### **Easy Notes**

# Direct and Indirect Speech

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### **Direct Speech:**

Direct Speech is the report of the speaker using his own words exactly.

Direct Speech is the repetition of the person's words directly.

Direct Speech is the group of unchanged words presented as they are, with quotation marks.

**Example:** David said, "She listens to music."

### **Indirect Speech:**

Indirect Speech is the report of what another person said, told or asked.

Indirect Speech is the content which is expressed in our own words, without quotation marks.

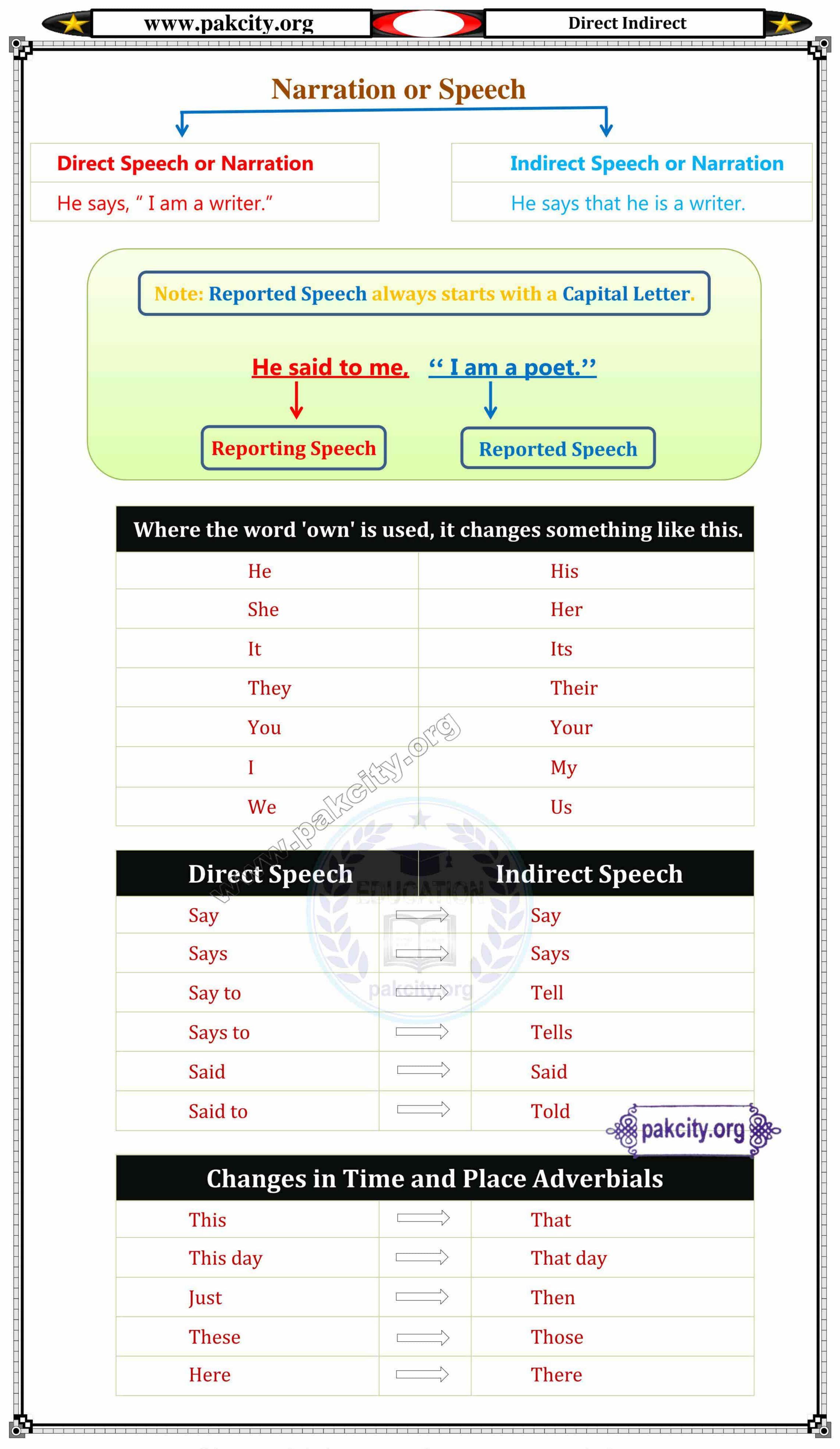
Indirect Speech is the conveyance of the statement without changing its meaning.

**Example:** David said that she listened to music.

Pronoun in change		
He	Him	
She	Her	
It	Its	
They	Them	
I	Me	
You	Your	
We	Our, Us	

Types of Person		
	Singular	Plural
1st Person	I pakcity.org	We
2 <sup>nd</sup> Person	You	You
3 <sup>rd</sup> Person	He, She, It, Any Name	They, Two or more names

1–1 <sup>st</sup> person 2–2 <sup>nd</sup> person 3–3 <sup>rd</sup> person	Types of Person  SON  1 2 3	S – Subject O - Object N–No change	
Subject	1st person (I, We) changes according to the subject of the reported verb		
Object	2 <sup>nd</sup> person (You) changes according to the object of the reported verb		
No Change	3 <sup>rd</sup> person (He, She, It, They) No change		





Thus	So	
Now	Then	
Today	That day	
Yet	Till then	
Yesterday	The previous day	
Tomorrow	The next day	
Ago	Before	
Tonight	That night	
Next day	The following day	
Next day	The following week	
Next year	The following year	
Last year	The previous year	
Last night	Previous night	
At the moment	That moment	

Changes in Tenses		
Present indefinite (Do/ Does)		Past indefinite (Did/past form of main verb)
Present Continuous (is, am, are)		Past continuous (was, were)
Present perfect (Has, have)		Past perfect (Had)
Present Perfect Continuous (has been, have been)		Past Perfect Continuous (had been)
Past indefinite ( Did )		Past perfect (Had + Past Participle)
Past continuous (was, were)		Past Perfect Continuous (had been)
Past perfect (Had)		No Change
Past Perfect Continuous (had been)		No Change
Future tense ( will, shall, might, can)		Should, would, might

# Note:

- " "Inverted comma is used.
- . comma is used.
- After the comma the first letter is capitalized.



# **Assertive Sentences:**

"A simple statement can be called an Assertive Sentence."

It is also known as Declarative, Statement or Affirmative

Sentence.

An assertive sentence denotes statements, declarations and facts.

## Example:

I have a pen.

I do not love you.

**Note**: These sentences end with full stop (.)

Reporting Verb for Assertive Sentence in Direct Speech	Direct Spee	ch	Ind	lirect Speech
<b>Present Tense</b>	Say		$\Rightarrow$	Say
<b>Present Tense</b>	Says	A SA	$\Rightarrow$	Says
Present Tense	Say to		$\Rightarrow$	Tell
Present Tense	Says to			Tells
Past Tense	Said		$\Rightarrow$	Said
Past Tense	Said to		$\Rightarrow$	Told
Past Tense	Told		$\Rightarrow$	Told

After say to or said to there must be an object. Like as say to me or said to me.

For example: My mother said to me, "The earth is round."

After say or said there will be no object. For example: David said, "Adam is not well."

### General Rules for Assertive Sentence:

- 1. After Reporting Verb remove Comma (,)
- 2. After Reporting Verb use that
- 3. Inverted Commas ("") of Reported Speech also remove
- 4. Change the First Capital Letter of Reported Speech to Small Letter
- 5. Change pronouns, verbs and adverbs properly

### **Examples of Assertive sentence:**

Direct: She said, "I have a pen."

Indirect: She said that she had a pen.

Direct: He said, "I have written a letter."

Indirect: He said that he had written a letter.

Direct: The boy said, "I shall go to school today."

Indirect: The boy said that he would go to school that day.

Direct: My mother said to me, "The earth is round."

Indirect: My mother told me that the earth is round.



Direct: He will say, "He is ill."

Indirect: He will say that he is ill.

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Direct: Adam said to me, "David is writing a book."

Indirect: Adam told me that David was writing a book.

Direct: He said, "John has completed his work."

Indirect: He said that John had completed his work.

Direct: He said, "It has been raining since morning."

Indirect: He said that it had been raining since morning.

Direct: The mother said, "It is a very fine morning."

Indirect: The mother said that it was a very fine morning.

Direct: He said, "The father wrote a letter to his son."

Indirect: He said that the father had written a letter to his son.

Direct: He said to us, "The dog was barking in the night."

Indirect: He told us that the dog had been barking in the night.

Direct: She said, "Sofia had been learning for two hours."

Indirect: She said that Sofia had been learning for 3 hours.

Direct: The little boy said, "The sun is rising in the east."

Indirect: The little boy said that the sun was rising in the east.

Direct: He said to the boys, "The teacher is very angry."

Indirect: He told that boys that the teacher was very angry.

# Interrogative Sentences:

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

# Example:

- What is your name?
- ➤ Is it your pen?
- > Are they your friends?

# **General Rules for Assertive Sentence:**

#### 1. Reporting Verb

Say / Say to Ask
Says / Says to Asks
Said / Said to Asked

- 2. No use of that in Indirect speech, use of whether / if in Indirect speech
- 3. Remove Commas and Inverted commas
- 4. **Question mark (?)** in direct speech will change to **Full Stop (.)** *Interrogative sentence in reported speech changes to Affirmative sentence.*
- 5. Wh family are written as they come
- 6 Pronouns, Tenses and Certain words are changed.

Direct: I said to him, "What are you doing?"

Indirect: I asked him what he was doing.

Direct: The man said to me, "What is your name?"

Indirect: The man asked me what my name was.

# **Imperative Sentences:**

A sentence which expresses command, request, advice, or suggestion is called an **imperative sentence**.

#### For Example:

- > Open the door.
- Please help me.
- > Learn your lesson.

#### Rules for Assertive Sentence:

### 1. Reported Verb

Said / Said to Requested, ordered, suggested, advised, warned etc

- 2. Remove comma, quotation marks and use to or not to
- 3. Change pronouns, verbs and adverbs properly





- 4. Remove Please and use reported verb requested
- 5. If sentence begins with Let's then three changes occur
  - Remove Let's then use reported verb suggested
  - Use conjunction that
  - > Begin the sentence with they should (because Let's means we shall )

# **Examples of Imperative sentence:**

Direct: He said, "Open the door."

Indirect: He ordered to open the door.

Direct: My son said to me, "Please buy me a coat."

Indirect: My son requested me to buy him a coat.

Direct: The doctor said to me, "walk in the morning."

Indirect: The doctor advised me to walk in the morning.

Direct: The teacher said, "Complete your work on time."

Indirect: The teacher advised to complete my work on time.

Direct: The teacher said to him, "Get out"

Indirect: The teacher ordered him to get out.

Direct: He said, "Don't tell a lie."

Indirect: He forbade to tell a lie.

Direct: The teacher said to Robert, "Sit down."

Indirect: The teacher ordered Robert to sit down.

Direct: The teacher said, "Sit down, Robert."

Indirect: The teacher ordered Robert to sit down.

Direct: The doctor said to me, "Do not smoke"

Indirect: The doctor advised me not to smoke.

Direct: Sofia said, "Play with your toys, Maria."

Indirect: Sofia asked Maria to play with her toys.

Direct: He said to me, "Bring a glass of water."

Indirect: He ordered me to bring a glass of water.

Direct: He said to me, "Please give me glass of water."

Indirect: He requested me to give him a glass of water.

Direct: The teacher said to student, "do not waste time"

Indirect: The teacher advised the students not to waste time.

Direct: He said, "Open the door"

Indirect: He ordered to open the door.

**Direct Indirect** 

**Direct Indirect** 

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# **Exclamatory Sentences:**

A sentence which expresses joy or sorrow or wonder is called an **exclamatory sentence**.

#### For Example:

- Hurrah! We won the match.
- ➤ Alas! I failed the test.
- Wow! What a nice shirt it is.



## Rules for Exclamatory Sentence:

- 1. In Exclamatory sentences the reporting verb is changed into exclaimed with joy / sorrow / surprise / wonder / regret / applause / contempt / praised
- 2. Use of that in place of comma & inverted commas
- 3. Convert exclamatory into assertive, wherever necessary
- 4. Change pronouns, verbs and verbs properly
- 5. Change tenses properly

Reported Speech, Exclamatory Sentence		
Hurrah!		Exclaimed with joy
Alas!		Exclaimed with sorrow
Ah!, Oh!		Exclaimed with surprise
Good heavens!		Exclaimed with surprise
Well done!, Bravo!		Praised / applauded + Object, saying
(1 ))		That

### **Examples of Exclamatory sentence:**

Direct: He said, "Alas! I am ruined."

Indirect: He exclaimed with sorrow the he was ruined.

Direct: He said, "Hurrah! my old friend has come"

Indirect: He exclaimed with joy that his old friend had come.

Direct: She said, "Alas! I lost my cellphone"

Indirect: She exclaimed with sorrow that she had lost her cellphone.

Direct: She said, "Hurrah! I am selected for the job"

Indirect: She exclaimed with joy that she was selected for the job.

Direct: They said, "Good God! the man has come to life again."

Indirect: They exclaimed with surprise that the man had come to life again.

Direct: He said to his son, "Bravo! You played well."

Indirect: He **praised** his son saying that he had played well.

Direct: She said, "Sorry, I spoiled your plan."

Indirect: She exclaimed with regret that she had spoiled my plan.

Direct: He said, "What a lovely garden it is!"

Indirect: He exclaimed that it was a very lovely garden.



# **Optative Sentences:**

Optative sentences are used to express wishes, prayer, blessings, curses, and desires for someone or something.

#### For Example:

- May you live long
- May you be successful in your life
- May your enemy go to hell

## Rules for Optative Sentence:

- Said Prayed / Whished
  Says Prays / Wishes
- 2. Use of **that** in place of **comma & inverted commas**. Not use in case of Good Morning!, Good Afternoon!, Good Evening!, Good Night!, Good Bye!, Farewell!
- 3. Pronouns, Tenses and certain words are changed.
- 4. Optative form is changed into Assertive form.

## **Examples of Optative sentence:**

Direct: He said to me, "May you live long."

Indirect: He wished that I might live long.

Direct: The priest said, "May the child recover soon!"

Indirect: The priest prayed that the child might recover soon.

Direct: She said to me, "May you get grand success!"

Indirect: She wished me that I might get grand success.

Direct: He said, "Oh that! My mother should have come by now."

Indirect: He wished that his mother should have come by then.

Direct: David said to me, "Good morning! How are you?"

Indirect: David wished me good morning and asks how I was.

Direct: She said to me, "Would you please give me your pen."

Indirect: She requested me to give her my pen.

Direct: She said, "Would that I were a princess."

Indirect: She wished that she had been a princess.

Direct: She said, "May I get a good job."

Indirect: She prayed that she might get a good job.

Direct: The mother said, "May God bless you with a son."

Indirect: The mother prayed for me that God might bless me with a son.

Direct: He said to me, "May you live long!"

Indirect: He wished that I might live long.

Direct: She said, "May your enemy go to hell!"

Indirect: She cursed that my enemy might go to hell.



**Direct Indirect** 

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Direct: They said to the couple, "Happy conjugal life!"

Indirect: They wished the couple happy conjugal life.

Direct: My friend said to me, "Good morning, I am happy to see you!"

Indirect: My friend wished me good morning and said that he was happy to see me.

Direct: The hermit said to him, "May you live long!"

Indirect: The hermit **wished** him to he might live long.

Direct: The son said, "Good morning Mamma!"

Indirect: The son wished good morning to Mamma.



