

Direct and Indirect Narrations

Or

Direct and Indirect Speech

Direct ↔ بلا واسطہ / براہ راست

Indirect ↔ بالواسطہ

Narrations ↔ تذکرہ / بیان

Speech ↔ گفتگو / بیان

Direct and Indirect Narration / Speech



بلا واسطہ اور بالواسطہ بیان

کسی شخص کی بات کو دوسروں کے سامنے بیان کرنے کے دو طریقے ہیں۔

1. Direct speech

2. Indirect speech

1. جب ہم کسی شخص کے منہ سے نکلے ہوئے الفاظ کو ہو بہو ہر ا دیں / حقیقی الفاظ کو کلام بلا واسطہ (Direct Speech) کہتے ہیں۔

نوٹ: کسی شخص کے کہے گئے اصل الفاظ کو **Inverted Commas** (“ ”) کے اندر لکھا جاتا ہے۔

پہلی قسم ڈائریکٹ سپیچ (Direct Speech) فقرات کے دو حصے ہوتے ہیں:

i. Commas سے باہر والے حصے کو reporting speech (رپورٹنگ سپیچ) کہا جاتا ہے۔

ii. Commas کے اندر والے حصے کو reported speech (رپورٹڈ سپیچ) کہا جاتا ہے۔

Note: Reported Speech always starts with a Capital Letter.**He said to me, “I am a poet.”****Reporting Speech** (رپورٹنگ سپیچ)**Reported Speech** (رپورٹڈ سپیچ)

2. جب ہم کسی شخص کے منہ سے نکلے ہوئے الفاظ کو ہو بہو بیان نہیں کرتے بلکہ اُس میں تھوڑا سا بدل کر اس کا مطلب بیان کریں تو اس کو کلام بالواسطہ (Indirect Speech) کہتے ہیں۔

(Direct Speech) ڈائریکٹ سپیچ کو (Indirect Speech) ان ڈائریکٹ میں تبدیل کرنے کے لئے پانچ تبدیلیاں ہو سکتی ہیں:-

i. Reporting verb کا بدلنا

ii. Comma and Inverted Comma کو ختم کرنا

iii. Pronouns اسم ضمیر کا بدلنا

iv. Tenses کا بدلنا

v. Change of certain words (مختلف الفاظ کا بدلنا)

Cases of Pronoun

Personage of Pronouns	فاعلی حالت Subjective Case	ملکیتی حالت Possessive Case	مفعولی حالت Objective Case
First Person Pronouns	I	My, Mine	Me
	We	Our, Ours	Us
Second Person Pronouns	You	Your, Yours	You
Third Person Pronouns	He	His	Him
	She	Her, Hers	Her
	They	Their, Theirs	Them
	It	Its	It

Changes in the Personal Pronouns (اسم ضمیر کا بدلنا):



❖ دوسرے حصے 'رپورٹڈ سپیچ' کے تمام (1st Persons) فرسٹ پرسنز I, me, my, mine, we, our, ours, us, وغیرہ پہلے حصے 'رپورٹنگ سپیچ' کے فاعل (Subject) کے مطابق بدلیں گے۔

1st person changes according to the subject of reporting speech.

Direct: **She** says to me, "**I** am a good teacher."

Indirect: **She** tells me that **she** is a good teacher.

Direct: **He** says, "**I** live in Lahore."

Indirect: **He** says that **he** lives in Lahore.

Direct: **She** says, "**I** am learning my lesson."

Indirect: **She** says that **she** is learning her lesson.

Direct: **They** say, "**We** are going to school."

Indirect: **They** say that **they** are going to school.

❖ دوسرے حصے 'رپورٹڈ سپیچ' کے تمام (2nd Persons) سیکنڈ پرسنز یعنی You, Your, Yours, پہلے حصے 'رپورٹنگ سپیچ' کے مفعول (Object) کے مطابق بدلیں گے۔

Direct: She says to him, "**You** are not a good teacher."

Indirect: She tells him that **he** is not a good teacher.

Direct: I say to him, "**You** are a good student."

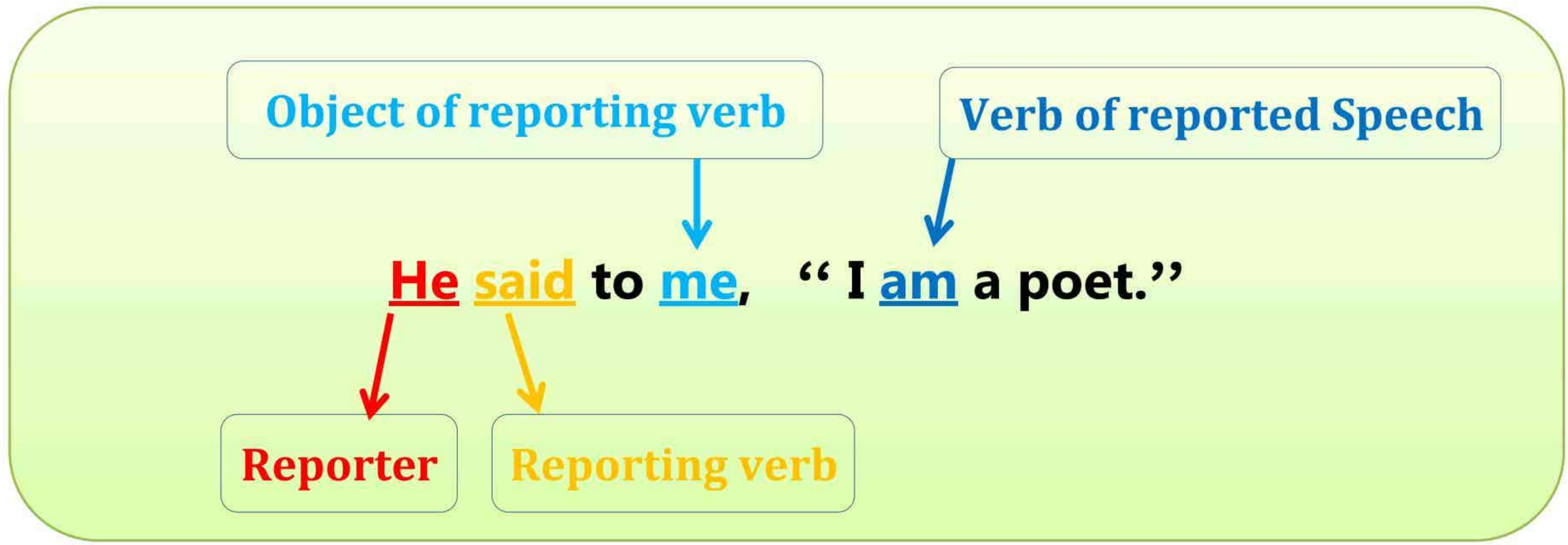
Indirect: I tell him that **he** is a good student.

Direct: They say to us, "**We** love you all."

Indirect: They tell us that **they** love us all.

Direct: I say to him, "**Your** father is a poet."

Indirect: I tell him that **his** father is a poet.



نوٹ: اگر فقرے کے پہلے حصے میں (Object) مفعول نہ ہو تو دوسرے کے 2nd Person یعنی you, Your, Yours وغیرہ کو تبدیل کرنے کے اصول حسب ذیل ہیں۔

(i) 2nd Person کو 1st Person یا 3rd Person میں تبدیل کر دیا جاتا ہے۔ مثلاً



Direct: He says, "**You** are doing your homework."

Indirect: He says that **I** am doing my homework.

Direct: He says, "**You** are a good boy."

Indirect: He says that **I** am a good boy.

(ii) اگر فقرے کے پہلے حصے کا (Subject) فاعل 1st Person ہو اور (Object) مفعول نہ دیا گیا ہو وہاں خود سے me یا us فرض کر کے اسی کے مطابق تبدیلی لائیں۔

Direct: He says, "**I** am doing my homework."

Indirect: He says that **he** is doing his homework.

Direct: He says, "**You** are good students."

Indirect: He says that **we** are good students.

(iii) دوسرے حصے کے تمام (3rd Persons) تھرڈ پرسنز Its, One, One's, They, He, She, Them, His, Her میں کسی قسم کی کوئی تبدیلی نہیں ہوگی۔

Direct: He says to me, "**She** is a good teacher."

Indirect: He tells me that **she** is a good teacher.

Direct: He says, "**One** should do one's duty."

Indirect: He says that **one** should do one's duty.

Direct: He says, "**It** is a very fine day."

Indirect: He says that **it** is a very fine day.

Direct: I say to you, "**They** are reaching soon."

Indirect: I tell you that **they** are reaching soon.

✓ (1st Person) فرسٹ پرسن لفظ "SON" کے پہلے حرف **S** یعنی Subject کے مطابق بدلے گا۔ جس کا مطلب ہے۔

1st Person changes according to the subject.

✓ (2nd Person) سیکنڈ پرسن لفظ "SON" کے دوسرے حرف **O** یعنی **Object** کے مطابق بدلے گا۔ جس کا مطلب ہے۔

2nd Person changes according to the object.

نوٹ: ان دونوں صورتوں میں case of Pronoun یعنی ضمیر کی حالت نہیں بدلے گی۔

✓ (3rd Person) تھرڈ پرسن لفظ "SON" کے تیسرے حرف **N** کے مطابق بدلے گا۔ جس کا مطلب ہے۔

“ No Change ”

(iv) اگر دوسرے حصے میں کوئی نام آجائے جسے خطاب کیا گیا ہو تو انڈائرکٹ (Indirect) میں وہ پہلے حصے کا مفعول (Object) بن جاتا ہے۔

Direct: I say, "Sajid, you are a cheat."

Indirect: I say to Sajid that he is a cheat.

Direct: He says, "Aslam, I am going."

Indirect: He says to Aslam that he is going.

(v) بعض اوقات یہ واضح نہیں ہوتا کہ فقرے میں You کی حالت فاعلی ہے یا مفعولی کیونکہ دونوں حالتیں ایک جیسی ہیں۔ عام پہچان یہ ہے کہ اگر You فعل سے قبل ہو تو فاعلی حالت اور اگر فعل کے بعد تو مفعولی حالت ہوگی۔ مثلاً

1. You will write a letter.

You کی فاعلی حالت ہے۔

2. I shall help you.

You کی مفعولی حالت ہے۔

Do yourself

1. Danish says, "Asad, I am going."
2. I say, "Asad, you have done well."
3. We say to them, "You are our teacher."
4. He says, "It is raining heavily."
5. You say to me, "You did not take tea."
6. They say to us, "We are reading your books."
7. I say, "He has done his duty."
8. They say to their leader, "You are abusing us."
9. You say to him, "You have solved my problem".
10. Asad says, "One should respect one's elders."

Change in Tenses (زمانہ کی تبدیلی):



اصول نمبر 1: اگر رپورٹنگ سپیچ یعنی فقرے کے پہلے حصے میں حال مطلق (Present Indefinite) یا مستقبل مطلق (Future Indefinite) استعمال کیا گیا ہو تو انڈائرکٹ (Indirect) میں تبدیل کرتے وقت فقرے کے دوسرے حصے یعنی (رپورٹنگ سپیچ) کے Tense میں کوئی تبدیلی نہیں کی جاتی، البتہ اسم ضمیر پہلے بتلائے گئے اصولوں کے مطابق تبدیل کیے جاتے ہیں۔ مثلاً

Direct: He says, "I go to school."

Indirect: He says that he goes to school.

Direct: He will say, "I went to school."

Indirect: He will say that he went to school.

اصول نمبر 2: اگر پہلا حصہ (رپورٹنگ سپیچ) ماضی میں ہو اور دوسرے حصے (رپورٹڈ سپیچ) میں کوئی عالمگیر سچائی، حقیقت یا رسم و رواج پایا جائے تو پھر بھی دوسرے حصے کا زمانہ تبدیل نہیں ہوتا بلکہ صرف Commas ہٹا کر that لگا دیا جاتا ہے۔ مثلاً

Direct: He said "Honesty is the best policy."

Indirect: He said that honesty is the best policy.

Direct: I said, "The earth is round."

Indirect: I said that the earth is round.

اصول نمبر 3: اگر پہلا حصہ ماضی (Past) میں ہو تو دوسرے حصے کے ماضی مطلق (Past Indefinite) (verb کی پہلی فارم) کو ماضی مطلق Past Indefinite (verb کی دوسری فارم) میں تبدیل کیا جاتا ہے۔ مثلاً

Direct: He said "I write a letter."

Indirect: He said that he wrote a letter.

اصول نمبر 4: اگر پہلا حصہ ماضی (Past) میں ہو تو دوسرے حصے کے ماضی مطلق (Past Indefinite) (verb کی دوسری فارم) کو ماضی مکمل Past Perfect (verb کی تیسری فارم) سے پہلے had میں بدل جاتا ہے۔ مثلاً

Direct: He said "I wrote a letter."

Indirect: He said that he had written a letter.

اصول نمبر 5: باقی تمام فقرہ کو جن میں verb کی فارم سے پہلے امدادی فعل استعمال کیا گیا ہو ڈائریکٹ سپیچ (Direct Speech) سے انڈائرکٹ سپیچ (Indirect Speech) میں تبدیل کرنے کیلئے صرف امدادی فعل تبدیل کرنا پڑتا ہے۔ بشرطیکہ ڈائریکٹ سپیچ (Direct Speech) کا پہلا حصہ (رپورٹنگ سپیچ) ماضی میں ہو۔

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, can)	→	would, Should, might

Changes in certain words

This	→	That
This day	→	That day
Just	→	Then
These	→	Those
Here	→	There
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

Change in Modal Auxiliaries

will	would
shall	should / would
can	could
may	might
must	must / had to
ought to	ought to / had to

1. All right, hello, well, yes, no وغیرہ کو ختم کر دیا جاتا ہے۔

2. good afternoon, good morning, good evening یا good noon کو ختم کر دیا جاتا ہے۔ اور said کی

جگہ greeted لکھا جاتا ہے۔ اور greeted کے فوراً بعد مفعول (جس کو سلام کیا گیا ہو اس کا نام) لکھا جاتا ہے مثلاً

Direct: He said, "Uncle, good morning".

Indirect: He greeted his uncle.

3. Good night, Good bye اور Farewell تبدیل نہیں ہوتے ایسے فقرات میں said کے فوراً بعد good night یا good bye یا farewell لکھ دیا جاتا ہے۔ ایسے فقرات میں that استعمال نہیں ہوتا بلکہ اس کی جگہ To اور اس کے فوراً بعد اس کا نام لکھا جاتا ہے جس کو سلام یا خدا حافظ کہا گیا ہو۔ مثلاً

Direct: She said, "Good night, mother".

Indirect: She said good night to mother.

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4. Sir یا Madam کو respectfully میں تبدیل کیا جاتا ہے۔

respectfully کو ہمیشہ that سے پہلے لکھا جاتا ہے چاہے Sir یا Madam فقرے کے اختتام پر ہی کیوں نہ آئے ہوں۔ مثلاً

Direct: She said, "Madam, This is difficult".

Indirect: She said respectfully that was difficult.

Direct: They said to the teacher, "These books are ours, Sir."

Indirect: They said to the teacher respectfully that those books were theirs.

5. ایسے الفاظ جن سے کسی شخص کو پکارا جائے یا وہ کہنے والے کے جذبات کی ترجمانی کر رہے ہوں انہیں برقرار رکھا جاتا ہے۔ مثلاً

Direct: He said, "Fool, you are wasting your time".

Indirect: He called him fool and told that he was wasting his time.

6. اگر فقرے کے پہلے حصے میں کوئی مفعول نہ ہو تو say یا said کو تبدیل نہیں کیا جاتا اگر مفعول دیا گیا ہو تو say یا said تبدیل ہوتے ہیں۔

Do yourself

1. He said, "We were reciting the Holy Quran."
2. They said to you, "We shall accompany you to Lahore."
3. They said, "We have posted the letter."
4. He says, "I attend the classes."
5. My mother said, "The earth revolves round the sun."
6. They said, "We have written letters."
7. You said, "We should write letters."
8. Ali said to Anwar, "My teacher was teaching us."
9. You said, "I could write a letter."
10. He said, "I am writing a letter."
11. I shall say, "He did not help me."
12. He said, "I have been writing a letter."
13. He said, "I was writing a letter."
14. He said, "I had written a letter."
15. My sister said to me, "You should reach in time."
16. He said, "I write a letter."
17. You said, "I wrote a letter."
18. We said to him, "You did not obey your parents."
19. You said to me, "I am making tea for you."
20. He said, "I can write a letter."
21. He said, "Yes, I have taken tea."
22. Asad said, "Sir, I am to leave tomorrow."

1. Assertive Sentences (بیانیہ جملے):

ایسے فقرات جن میں کسی بات کے ہونے یا نہ ہونے کی خبر دی گئی ہو یا جن کا دوسرے حصے کا فاعل یعنی he, she, it, I, we, you, they یا کسی نام سے شروع ہو۔ مثلاً انھیں بیانیہ یا خبریہ جملے کہتے ہیں۔

Direct: He said to me, "I am waiting for you."

Indirect: He told me that he was waiting for me.

Direct: He said, "I did not take tea."

Indirect: He told me that he had not taken tea.

Direct: He says, "I go to school on foot."

Indirect: He says that he goes to school on foot.

Assertive Sentences → Affirmative Sentences + Negative Sentences

نکات:

1. اگر رپورٹنگ سپیچ (Reporting Speech) کے فعل (verb) کے بعد مفعول نہ ہو تو (Reporting Speech) کے فعل (verb) کو tell, told میں نہیں بدلتے بلکہ ویسے ہی لکھ دیتے ہیں جو پہلے موجود ہو۔
2. Comma and Inverted Comma کو ختم کر کے that لگایا جاتا ہے۔

نوٹ: Tell یا told کے بعد to ہرگز استعمال نہیں ہوتا۔

Exercise No. 2 in English Grammar & Composition:

Direct: She said, "I like clouds in the sky."

Indirect: She said that she liked clouds in the sky.

Direct: He said, "I am unwell."

Indirect: He said that he was unwell.

Direct: He said to her, "I live in this building."

Indirect: He told her that he lived in that building.

Direct: They said, "Our teacher is on leave."

Indirect: They said that their teacher was on leave.

Direct: Arif and Ayesha said to their mother, "We like mangoes."

Indirect: Arif and Ayesha told their mother that they liked mangoes.

Direct: She said, "I am helping my mother in the kitchen."

Indirect: She said that she was helping her mother in the kitchen.

Direct: He said, "I am watering the plants in the garden."

Indirect: He said that he was watering the plants in the garden.

Direct: Afshan said, "I am sewing mother's shirt."

Indirect: Afshan said that she was sewing mother's shirt.

Direct: He said, "They are not doing their duty well."

Indirect: He said that they were not doing their duty well.



Direct: He said to me, "You are not running very fast."

Indirect: He told me that I was not running very fast.

Direct: They said, "We have done our duty."

Indirect: They said that they had done their duty.

Direct: The teacher said to us, "You have not completed your drawing."

Indirect: The teacher told us that we had not completed our drawing.

Direct: She said, "They have not eaten their meals."

Indirect: She said that they had not eaten their meals.

Direct: The teacher said, "I have often told you not to play with fire."

Indirect: The teacher said that he had often told me not to play with fire.

Direct: My brother said to me, "You have missed the point completely."

Indirect: My brother told me that I had missed the point completely.

Direct: He said, "I completed my drawing half an hour ago."

Indirect: He said that he had completed his drawing half an hour before.

Direct: She said, "I did not go to school yesterday."

Indirect: She said that she had not gone to school the previous day.

Direct: She said, "She sang a beautiful ghazal at the concert last night."

Indirect: She said that she had sung a beautiful ghazal at the concert the previous night.

Direct: She said, "He rang me up at twelve midnight."

Indirect: She said that he had rung her up at twelve midnight.

Direct: He said, "The boys did not put up a good show last night."

Indirect: She said that she would never do such a thing.

Direct: She said, "I shall never do such a thing."

Indirect: She said that she would never do such a thing.

Direct: Afshan said, "They will wait for us for one hour only."

Indirect: Afshan said that they would wait for them for one hour only.

Direct: They said, "We shall never make a promise, we cannot fulfill."

Indirect: They said that they would never make a promise they could not fulfill.

Direct: He said, "I shall explain this to you only if you listen to me with patience."

Indirect: He said that he would explain that to me only if I listened to him with patience.

Direct: He said, "I hope you will not repeat this mistake."

Indirect: He said that he hoped I would not repeat that mistake.

2. Exclamatory Sentences (ندائیہ فقرات):

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وہ فقرات جن میں خوشی، نمی، حسرت یا تعجب کا بے ساختہ اظہار کیا گیا ہو۔

شرائط:

1. said کو Reported Speech کے مفہوم کے مطابق بدلا جاتا ہے۔

❖ خوشی کا اظہار ہو تو exclaimed joyfully یا exclaimed with joy میں بدل دیا جاتا ہے۔

❖ غم کا اظہار ہو تو exclaimed sorrowfully یا exclaimed with sorrow میں بدل دیا جاتا ہے۔

❖ حیرت کا اظہار ہو تو exclaimed wonderfully یا exclaimed with wonder میں بدل دیا جاتا ہے۔

2. Brave, hurrah, aha, alas, oh, buck up, well done کو Reported Speech کے مفہوم کے مطابق بدلا جاتا ہے۔

3. Comma and Inverted Comma کو ختم کر کے that لگایا جاتا ہے۔

4. How اور What کو very تبدیل کر دیا جاتا ہے۔

5. حیرت ظاہر کرنیوالے فقروں کو انڈائرکٹ (Indirect) میں تبدیل کرنے سے پہلے سادہ ضرور بنائیں۔ مثلاً

Direct: He said, "How beautiful the bird is!"

Indirect: He exclaimed with wonder that the bird was very beautiful.

Direct: He said, "Hurrah! I have passed."

Indirect: He exclaimed with joy that he had passed.

Direct: He said, "Alas! My son had failed."

Indirect: He exclaimed with sorrow that his son had failed.

Exercise No. 5 in English Grammar & Composition:

Direct: She said to her father, "May you live long."

Indirect: She prayed that her father might live long.

Direct: She said, "May you prosper."

Indirect: She prayed that I might prosper.

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

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

Direct: She said, "Would that my father were alive."

Indirect: She wished that her father had been alive.

Direct: The mother said to her son, "May you return successful."

Indirect: The mother prayed for her son that he might return successful.

Direct: She said, "What a beautiful piece of art."

Indirect: She exclaimed with wonder that a piece of art was very beautiful.

Direct: He said, "How well she sings."

Indirect: He exclaimed with wonder that she sang very well.

Direct: He said, "Alas! We cannot defeat our enemies."

Indirect: He exclaimed with sorrow that they could not defeat their enemies.

Direct: She said, "What a pity you missed that function."

Indirect: She exclaimed with wonder that I missed that function.

Direct: He said, "Hurrah! I have won the medal."

Indirect: He exclaimed with joy that he had won the medal.

3. Optative Sentences (دعائیہ فقرات):



وہ فقرات جن میں کوئی دعا یا بدعا کی جائے / خواہش یا حسرت کا اظہار ہو۔

شرائط:

1. said کو Reported Speech کے مطابق بدلا جاتا ہے۔
 - ❖ اگر دعادی جائے تو prayed میں۔ اگر مفعول موجود ہو تو prayed for میں تبدیل کرتے ہیں۔
 - ❖ خواہش پائی جائے تو wished میں۔ اور اگر مفعول موجود ہو تو wished for میں تبدیل کرتے ہیں۔
 - ❖ اگر بددعادی جائے تو cursed میں۔ اور اگر مفعول موجود ہو تو cursed for میں تبدیل کرتے ہیں۔
 - ❖ اگر حسرت یعنی کاش پایا جائے تو wished میں بدلیں اور would that کو ختم کر دیں۔

2. دعائیہ فقرات کو تبدیل کرنے سے قبل ان کو سادہ بنانا ضروری ہے۔ مثلاً

"May you live long!" (Direct)

You may live long. (Single)

3. Comma and Inverted Comma کو ختم کر کے that لگایا جاتا ہے۔

4. فقرے کے آخر میں (!) Sign of Exclamation ختم کر full stop لگائیں۔

Direct: He said to me, "May you go to the hell !"

Indirect: He cursed for me that I might go to the hell.

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

Indirect: He prayed that I might live long.

Direct: He said, "Would that I had succeeded !"

Indirect: He wished that he had succeeded.

Direct: He said to me, "May you get the first prize !"

Indirect: He wished for me that I might get the first prize.

Do yourself

1. The mother said, "May my daughter make no mistake!"
2. The beggar said angrily. "May you suffer a loss !"
3. You said to me, "May your business prosper !"
4. They said, "Would that we were born with a silver spoon in mouth !"
5. She said, "May you go to the hell !"
6. Answer said. "May it rain heavily today !"
7. I said, "May you win the prize !"
8. The father said, "May my son pass the examination!"
9. He said to me, "May you lead a happy married life!"
10. I said, "I wish, I were the Prime Minister of Pakistan!"

4. Imperative Sentences (حکمیہ فقرات):

وہ فقرات جن میں کوئی حکم دیا جائے درخواست نصیحت یا منع کرنا پایا جائے۔ ایسے فقرے ہمیشہ فعل کی پہلی حالت سے شروع ہوتے ہیں ان فقروں میں فاعل نہیں ہوتا۔ یہ فقرات Never, Do not, Please, Always کے الفاظ یا 1st verb سے شروع ہوتے ہیں۔ ان کو مندرجہ ذیل مثالوں کے مطابق کیا جاتا ہے۔

شرائط:

1. **said** کو **Reported Speech** کے مطابق بدلا جاتا ہے۔
 - ❖ اگر حکم دیا گیا ہو تو **ordered** میں تبدیل کرتے ہیں۔
 - ❖ التجایا درخواست کی گئی ہو تو **requested** میں تبدیل کرتے ہیں۔
 - ❖ اگر نصیحت کی گئی ہو تو **advised** میں تبدیل کرتے ہیں۔
 - ❖ اگر منع کیا گیا ہو تو **forbade** میں تبدیل کرتے ہیں۔
2. **Comma and Inverted Comma** کو ختم کر کے **to** لگایا جاتا ہے۔ **to** کے بعد ہمیشہ فعل کی (1st form) پہلی فارم لگائیں۔
3. جن فقروں میں التجا کی گئی ہو ان میں سے **kindly** یا **please** وغیرہ ختم کر دیئے جاتے ہیں۔

Direct: He said, "Wait here till I return."

Indirect: He requested to wait there till he returned.

Direct: He said, "Do not waste your time."

Indirect: He forbade to waste my time.

Direct: He said, "Get out."

Indirect: He ordered to get out.

Direct: He said, "Please give me your pen."

Indirect: He requested to give him his pen.

Direct: He said, "Do not tell a lie."

Indirect: He advised me not to tell a lie.

Direct: He said to me, "Please show me the way to the market."

Indirect: He requested me to show him the way to the market.

4. اگر فقرے کا ایک حصہ منفی ہو اور دوسرا مثبت ہو تو منفی والے حصے میں **not to** لگایا جاتا ہے اور مثبت حصے میں صرف **to** لگایا جاتا ہے۔ مثلاً

Direct: He said to me, "Work hard and **do not** waste time."

Indirect: He ordered me to work hard and **not to** waste time.

Direct: He said to me. "**Do not** make a noise and keep quiet."

Indirect: He ordered me **not to** make a noise and to keep quiet.

5. اگر فقرہ **when** یا **If** سے شروع ہو تو Indirect میں اس کی ترتیب تبدیل کر دی جاتی ہے۔ مثلاً

Direct: He said to me, "When you go to bazar, buy a new pen for me."

Indirect: He requested me to buy a new pen for him when I go to bazar.

Let کا استعمال:

Let دو معانی میں استعمال ہوتا ہے۔ A - تجویز کیلئے B - اجازت کیلئے

A - اگر "Let" تجویز کے معنی میں استعمال ہو تو

(i) said کو suggested یا proposed میں بدلا جاتا ہے۔

(ii) Comma and Inverted Comma کو ختم کر کے that لگایا جاتا ہے۔

(iii) فاعل کے بعد should لگایا جاتا ہے۔ اگر مفعول بھی دیا گیا ہو تو said کو proposed یا suggested

میں بدلا جاتا ہے۔ مثلاً

Direct: He said, "Let us go to the river."

Indirect: He proposed that they should go to the river.

Direct: He said, "Let us go for a walk."

Indirect: He proposed that they should go for a walk.

B - لیکن اگر "Let" اجازت طلب کرنے کے معنی میں استعمال ہو تو

(i) said کو requested میں بدلا جاتا ہے۔

(ii) Comma and Inverted Comma کو ختم کر کے to لگایا جاتا ہے۔

Direct: He said, "Let me go home."

Indirect: He requested to let him go home.

Direct: He said, "Let me do my work."

Indirect: He requested to let him do his work.

Exercise No. 4 in English Grammar & Composition:



Direct: He said to his sister, "Please say something."

Indirect: He requested his sister to say something.

Direct: She said to her friend, "Please have dinner with me tomorrow at eight."

Indirect: She requested her friend to have dinner with her the next day at eight.

Direct: The judge said, "Call the next witness."

Indirect: The judge ordered to call the next witness.

Direct: Farhan said to his uncle, "Please help me in getting some job."

Indirect: Farhan requested his uncle to help him in getting some job.

Direct: The doctor said to the patient, "Take complete rest and follow my direction."

Indirect: The doctor advised the patient to take complete rest and follow his direction.

Direct: The teacher said to the pupil, "Read the paragraph and explain it in simple English."

Indirect: The teacher ordered the pupil to read the paragraph and explain that in simple English.

Direct: The mother said to her daughter, "Please tidy up your room."

Indirect: The mother advised her daughter to tidy up her room.

Direct: She said to me, "Do not waste your time in idle talk."

Indirect: She advised me not to waste my time in idle talk.

Direct: The father said to his son, "Get up early in the morning and go for a walk."

Indirect: The father advised his son to get up early in the morning and go for a walk.

Direct: Afshan said, "Let us go for a picnic on Friday."

Indirect: Afshan suggested that they should go for a picnic on Friday.

Direct: He said to his friend, "Please lend me your bike for a day."

Indirect: He requested his friend to lend him his bike for a day.

Direct: He said to her, "Please fetch me a glass of water."

Indirect: He requested her to fetch him a glass of water.

Direct: The master said to the servant, "Go and fetch me a glass of milk."

Indirect: The master ordered the servant to go and fetch him a glass of milk.

Direct: The father said to his son, "Do not leave this room without my permission."

Indirect: The father ordered his son not to leave that room without his permission.

Direct: She said to them, "Let us not deceive ourselves."

Indirect: She suggested that they should not deceive themselves.

Do yourself

1. They said, "Let us respect our teachers."
2. The mother said to Asad, "Do not tell a lie and obey your elders."
3. You said to the servant, "Fetch me a glass of water."
4. The old beggar said, "Do not tease me."
5. The officer said to the candidates, "Prepare well for the interview."
6. The servant said to me, "Kindly grant me leave for one week."
7. The captain said, "Start the game at once and try to win the match."
8. She said, "Let me go home before dusk."

5. Interrogative Sentences (سوالیہ فقرات):



سادہ سوالیہ: جو کسی امدادی فعل یعنی shall, do, does, did, is, am, are, can, could, has, have, had, was were, will وغیرہ سے شروع ہوں۔

شرائط:

1. Said to کو asked یا Inquired میں بدل دیا جاتا ہے۔
2. Comma and Inverted Comma کو ختم کر کے if یا whether لگایا جاتا ہے۔
3. فقرات کی سوالیہ طرز کو بدل کر بیانیہ بنا دیا جاتا ہے۔ یعنی امدادی فعل فاعل کے بعد آ جاتا ہے اور فقرے کے آخر میں سوالیہ نشان کی بجائے full stop لگایا جاتا ہے۔

Direct: He said, "Are you busy?"

Indirect: He asked if I was busy.

Direct: I said, "Have you done your duty?"

Indirect: I inquired if he had done his duty.

4. اگر کوئی فقرہ do یا does لگا کر سوالیہ بنایا گیا ہو تو Indirect میں do یا does کو ختم کر دیا جاتا ہے اور فاعل کے بعد verb کی دوسری فارم استعمال کی جاتی ہے۔ مثلاً

Direct: He asked, "Does he write a letter?"

Indirect: He asked if he wrote a letter.

5. اگر کوئی فقرہ did لگا کر سوالیہ بنادیا گیا ہو تو Indirect میں did کو ختم کر کے فاعل کے بعد had لگاتے ہیں اور فعل کی تیسری فارم استعمال کی جاتی ہے۔

ڈبل سوالیہ: جو فقرات "Wh" والے سوالیہ الفاظ why, how, where, what, when وغیرہ سے شروع ہوں۔

1. Said to کو Inquired میں تبدیل کیا جاتا ہے۔

2. Comma and Inverted Comma کو ختم کر کے How Where, What, Why وغیرہ جو پہلے موجود ہوں لفظ لگا دیتے ہیں۔

3. فقروں کی سوالیہ نوعیت کو بدل کر بیانیہ بنادیا جاتا ہے۔ یعنی سوالیہ نشان کی بجائے Full stop لگایا جاتا ہے۔

Direct: She said to me, "How old are you?"

Indirect: She inquired me how old I was.

Direct: He said, "Why are you laughing?"

Indirect: He asked why he was laughing.

Direct: She said to me, "Did you pluck flowers?"

Indirect: She inquired me whether I had plucked flowers.

Exercise No. 3 in English Grammar & Composition:

Direct: She said, "Is this your book?"

Indirect: She asked me if that book was mine.

Direct: He said, "Do you have any share in this firm?"

Indirect: He asked if I had any share in that firm.

Direct: They said, "Have you ever visited Murree Hills?"

Indirect: They asked if I had ever visited Murree Hills.

Direct: He said, "Aren't you ashamed of yourself?"

Indirect: He asked if I was not ashamed of myself.

Direct: The teacher said, "Did you do your home task yesterday?"

Indirect: The teacher asked if I had done my home task the previous day.

Direct: The mother said, "Didn't I ask you not to go there?"

Indirect: The mother asked if she had not asked me not to go there.

Direct: Rehana said, "Will you stop interfering in my work?"

Indirect: Rehana asked me if I would stop interfering in her work.

Direct: The mother said, "Shall we invite the Qureshis also?"

Indirect: The mother asked if they would invite the Qureshis also.

Direct: Adnan said, "Had you left Karachi before writing this letter?"

Indirect: Adnan asked if I had left Karachi before writing that letter.

Direct: The judge said, "Have you anything more to say?"

Indirect: The judge asked if I had anything more to say.

Direct: He said, "What do you want me to do?"

Indirect: He asked what I wanted him to do.

Direct: The mother said, "How did you fair in your examination?"

Indirect: The mother asked me how I had failed in may examination.

Direct: Raza said, "Where are you going?"

Indirect: Raza asked me where I was going.

Direct: The teacher said, "Whose is this book?"

Indirect: The teacher asked who was the author of that book.

Direct: The teacher said, "Who is the author of this book?"

Indirect: The teacher asked whose that book was.

Direct: The stranger said, "Which is the way to Shalimar Gardens?"

Indirect: The stranger asked me which the way was to the Shalimar gardens.

Direct: The manager said, "How do you propose to solve this problem?"

Indirect: The manager asked me how I proposed to solve that problem.

Direct: The boy said, "What do you want me to do?"

Indirect: The boy asked what I wanted him to do.

Direct: The pupil said, "Where have I eased?"

Indirect: The pupil asked where he had eased.

Direct: The teacher said, "Who is next on list?"

Indirect: The teacher asked who was the next on the list.

Do yourself

1. I said to him, "Have you consulted the doctor?"
2. He said to me, "When did you buy this house?"
3. He said to you, "How far is Multan from Peshawar?"
4. You said to her, "Which book do you like the most?"
5. He said to his wife, "Why did you beat the baby?"
6. He said to me, "Have you attempted all the questions?"
7. Asad said to Fatima, "Why did you not iron my shirt?"
8. I said to them, "Did you see the lion in the jungle?"