urvi “I saw a film.”
- Surekha: Reporter
- Said: Reporting verb
- To Urvi : Listener
- “I saw a film.” : Reported Speech
- Indirect- Surekha told Urvi that she had seen a film.

Don't change in Reported Speech:

1. **If Reported verb is in present or future tense, there will be no change in Reported Speech.(means no change in tense.)**

- Ex.: say, says, will say, shall say

- Ex.: Direct- Shifa says, "Kajal is a doctor."

- Indirect- Shifa says that Kajal is a doctor.

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2. **If Reported Speech is a truth sentence, phrase or principles of science, there will be no change in Reported speech. (means no change in tense.)**

- Ex.: Direct- The Geography teacher said, 'The earth is round.'

- Indirect- The Geography teacher said that the earth is round.

Do change in Reported Speech:

- **Simple Present Tense--- Simple Past Tense**
 - Ex- am/is/are --- was /were
- **Present Continuous Tense--- Past Continuous Tense**
 - Ex- is/are/am+ ing --- was/were+ ing
- **Present Perfect Tense--- Past Perfect Tense**
 - Ex- have/has+ past participle--- had+ past participle

- **Simple Past Tense--- Past Perfect Tense**

- Ex- Played ---- had played

- **Past Perfect Tense---- Past Perfect Tense**

- Ex- had played--- had played

- **Shall/will--- Would**

- Ex- Can--- Could

- May--- Might

- Must--- Must

- Should--- Should

- **Past Continuous Tense--- Continuous Perfect Past Tense**

- Ex- was/were+ ing--- had been+ ing

Rules for changing words in Reported Speech:

- Direct

This
These
Here
Today
Tomorrow
Yesterday
Next week
Last week
To night
Ago
Now
Come
Thus

- Indirect

That
Those
There
That day
The next day
The day before/
The previous day
The following week
The previous week
That night
Before
Then
Go
So

Rules for changing pronoun:




Subject	Object	Related Pronoun	
I	Me	My	Mine
We	Us	Our	Ours
You	You	Your	Yours
He	Him	His	His
She	Her	Her	Hers
It	It	Its	Its
They	Them	Their	Theirs

1) ASSERTIVE SENTENCE:


- Ex.,
 - Pooja said to Mahima, “I have a pen for you now.”
 - Pooja told Mahima that she had a pen for her then.

 - R. Verb: said to
----told/replied/answered/informed

 - Conjunction: that
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2) INTERROGATIVE SENTENCE:

- ❖ Ex.,
 - ❖ Disha said to Maya “Do you have a pen?”
 - ❖ Disha asked Maya if she had a pen.
 - ❖ Jasmine said to Nancy “Where have you kept my pen?”
 - ❖ Jasmine asked Nancy where she had kept her pen.

 - ❖ R. Verb: said to--- asked/inquired
 - ❖ Conjunction: if/ whether/ what/ where/
when/ why/ how...
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3) Exclamatory Sentence:

- Ex.,
- Juhi said to her father, “What a nice shirt you have!”
- Juhi exclaimed with praise to her father that he had really a nice shirt.
- Conjunction: that
- R. Verb: said to--- exclaimed with joy/ sorrow/ surprise/ anger/ praise/ disgust
- Remove words from sentence: ‘wow!’, ‘Oh!’, ‘Hurrah!’, ‘Alas’
- The word ‘very’ is to be added before an adjective.

4) Imperative Sentence:



- The teacher said to students, “Don’t play here.”
- The teacher ordered the students not to play there.
- R. Verb: said to--- ordered/ requested/ threatened/ advised/ instructed/ warned/ suggested/ proposed to
- Conjunction: to+ verb / not to+ verb
- Remove words from sentence: please, kindly, how, what
- Sentences are connected with ‘to’ or ‘not to’.
- Make Assertive Sentence.

5) Sentences that begin with ‘ LET’S ’



- I said to my friends, “Let us go to see the movie.”
- I proposed to my friends that we should go to see the movie.
- R. Verb: said to--- suggested to/ proposed to
- Conjunction: that
- ‘Let us’ is replaced by ‘they should’ or ‘we should’.

6) Sentences that begin with 'LET'

- The old man said to the inspector, "Let me sit here on this bench."
- The old man requested the inspector to let him sit there on that bench.
- R. Verb: said to--- requested
- Conjunction: to

Mix Exercises

1. The manager said to the peon, “Go and post this letter.”
 - The manager ordered the peon to go and post that letter.
2. The beggar said, “How unhappy and unlucky I am !”
 - The beggar exclaimed with sorrow that he was very unhappy and unlucky.
3. Narendrabhai said to me, “Where is your key?”
 - Narendrabhai asked me where my key was.
4. He said “What a fine bird it is !”
 - He exclaimed that it was a very fine bird.