

Change in Pronouns	
I	he / she
we	they
my	her / his
you	she / her / he /him / they
me	her / him
us	them
our	their
ourselves	themselves
your	her / his / their
myself	herself / himself

Change in Modal Auxiliaries	
will	would
shall	should / would
can	could
may	might
must	must / had to
ought to	ought to / had to

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

### Changes in Time and Place Adverbials

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

- 1: Direct: She said, "I am doing my home task now".  
Indirect: She said that she was doing her home task then.

- 2: Direct: He said, "I am not a thief."  
Indirect: He said that he was not a thief.

- 3: Direct: She said, "I am working hard."  
Indirect: She said that she was working hard.

- 4: Direct: He said, "I have returned the books".  
Indirect: He said that he had returned the books.





- 5: Direct: She said, "The patient died in the hospital".  
Indirect: She said that the patient had died in the hospital.

- 6: Direct: He said, "She will go there."  
Indirect: He said that she would go there.

- 7: Direct: She said, "I do not agree with you".  
Indirect: She said that she did not agree with him.

- 8: Direct: He said to the stranger, "I do not recognize you".  
Indirect: He told the stranger that he did not recognize him.

- 9: Direct: The teacher said to Mueen, "I have taught you and your sister".  
Indirect: The teacher said to Mueen that he had taught him and his sister.

- 10: Direct: She said to me, "You are a lazy boy".  
Indirect: She told me that I was a lazy boy.

### Exercise No. 2 in English Grammar & Composition:

- 11: Direct: She said, "I like clouds in the sky."  
Indirect: She said that she liked clouds in the sky.

- 12: Direct: He said, "I am unwell."  
Indirect: He said that he was unwell.

- 13: Direct: He said to her, "I live in this building."  
Indirect: He told her that he lived in that building.

- 14: Direct: They said, "Our teacher is on leave."  
Indirect: They said that their teacher was on leave.

- 15: Direct: Arif and Ayesha said to their mother, "We like mangoes."  
Indirect: Arif and Ayesha told their mother that they liked mangoes.

- 16: Direct: She said, "I am helping my mother in the kitchen."  
Indirect: She said that she was helping her mother in the kitchen.

- 17: Direct: He said, "I am watering the plants in the garden."  
Indirect: He said that he was watering the plants in the garden.

- 18: Direct: Afshan said, "I am sewing mother's shirt."  
Indirect: Afshan said that she was sewing mother's shirt.





19: Direct: He said, "They are not doing their duty well."  
Indirect: He said that they were not doing their duty well.

20: Direct: He said to me, "You are not running very fast."  
Indirect: He told me that I was not running very fast.

21: Direct: They said, "We have done our duty."  
Indirect: They said that they had done their duty.

22: Direct: The teacher said to us, "You have not completed your drawing."  
Indirect: The teacher told us that we had not completed our drawing.

23: Direct: She said, "They have not eaten their meals."  
Indirect: She said that they had not eaten their meals.

24: 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.

25: Direct: My brother said to me, "You have missed the point completely."  
Indirect: My brother told me that I had missed the point completely.

26: Direct: He said, "I completed my drawing half an hour ago."  
Indirect: He said that he had completed his drawing half an hour before.

27: Direct: She said, "I did not go to school yesterday."  
Indirect: She said that she had not gone to school the previous day.

28: 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.

29: Direct: She said, "He rang me up at twelve midnight."  
Indirect: She said that he had rung her up at twelve midnight.

30: 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.

31: Direct: She said, "I shall never do such a thing."  
Indirect: She said that she would never do such a thing.

32: 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.

33: 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.



- 34: 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.

- 35: Direct: He said, "I hope you will not repeat this mistake."  
Indirect: He said that he hoped I would not repeat that mistake.



### Examples and Exercise No. 3 in English Grammar & Composition:

- 36: Direct: He said, "Will you listen to me?"  
Indirect: He asked me whether I would listen to him.

- 37: Direct: She said, "Are you going to Lahore today?"  
Indirect: She asked me whether I was going to Lahore that day.

- 38: Direct: He said, "Do you agree with me?"  
Indirect: He asked me whether I agreed with him.

- 39: Direct: He said to me, "What are you looking for?"  
Indirect: He asked me what I was looking for.

- 40: Direct: She said, "Where do you live?"  
Indirect: She enquired of them where they lived.

- 41: Direct: He said, "How many chapters have you done already?"  
Indirect: He enquired of him how many chapters he had done by that time.

- 42: Direct: She said, "Is this your book?"  
Indirect: She asked me if that book was mine.

- 43: Direct: He said, "Do you have any share in this firm?"  
Indirect: He asked if I had any share in that firm.

- 44: Direct: They said, "Have you ever visited Murree Hills?"  
Indirect: They asked if I had ever visited Murree Hills.

- 45: Direct: He said, "Aren't you ashamed of yourself?"  
Indirect: He asked if I was not ashamed of myself.

- 46: 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.

- 47: 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.



- 48: Direct: Rehana said, "Will you stop interfering in my work?"  
Indirect: Rehana asked me if I would stop interfering in her work.
- 49: Direct: The mother said, "Shall we invite the Qureshis also?"  
Indirect: The mother asked if they would invite the Qureshis also.
- 50: Direct: Adnan said, "Had you left Karachi before writing this letter?"  
Indirect: Adnan asked if I had left Karachi before writing that letter.

- 51: Direct: The judge said, "Have you anything more to say?"  
Indirect: The judge asked if I had anything more to say.

- 52: Direct: He said, "What do you want me to do?"  
Indirect: He asked what I wanted him to do.

- 53: Direct: The mother said, "How did you fair in your examination?"  
Indirect: The mother asked me how I had failed in may examination.

- 54: Direct: Raza said, "Where are you going?"  
Indirect: Raza asked me where I was going.

- 55: Direct: The teacher said, "Whose is this book?"  
Indirect: The teacher asked who was the author of that book.

- 56: Direct: The teacher said, "Who is the author of this book?"  
Indirect: The teacher asked whose that book was.

- 57: Direct: The stranger said, "Which is the way to Shalimar Gardens?"  
Indirect: The stranger asked me which the way was to the Shalimar gardens.

- 58: Direct: The manager said, "How do you propose to solve this problem?"  
Indirect: The manager asked me how I proposed to solve that problem.

- 59: Direct: The boy said, "What do you want me to do?"  
Indirect: The boy asked what I wanted him to do.

- 60: Direct: The pupil said, "Where have I eased?"  
Indirect: The pupil asked where he had eased.

- 61: Direct: The teacher said, "Who is next on list?"  
Indirect: The teacher asked who was the next on the list.

#### Examples and Exercise No. 4 in English Grammar & Composition:

- 62: Direct: The referee said, "Quiet, please".  
Indirect: The referee requested the spectators to be quiet.



- 63: **Direct:** The teacher said, "Do not make a noise".  
**Indirect:** The teacher asked the students not to make a noise.
- 64: **Direct:** She said to me, "Tell the truth".  
**Indirect:** She advised me to tell the truth.
- 65: **Direct:** She said to me, "Please lend me your camera for a day."  
**Indirect:** She requested me to lend her my camera for a day.
- 66: **Direct:** Roshana said, "Let us finish our work first."  
**Indirect:** Roshana proposed that they should finish their work first.
- 67: **Direct:** He said to his sister, "Please say something."  
**Indirect:** He requested his sister to say something.
- 68: **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.
- 69: **Direct:** The judge said, "Call the next witness."  
**Indirect:** The judge ordered to call the next witness.
- 70: **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.
- 71: **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.
- 72: **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.
- 73: **Direct:** The mother said to her daughter, "Please tidy up you room."  
**Indirect:** The mother advised her daughter to tidy up her room.
- 74: **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.
- 75: **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.
- 76: **Direct:** Afshan said, "Let us go for a picnic on Friday."  
**Indirect:** Afshan suggested that they should go for a picnic on Friday.



- 77: 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.
- 78: Direct: He said to her, "Please fetch me a glass of water."  
Indirect: He requested her to fetch him a glass of water.
- 79: 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.
- 80: 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.
- 81: Direct: She said to them, "Let us not deceive ourselves."  
Indirect: She suggested that they should not deceive themselves.

### Examples and Exercise No. 5 in English Grammar & Composition:

- 82: Direct: He said, "Hurrah! We have won the match."  
Indirect: He exclaimed with joy that they had won the match.
- 83: Direct: He said, "Alas! I am ruined."  
Indirect: He exclaimed with sorrow that he had been ruined.
- 84: Direct: He said, "May God help me do my duty."  
Indirect: He prayed that God might help him do his duty.
- 85: Direct: She said to her father, "May you live long."  
Indirect: She prayed that her father might live long.
- 86: Direct: She said, "May you prosper."  
Indirect: She prayed that I might prosper.
- 87: 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.
- 88: Direct: She said, "Would that my father were alive."  
Indirect: She wished that her father had been alive.
- 89: Direct: The mother said to her son, "May you return successful."  
Indirect: The mother prayed for her son that he might return successful.
- 90: Direct: She said, "What a beautiful piece of art."  
Indirect: She exclaimed with wonder that a piece of art was very beautiful.
- 91: Direct: He said, "How well she sings."  
Indirect: He exclaimed with wonder that she sang very well.



92: Direct: He said, "Alas! We cannot defeat our enemies."  
Indirect: He exclaimed with sorrow that they could not defeat their enemies.

93: Direct: She said, "What a pity you missed that function."  
Indirect: She exclaimed with wonder that I missed that function.

94: Direct: He said, "Hurrah! I have won the medal."  
Indirect: He exclaimed with joy that he had won the medal.

### Examples and Exercise No. 6 in English Grammar & Composition:

95: Direct: She says, "I hope I am not late."  
Indirect: She says that she hopes she is not late.



96: Direct: He says, "I want to speak to you."  
Indirect: He says that he wants to speak to him.

97: Direct: You have said, "They are waiting outside."  
Indirect: You have said that they are waiting outside.

98: Direct: You will say, "She is cranky."  
Indirect: You will say that she is cranky.

99: Direct: They say, "We have done our duty."  
Indirect: They say that they have done their duty.

100: Direct: She says, "We have shifted to another house."  
Indirect: She says that they have shifted to another house.

101: Direct: The teacher will say, "You have done your work very well."  
Indirect: The teacher will say that I have done my work very well.

102: Direct: He says, "She has written me a very encouraging letter."  
Indirect: He says that she has written him a very encouraging letter.

103: Direct: She says, "We love and respect our neighbours very much."  
Indirect: She says they love and respect their neighbours very much.

104: Direct: He said to me, "Do not sit in idle talk."  
Indirect: He forbade me to sit in idle talk.

105: Direct: She has said, "She is ready to accompany us to Karachi."  
Indirect: She said that she was ready to accompany them to Karachi.

106: Direct: He says, "I have not heard the latest news about her."  
Indirect: He says that he has not heard the latest news about her.





107: Direct: The doctor says, "The patient is still in a state of coma."  
Indirect: The doctor says that the patient is still in a state of coma.

108: Direct: The teacher says, "She has always been a good student."  
Indirect: The teacher says that she has always been a good student.

109: Direct: She will say, "He did not come up to my expectations."  
Indirect: She will say that he did not come up to her expectations.

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