

A COMPLETE BOOK OF DIRECT & INDIRECT SPEECH

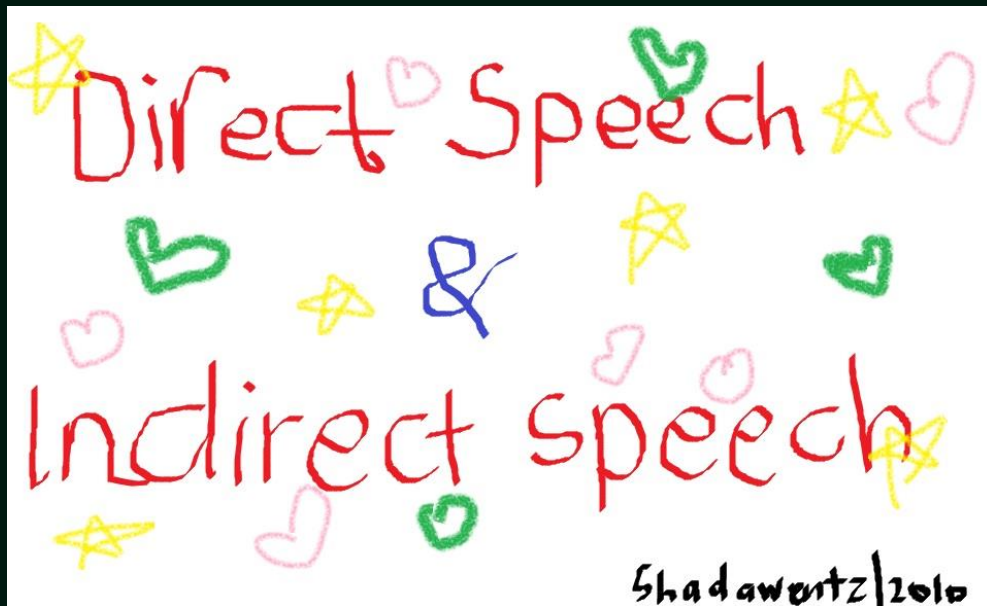
A COMPREHENSIVE AND PERFECT BOOK FOR EVERYONE,
ALL LEVELS & EVERY EXAM

By

Naveed Iqbal

(M.A English; M.B.A; Masters in Education.; PGD in TEFL; Masters In TEFL; B.Ed.; C.A Engineer)

Chief Executive, Perfect Educators Education System
Chief Executive, British Colleges
Principal, Army Public Schools and Colleges System, Baluchistan
Chief Executive, Perfect Educators Post Graduate College, Kotli(A.K)
Administrator, Virtual University of Pakistan Kotli Campus
Chief Executive, Virtual University of Pakistan Rawalakot Campus
Chief Executive, VCOMSATS, Mirpur Campus
Chief Executive, VCOMSATS, Kotli Campus
Resource person, Coordinator AIOU for TEFL, Masters in Education, MBA etc.
Chief Editor, THE PEN, International Magazine
Vis. Faculty Member AJK University
C.E, VISE: Virtual Institute of Skills & Education
R.D, Direct Assessment Services, Pakistan
IRCA Certified Lead Auditor
Ex. Principal, Army Public Schools and Colleges System, Kotli (A.K)
Ex. Principal, Army Public Schools and Colleges System, (Miranshah)
Ex. Principal, Army Public Schools and Colleges System Hajira (A.K), Hajira (A.K)



DIRECT AND INDIRECT SPEECH

What is Speech?

Speech means a talk or a dialogue between two persons.

KINDS OF SPEECH

There are two kinds of speech, namely:

1. Direct Speech
2. Indirect Speech

1. Direct Speech:

If we repeat the words of a person exactly in his own words to someone, it is called a “Direct Speech”.

Example:

Khurshid said, “I am writing a letter.”

Note: Direct Speech should be placed between the quotation marks or inverted commas.

2. Indirect Speech:

If we express the main points of the words of a person or persons in our own words with a few modifications it is called “Indirect Speech”.

Example:

Khurshid said that he was writing a letter.

Note: No ‘inverted commas’ and ‘comma’ are used in “Indirect Speech.”

Parts of Direct Speech

The sentence of ‘Direct Speech’ is divided into two parts. These are:

- (i) Reporting Speech
- (ii) Reported Speech

(i) Reporting Speech:

The speech used to introduce the Reported Speech is called the Reporting Speech.

Note: The tense of the “Reporting Speech” is not changed in the “Indirect Speech.”

Example:

Khurshid said,

(ii) **Reported Speech:**

The exact words of the speaker in inverted commas are called Reported Speech.

Example:

“I am writing a letter.”

SOME IMPORTANT TERMS RELATED TO DIRECT AND INDIRECT SPEECH

Subject:

The name of the person or thing we speak about is called the subject.

Example:

Nosheen writes a letter.

Object:

A word or a group of words which is used after transitive verb is called an object.

Example:

Nosheen writes a **letter**.

Verb:

A word used to express action, condition or existence, is known as a verb.

Example:

Nosheen **writes** a letter.

Note:

Before changing the ‘Direct Speech’ into ‘Indirect Speech’, it is necessary to have knowledge of the “Forms of verbs and Tenses”.

(Tenses on Page)

Pronoun:

The knowledge of Pronoun, Personal Pronoun and Forms of Personal Pronoun is a must before changing the Direct Speech into Indirect Speech. Their detail is given below.

WHAT IS PRONOUN?

A word used in place of noun is known as a Pronoun.

Examples:

I, we, you, he, she, it, they.

A Personal Pronoun.

A Pronoun used for three persons is known as Personal Pronoun.

1. First Person:

A Pronoun used for the Person speaking is known as the First Person.

Examples: I, we

2. Second Person:

A Pronoun used for the person spoken to is known as the Second Person.

Example: You

3. Third Person:

A Pronoun used for the person spoken of is known as the Third Person.

Examples: He, she, it, they.

FORMS OF THE PERSONAL PRONOUN

First Person (Masculine or Feminine)

	Singular	Plural
Subjective	I	we
Possessive	my, mine	our, ours
Objective	me	us

Second Person (Masculine or Feminine). (Singular or Plural)

Subjective	you
Possessive	your, yours
Objective	you

Third Person

		Singular		Plural
	Masculine	Feminine	Neuter	All Genders
Subjective	he	she	it	they
Possessive	his	her, hers	its	their, theirs
Objective	him	her	it	them

RULES FOR CHANGE OF PRONOUNS IN INDIRECT SPEECH

First Person (I, We)

Pronouns of the first person are changed into the person of the Subject of the Reporting Speech.

Example:

You said to me, "I go."

Subject First Person

You told me that you went.

Second Person (You)

Pronouns of the Second Person are changed into the pronouns of the object of the reporting speech.

Examples:

You said to me, "You go."

Object Second Person

You told me that I went.

Third Person (He, she, it, they)

Pronouns of the third person remain unchanged.

Example:

You said to me, "He goes."

Third person

You told me that he went.

Change of Names into Pronouns in Indirect Speech

If a name has been used in the Reporting Speech of Direct Speech, the Pronouns of Reported Speech will change according to that name.

It should be remembered that third person is always used instead of that name according to the following rules:

- (i) If the name is masculine as Adnan, Zahir etc., then '**he**' is used instead of the name.
- (ii) If the name is feminine as Kulsoom, Noreen etc., then '**she**' is used instead of the name.
- (iii) If there are more persons, then '**they**' is used.

- (i) Adnan said to me, "I want a pen."
Adnan told me that he wanted a pen.
- (ii) Kulsoom said to me, "I want a pen."
Kulsoom told me that she wanted a pen.
- (iii) Kulsoom said to Noreen, "We love Pakistan."
Kulsoom told Noreen that they loved Pakistan.

WORDS DENOTING TIME AND POSITION

When the reporting speech is in the past tense, certain words denoting nearness of time and place are changed into words denoting distance.

It is necessary to change the words denoting nearness to words denoting distance because, when we report the words of a person to somebody, the place and time of the reporting is changed.

So the reported speech must be in line with the modified time and place.

Word in Direct Speech	Changed into Word in Indirect Speech
This	That
These	Those
Here	There
Hither	Thither
Now	Then
Ago	Before
Today	That day
Tonight	That night
Tomorrow	The next day
	The following day
	The day after
Next day	The following day
Yesterday	The previous day
	The day before

Last night	The previous night
	The night before
The day before yesterday	The day before the previous day or two days before
The day after tomorrow	The day after the next day or in two days
Next week	The following week
Just	Then
Here	There
Thus	So
Come	Go
Hence	Thence
Next week	The following week
Next month	The following month
Next year	The following year
Good morning	
Good noon	{Greeted}
Good evening	
Good day	

Change of ‘This’, ‘Now’, ‘Here’ etc.

Normally, ‘this’ is changed into ‘that’, ‘these’ into ‘those’, ‘now’ into ‘then’ and ‘here’ into ‘there.’

Example:

- (i) **‘This’ is changed into ‘that’**
Ilyas said, “You broke this window.”
Ilyas told that you had broken that window.
- (ii) **‘These’ is changed into ‘those’**
She said, “I wrote these letters.”
She said that she had written those letters.
- (iii) **‘Here’ is changed into ‘there.’**
I said to her, “She visited here last week.”
I told her that she had visited there last week.
- (iv) **‘Now’ is changed into ‘then’**

She said to me, "I want it now."

She told me that she wanted it then.

(v) **'Tomorrow' is changed into 'the next day' or 'the following day.'**

I said to her, "I shall meet you tomorrow."

I told her that I would meet her the next day.

(vi) **'Yesterday' is changed into 'the previous day' or 'the last day.'**

I said to him, "You watched the match yesterday."

I told him that he had watched the match the previous day.

(vii) **'Good morning', 'Good evening', 'Good noon' etc. are changed into 'Greeted'.**

She said, "Good morning Sadia."

She greeted Sadia.

(viii) **'Good-bye', 'Good-night', 'Farewell' etc. are not changed.**

I said, "Good – Bye, Sadaf, I am leaving."

I said Good – Bye to Sadaf as I was leaving.

(ix) **'Madam', 'Sir' etc. are omitted in Indirect Speech and 'Respectfully' is used instead of those.**

(x) **'Yes', 'No', 'well', 'All right', 'Hello' etc. are completely omitted in the Indirect Speech.**

She said to her, "No, I shall not come today."

She told her that she would not come that day.

'This', 'Now' and 'Here' would not be changed in the following cases:

- (i) If this and here are pointing to such a thing that is present there at the time of expression, then these words would not be changed.

Examples:

He said, "They dropped him near **this** garden."

He said that they had dropped him near **this** garden.

She said, "**Here** in **this** school I studied."

She told me that **here** in **this** school she had studied.

(ii) Similarly, 'Now' is also not changed into 'then.'

Example:

The soldier says, "I shall do it now or never."

The soldier says that he will do it now or never.

Important Points about Changing the Sentences from Direct Speech into Indirect Speech

1. Direct Speech should be placed between the inverted commas and begins with a capital letter.

Example:

Tariq said, "I need help."

2. No inverted commas and comma are used in the indirect speech.

Example:

Tariq said that he needed help.

3. The tense of the Reporting Speech is not changed.
4. A conjunction is used after the Reporting Speech in Indirect Speech.

Example:

Tariq said that he needed help.

5. Tense/Pronouns/words indicating nearness of time and Position are changed.

Example:

Tariq said to me, "I want to meet you today."

Tariq told me that he wanted to meet me that day.

6. Reporting verb said + to + Noun/Pronoun is changed into told.

Example:

Roshana said to me, "I learnt the lesson."

Roshana told me that she had learnt the lesson.

RULES FOR TENSE CHANGE

(1) If the Reporting Speech is in the Present Tense

If the Reporting Speech is in the Present tense, the tense of the Reported Speech in Indirect Speech remains unchanged.

Example:

Direct Speech: I say to him, "I **bought** a pen."

Indirect Speech: I say to him that I **bought** a pen.

Direct Speech	Indirect Speech
1. I say to him, "I like you."	1. I say to him that I like him.
2. She says to her, "You are sewing the clothes."	2. She says to her that she is sewing the clothes.
3. You say to them, "He has broken the pen."	3. You say to them that he has broken the pen.

4. He says to her, "I have been waiting for you for two hours.	4. He says to her that he has been waiting for her for two hours.
5. They say to me, "You told a lie."	5. They say to me that I told a lie.
6. Aisha says to them, "You were teasing me."	6. Aisha says to them that they were teasing her.
7. He says to us, "You had won the match."	7. He says to us that we had won the match.
8. I say to him, "I had been writing a letter for ten minutes."	8. I say to him that I had been writing a letter for ten minutes.
9. They say to her, "You will invite us."	9. They say to her that she will invite them.
10. You say to me, "You will be playing."	10. You say to me that I shall be playing.
11. He says to me, "He will have gone."	11. He says to me that he will have gone.
12. She says to us, "You will have been eating an ice cream for thirty minutes."	12. She says to us that we shall have been eating an ice cream for thirty minutes.

(2) If the Reporting Speech is in the Future Tense.

If the Reporting Speech is in the Future tense, the tense of the Reported Speech in Indirect Speech remains unchanged.

Example:

Direct Speech: I shall say to him, "I bought a pen."

Indirect Speech: I shall say to him that I bought a pen.

Direct Speech	Indirect Speech
1. I shall say to him, "You pray five times a day."	1. I shall say to him that he prays five times a day.
2. She will say to her, "They are making lame excuses."	2. She will say to her that they are making lame excuses.
3. He will say to him, "You have made a mistake."	3. He will say to him that he has made a mistake.
4. She will say to me, "I have been writing a poem for three hours."	4. She will say to me that she has been writing a poem for three hours.
5. They will say to us, "You did well."	5. They will say to us that we did well.
6. You will say to me, "You were inviting me."	6. You will say to me that I was inviting you.
7. They will say to her, "You had killed a rat."	7. They will say to her that she had killed a rat.
8. He will say to them, "He	8. He will say to them that he had

had been teaching English for five years.”	been teaching English for five years.
9. They will say to me, “We shall win.”	9. They will say to me that they will win.
10. He will say to her, “She will be quarrelling.”	10. He will say to her that she will be quarrelling.
11. They will say to us, “You will have completed the work.”	11. They will say to us that we shall have completed the work.
12. She will say to them, “They will have been watering the plants since morning.”	12. She will say to them that they will have been watering the plants since morning.

(3) If the Reporting Speech is in the Past Tense

If the Reporting Speech is in the Past Tense, the tense of the Reported Speech in Indirect Speech will change according to the following table.

Direct Speech	Indirect Speech
Present Indefinite	Past Indefinite
Present Continuous	Past Continuous
Present Perfect	Past Perfect
Present Perfect Continuous	Past Perfect Continuous
Past Indefinite	Past Perfect
Past Continuous	Past Perfect Continuous
Past Perfect	No Change
Past Perfect Continuous	No Change
Future Indefinite	Future Conditional (‘Will’ and ‘shall’ of all the kinds of the Future Tense will change into “Would.”)
Future Continuous	
Future Perfect	
Future Perfect Continuous	
May	Might
Can	Could
Must	Had to

(i) If the Reporting Speech is in Past Tense and the verb of the Reported Speech is in Present Indefinite Tense, it will change into Past Indefinite tense in Indirect Speech.

Direct Speech	Indirect Speech
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1. I said to him, "I like you."	1. I told him that I liked him.
2. You said to me, "I offer my prayers regularly."	2. You told me that you offered your prayers regularly.
3. She said to them "You make a noise."	3. She told them that they made a noise.
4. They said to me, "We take tea."	4. They told me that they took tea.
5. Alia said to her, "I take exercise daily."	5. Alia told her that she took exercise daily.

(ii) **If the Reporting Speech is in Past tense, and the verb of the Reported Speech is in Present continuous tense, it will change into Past continuous tense in Indirect Speech.**

Direct Speech	Indirect Speech
1. I said to him, "You are taking the exam."	1. I told him that he was taking the exam.
2. She said to me, "They are cutting the tree."	2. She told me that they were cutting the tree.
3. You said to him, "You are watching T.V."	3. You told him that he was watching T.V.
4. She said to me, "I am doing my work."	4. She told me that she was doing her work.
5. They said to them, "She is cooking the food."	5. They told them that she was cooking the food.

(iii) **If the Reporting Speech is in Past tense, and the verb of the Reported Speech is in Present Perfect Tense, it will change into Past Perfect tense in Indirect Speech.**

Direct Speech	Indirect Speech
1. He said to me, "I have won the match."	1. He told me that he had won the match.
2. She said to us, "You have eaten the cake."	2. She told us that we had eaten the cake.
3. They said to me, "You have killed a lion."	3. They told me that I had killed a lion.
4. She said to them, "You have broken the glass."	4. She told them that they had broken the glass.
5. Hina said to her, "They have	5. Hina told her that they had

deceived me.”	deceived her.
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- (iv) **If the Reporting Speech is in Past tense, and the verb of the Reported Speech is in Present Perfect Continuous tense, it will change into Past Perfect Continuous Tense in Indirect Speech.**

Direct Speech	Indirect Speech
1. She said to me, “I have been helping him for two hours.”	1. She told me that she had been helping him for two hours.
2. You said to them, “I have been doing my home work for two hours.”	2. You told them that you had been doing your home work for two hours.
3. He said to me, “She has been teaching in this school for two years.”	3. He told me that she had been teaching in that school for two years.
4. I said to him, “I have been playing cricket for three hours.”	4. I told him that I had been playing cricket for three hours.
5. They said to them, “We have been calling you since noon.”	5. They told them that they had been calling them since noon.

- (v) **If the Reporting Speech is in Past tense, and the verb of the Reported Speech is in Past Indefinite tense, it will change into Past Perfect tense in Indirect Speech.**

Direct Speech	Indirect Speech
1. I said to him, “I built a house.”	1. I told him that I had built a house.
2. She said to them, “You wasted your time.”	2. She told them that they had wasted their time.
3. Saeed said to him, “He did wrong.”	3. Saeed told him that he had done wrong.
4. She said to them, “I missed the train.”	4. She told them that she had missed the train.
5. I said to her, “They spoke the truth.”	5. I told her that they had spoken the truth.

- (vi) **If the Reporting Speech is in Past tense, and the verb of the Reported Speech is in Past Continuous tense, it will change into Past Perfect Continuous tense in Indirect Speech.**

Direct Speech	Indirect Speech
1. They said to them, "You were flying kites."	1. They told them that they had been flying kites.
2. She said to me, "They were not paying attention."	2. She told me that they had not been paying attention.
3. Faheem said to me, "I was driving fast yesterday."	3. Faheem told me that he had been driving fast the previous day.
4. I said to him, "You were not doing your duty."	4. I told him that he had not been doing his duty.
5. He said to her, "They were weeping bitterly."	5. He told her that they had been weeping bitterly.

- (vii) **If the Reporting Speech is in Past Tense, and the verb of the Reported Speech is in Past Perfect Tense or Past Perfect Continuous Tense, the tense of the Reported Speech will not change in Indirect Speech.**

Direct Speech	Indirect Speech
1. She said to her mother, "You had cooked nice food."	1. She told her mother that she had cooked nice food.
2. They said to him, "We had always helped you."	2. They told him that they had always helped him.
3. She said to me, "You had written a nice poem."	3. She told me that I had written a nice poem.
4. They said to us, "You had been following us for two hours."	4. They told us that we had been following them for two hours.
5. Adil said to me, "You had not been learning your lesson for two days."	5. Adil told me that I had not been learning my lesson for two days.
6. My friend said to him, "She had been singing since evening."	6. My friend told him that she had been singing since evening.

- (viii) **If the Reporting Speech is in Past tense, and the verb of the Reported Speech is in Future Indefinite Tense, Future Continuous Tense, Future Perfect tense or Future Perfect Continuous Tense, we shall just change the helping verbs ‘will’ and ‘shall’ into ‘would’.**

Direct Speech	Indirect Speech
1. She said to me, “I shall go tomorrow.”	1. She told me that she would go the next day.
2. He said to me, “They will win the match.”	2. He told me that they would win the match.
3. I said to her, “You will help me.”	3. I told her that she would help me.
4. He said to her, “They will be batting first.”	4. He told her that they would be batting first.
5. She said to her, “You will be eating an apple.”	5. She told her that she would be eating an apple.
6. He said to them, “I shall be writing an essay.”	6. He told them that he would be writing an essay.
7. She said to them, “It will have rained.”	7. She told them that it would have rained.
8. I said to her, “You will not have written a letter.”	8. I told her that she would not have written a letter.
9. He said to him, “They will have raised slogans.”	9. He told him that they would have raised slogans.
10. Amna said to him, “You will have been suffering from fever for five days.”	10. Amna told him that he would have been suffering from fever for five days.
11. Shahid said to them, “I shall have been preparing for the exam for ten days.”	11. Shahid told them that he would have been preparing for the exam for ten days.
12. My mother said to my sister, “You will have been sleeping since noon.”	12. My mother told my sister that she would have been sleeping since noon.

THE SENTENCES THAT ARE NOT CHANGED

- (a) **Reported Speech expressing a universal truth or habitual fact is not changed.**

Direct Speech	Indirect Speech
1. The teacher said, “Honesty is the best policy.”	1. The teacher said that honesty is the best policy.

2. "The earth moves round the sun," The scientist said.	2. The scientist said that the earth moves round the sun.
3. My brother said, "I prefer hot tea."	3. My brother said that he prefers hot tea.
4. My father said, "Union is strength."	4. My father said that union is strength.
5. John Keats said, "A thing of beauty is a joy forever."	5. John Keats said that a thing of beauty is a joy forever.

(b). The past indefinite Tense and the Past Continuous Tense are not changed in the following cases:

(i) A Past historical event

Direct Speech	Indirect Speech
1. My teacher said, "Pakistan got freedom in 1947."	1. My teacher said that Pakistan got freedom in 1947.
2. He said, "Pakistan Resolution was passed in 1940."	2. He said that Pakistan Resolution was passed in 1940.

(ii) An improbable condition

1. "If I had bicycle, I could lend you", Asad said to me.	1. Asad told me if he had bicycle, he could lend me.
---	--

(iii) A past habit or custom

1. "I always longed for riches," he said to me.	1. He told me that he always longed for riches.
---	---

(iv) Time clauses

1. "When he went there, Saim was watering the plants," Aahad said to Robina.	1. Aahad told Robina that when he went there, Saim was watering the plants.
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CHANGING DIFFERENT KINDS OF SENTENCES FROM DIRECT SPEECH INTO INDIRECT SPEECH

Before learning how to change the sentences of different kinds from Direct Speech into Indirect Speech, it is necessary to know about sentence and its different kinds.

What is a Sentence?

A sentence is a group of words which makes complete sense.

Examples:

Peshawar is a big city.

Greed is curse.

Kinds of Sentences

Sentences are divided into five kinds, namely:

1. Declarative Sentence
2. Interrogative Sentence
3. Imperative Sentence
4. Exclamatory Sentence
5. Optative Sentence

1. Declarative Sentence

A sentence that states or declares something is called an Assertive or Declarative Sentence.

Examples:

Islamabad is the capital of Pakistan.

Pushto is spoken in NWFP.

2. Interrogative Sentence

A sentence that asks a question is called an Interrogative sentence.

Examples:

Do you like chocolate?

Where is my pen?

3. Imperative Sentence

A sentence that expresses a command, a request, an entreaty or suggestion is called an Imperative Sentence.

Examples:

(a) Request

Please help me.

(b) Command

Get out.

(c) Suggestion

What about a friendly match?

4. Exclamatory Sentence

A sentence that expresses some strong sudden feeling is called an Exclamatory Sentence.

Examples:

What the hell!

How different the paper pattern is!

5. Optative Sentences

A sentence that expresses a wish, probability or supposition is called an Optative sentence.

Examples:

I wish I were a doctor.

CHANGING SENTENCES FROM DIRECT SPEECH INTO INDIRECT SPEECH

1. DECLARATIVE SENTENCES OR STATEMENTS

Basic Rules

- (i) Reporting verb Said + to + noun /pronoun is changed into told if Reporting Speech is in Past tense.
- (ii) That is used in Reported Speech in Indirect Speech.
- (iii) The words like tense, pronoun and words expressing nearness are changed as explained in the previous pages.

Direct Speech	Indirect speech
1. They say, "We get up early in the morning."	1. They say that they get up early in the morning.
2. She said to me, "I am working now."	2. She told me that she was working then.
3. He said to me, "God helps those who help themselves."	3. He told me that God helps those who help themselves.
4. She will say to her, "I love my country."	4. She will say to her that she loves her country.
5. The teacher said, "God is one."	5. The teacher said that God is one.

2. QUESTION OR INTERROGATIVE SENTENCES

There are two types of interrogative sentences:

- (i) Those sentences starting with helping verbs such as is, are, am, was, were, can, could, will, would, shall, should, may, might, do, did, has, have, had, etc.
- (ii) Those sentences starting with which, why, who, when, where, what, how, etc.

Basic rules:

- (i) Reporting verb (say) is changed into ask/ enquire/ demand/ wonder/ want/ to know/ question/ interrogate. Usually ask/ asked is used in place of say/ said in indirect speech.

Example:

He said to me, “-----?”

He asked me, -----.

- (ii) The interrogative form of the sentences must be turned into a statement.

Example:

He said to me, “Why are you weeping?”

He asked me why I was weeping.

- (iii) “That’, ‘if’ or ‘whether’ is not used with
who/when/whose/what/which/when/why/where/how

Example:

He said to me, “why are you weeping?”

He asked me why I was weeping.

- (iv) ‘Whether’ or ‘if’ must be used in reported speech in the interrogative sentences
starting with helping verbs
(is/are/am/was/were/can/could/will/would/shall/should/may/might/
do/did/has/ have)

Example:

He said to me, “Are you playing?”

He asked me if I was playing.

- (v) Words relating to tense/ pronouns/nearness are changed.

i. Interrogative Sentences starting with is/are/am/was/were/can etc.

In this type of Interrogative Sentences, in addition to other changes expressed in ‘Basic Rules’ we use ‘if’ or ‘whether’ in the very beginning of Reported Speech in Indirect Speech.

Direct Speech	Indirect Speech
1. He said to me, “Are you happy?”	1. He asked me if I was happy.
2. She said to me, “Do you know?”	2. She asked me if I knew.

know me?"	her.
3. You said to them, "Will you come tomorrow?"	3. You asked them if they would come the next day.
4. Ali said to me, "Did you help him?"	4. Ali asked me if I had helped him.
5. I said to her, "Have you finished your work?"	5. I asked her if she had finished her work.

ii. Interrogative Sentences starting with which, why, who, when, where, what, how.

In this type of interrogative sentences, changes are made according to the Basic Rules. The point to remember in this type of sentences is that we do not use 'that', 'if', 'whether' etc. in the Indirect Speech of such sentences.

Direct Speech	Indirect Speech
1. He said to me, "How are you?"	1. He asked me how I was.
2. She said to her, "Who are you?"	2. She asked her who she was.
3. They said to them, "Why were you weeping?"	3. They asked them why they had been weeping.
4. I said to him, "When will you come?"	4. I asked him when he would come
5. She said to her friend, "Where have you kept my pen?"	5. She asked her friend where she had kept her pen.

3. IMPERATIVE SENTENCES

Basic Rules

- (i) Reporting verb is changed into a verb indicating a command / request /advice etc. according to the following table.

(a) Idea or feeling	Related verb
(b) Command	Command, order, tell,
(c) Request	Request, beg, ask, implore, entreat,

	desire, beseech, solicit
(d) Advice	Advice, urge, exhort, forbid, persuade , incite,
(e) Prohibition	Forbid
(f) Suggestion	suggest

(ii) Negative commands and advices are expressed in reported speech by using to + infinitive.

Example:

She said to me, “Don’t waste your time.”
She advised me not to waste my time.

(iii) The verb in the reported speech is changed into infinitive.

Example:

She said to me, “Teach me English.”
She requested me to teach her English.

(iv) Sentences with ‘let’ can be turned into reported speech in three methods.

- (a) Suggest / propose + Gerund
- (b) Suggest / propose + Infinitive
- (c) Suggest / propose + that clause

Example:

My brother said to me, “Let us go for a walk.”

- (a) My brother suggested going for a walk.
- (b) My brother proposed to go for a walk.
- (c) My brother suggested that we should go for a walk.

(v) The tense and pronouns must be changed according to the Basic Rules expressed in the previous pages.

Direct Speech	Indirect Speech
1. He said to me, “Please help me.”	1. He requested me to help him.
2. My teacher said to me, “Get out.”	2. My teacher ordered me to get out.
3. My mother said to me, “Don’t waste you time.”	3. My mother advised me not to waste my time.
4. My friend said, “Sell the old bicycle.”	4. My friend suggested selling the old bicycle.
5. My sister said to me, “Apply for the post.”	5. My sister suggested that I should apply for the post
6. “Don’t call her names,” I said to Hameed.	6. I implored Hameed not to call her names.
7. The teacher said to the students, “Complete your	7. The teacher directed the students to complete their assignments in time.

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| <p>assignments in time.”</p> <p>8. The teacher said to the student, “Keep working with the same spirit.”</p> <p>9. She said to me, “Let us have a chat.”</p> <p>10. Ahmad said to me, “Let me take your book for exam.”</p> <p>11. My uncle said to me, “Don’t pluck the flowers.”</p> | <p>8. The teacher encouraged the student to keep working with the same spirit.</p> <p>9. She proposed to me that we should have a chat.</p> <p>10. Ahmad requested me to take my book for exam.</p> <p>11. My uncle forbade me to pluck the flowers.</p> |
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4. OPTATIVE SENTENCES

Basic Rules:

1. These sentences usually start with ‘may’ ‘would that’ etc. Reporting verb in optative sentences may be changed like this: wish/ pray/ long for/ desire.
2. That is used in Reported Speech in Indirect Speech.
3. Changes in pronoun, tense etc. are made according to the rules explained in the previous page.

Direct Speech	Indirect Speech
1. I said, “May you pass your exam!”	1. I prayed that you might pass your exam.
2. She said, “May God help you!”	2. She prayed that God might help you.
3. My mother said to me, “May you live long!”	3. My mother prayed for me that I might live long.
4. I said would that I had passed the exam!”	4. I wished that I had passed the exam.
5. He said, “Would that I were a doctor!”	5. He wished that he had been a doctor.
6. She said, “Would that I had prepared for the exam!”	6. She wished that she had prepared for the exam.

5. Exclamatory Sentences

Basic Rules

- (i) The reporting verb is changed in the following manner:

Exclaim + with + joy / sorrow / fear / anger / wonder / surprise / pain / applaud / regret / curse / cry out /

- (ii) Words like what, how are omitted in Reported Speech
- (iii) Interjections/Exclamations like hurrah/ alas/ lo / bravo are replaced by adverbs.
- (iv) For salutation at the time of meeting you may use:
Wish + good morning / evening / night / good luck
And at the time of departure you may use:
Bid + good bye + to + object

Direct Speech	Indirect Speech
1. I said, "What a beautiful watch it is!"	1. I exclaimed with wonder that it was a very beautiful watch.
2. She said, "What a great fool I am to believe his promises!"	2. She exclaimed with regret that she was indeed a great fool to believe his promises.
3. She said, "What a tragedy that she has died!"	3. She exclaimed with sorrow that she had died."
4. He said to me, "What a stupid thing you have done!"	4. He exclaimed with regret that I had really done a stupid thing.
5. She said to me, "How long I have waited for him!"	5. She exclaimed with disappointment that she had waited long for him.
6. My friend said, "Bravo! What a result you have shown!"	6. My friend applauded that I had shown a good result.
7. I said, "Alas! I have failed."	7. I exclaimed with sorrow that I had failed.
8. We said, "Hurrah! We have won the match."	8. We exclaimed with joy that we had won the match.
9. Suraya said, "Aha! I have bought new clothes."	9. Suraya exclaimed with joy that she had bought new clothes.
10. Congratulations! You are selected in Cadet College, "I said to Shoaib."	10. I congratulated Shoaib on his being selected in Cadet College.

EXERCISE

Q.1.a. Multiple choice – Indirect Narration.

(Note: The first choice of every sentence is correct.)

- (i) He says to me, "I like you."
1. He says to me that he likes me.
2. He says to me if he likes me.
3. He says to me that I like him.
- (ii) She will say to her, "I am taking my exam."
1. She will say to her that she is taking her exam."
2. She will say to her that she will be taking her exam.
3. She will say to her that she would be taking her exam.
- (iii) They said to me, "We are doing our duty."
1. They told me that they were doing their duty.
2. They told me that they had been doing their duty.
3. They told me that they were doing our duty.
- (iv) He said to me, "I waited for you."
1. He told me that he had waited for me.
2. He told me that he was waiting for me.
3. He told me that I had been waiting for you.
- (v) She said to her, "I was preparing tea."
1. She told her that she had been preparing tea.
2. She told her that she was preparing tea.
3. She told her the she would be preparing tea.
- (vi) They said to them, "He will be watering the plants."
1. They told them that he would be watering the plants.
2. They told them that he will be watering the plants.
3. They told them that he shall be watering the plants.
- (vii) She said to him, "How are you?"
1. She asked him how he was.
2. She told him how he was.
3. She asked him how he had been.
- (viii) I said to him, "Do you know me?"
1. I asked him if he knew me.
2. I asked him did he know me.
3. I asked him if he knows me.
- (ix) Ali said to me, "Did you go there yesterday?"
1. Ali asked me if I had gone there the previous day.
2. Ali asked me that I had gone there the previous day.
3. Ali asked me that I had gone there yesterday.
- (x) The teacher said to the class, "God is one."
1. The teacher told the class that God is one.
2. The teacher tells the class that God is one.
3. The teacher told the class God is one.
- (xi) Asim said, "Hurrah" I have won the match."
1. Asim exclaimed with joy that he had won the match.
2. Asim told that he had won the match.
3. Asim told that he has won the match.

- (xii) Nazish said, "Alas! I have failed."
1. Nazish exclaimed with sorrow that she had failed.
2. Nazish told that she has failed.
3. Nazish exclaimed with sorrow that she has failed.
- (xiii) They said to us, "Don't waste your time."
1. They advised us not to waste our time.
2. They told us not to waste our time.
3. They advised us not to waste their time.
- (xv) She said to me, "Please help me."
1. She requested me to help her.
2. She told me to help her.
3. She ordered me to help her.
- (xvi) My father said to me, "May you live long!"
1. My father prayed for me that I might live long.
2. My father prayed for me that I may live long.
3. My father told me that I might live long.
- (xvii) Bilal said, "Would that I were a doctor!"
1. Bilal wished that he had been a doctor.
2. Bilal told that he had been a doctor.
3. Bilal wished that he was a doctor.
- (xviii) She said to me, "Let us sing."
1. She proposed to me that we should sing.
2. She told me to sing.
3. She proposed to me to sing.