

Direct and Indirect Narrations

Or

Direct and Indirect Speech

Direct \longleftrightarrow بلا واسطہ / براہ راستIndirect \longleftrightarrow بالواسطہNarrations \longleftrightarrow تذکرہ / بیانSpeech \longleftrightarrow گفتگو / بیان

Direct and Indirect Narration / Speech

بلا واسطہ اور بالواسطہ بیان

ڈائریکٹ (Direct) اور انڈائریکٹ (Indirect) میں کون کون ہوتے ہیں؟

Direct and Indirect

Speaker

جو بول رہا ہے

Listener

جو سُن رہا ہے

Narration کسے کہتے ہیں؟ ”کسی چیز کے تذکرے یا بیان کو Narration کہتے ہیں۔“

Kinds of Narrations

Direct Narration / Speech

Indirect Narration / Speech

مثال

اسد



میں (عاطف)



میں (عاطف) اپنے انداز میں بتاتا ہوں۔



میں دس بجے سوتا ہوں۔

I sleep at 10'o clock.



اسد مجھ سے کہتا ہے ”میں دس بجے سوتا ہوں۔“

Asad says to me, "I sleep at 10'o clock."



یہی بیان میں تیسرے فرد کو بتاتا ہوں۔ تو میں اس میں

تھوڑا ردوبدل کروں گا۔ اور یوں بتاؤں گا۔



اسد مجھے بتاتا ہے کہ وہ دس بجے سوتا ہے۔

Asad tells me that he sleeps at 10'o clock.

Direct Speech / Narration

کسی شخص کے منہ سے نکلے ہوئے الفاظ کو ہو بہو ڈھرا دینا / حقیقی الفاظ Direct Speech / Narration کہلاتے ہیں۔ مثال کے طور پر

- ❖ She said, "Honesty is the best policy."
- ❖ He said to me, "I want to buy a book."
- ❖ Asad says to me, "I sleep at 10'o clock."
- ❖ He said to me, "I want new clothes."
- ❖ He says, "I am not a naughty boy."

نوٹ: کسی شخص کے کہے گئے اصل الفاظ کو inverted commas (" ") کے اندر لکھا جاتا ہے۔

Parts of Direct Speech / Narration

pakcity.org

Reporting Speech

Reported Speech

Narration کا وہ حصہ جو Inverted Commas کے باہر لکھا ہو

Narration کا وہ حصہ جو Inverted Commas کے اندر لکھا ہو

گفتگو کرنے والے کا ذکر ہوتا ہے کہ کس نے کس سے کس وقت کی۔

وہ اصل الفاظ جو گفتگو کرنے والے نے اپنے منہ سے نکالے ہوں۔

Note: Reported Speech always starts with a Capital Letter.

He said to me, " I am a poet."

Reporting Speech

Reported Speech

Direct Speech

Object of Reporting Verb

Reported Verb

Asad says to me, " I sleep at 10'o clock."

Reporter

Reporting Verb

نوٹ: Inverted Commas کے اندر اور باہر والے حصے کو ملانے کے لئے (,) direct speech comma ڈالا جاتا ہے۔

Indirect Speech / Narration

اُلٹے قومہ (" ") کو ختم کیا جاتا ہے۔

دونوں حصوں کو ملانے کے لیے الفاظ
that / if/ to استعمال کرتے ہیں۔

Reported Speech کا پہلا
حرف **Capital** کی بجائے
Small استعمال ہوتا ہے۔



For example

Direct: He said to me, "I want new clothes."

Indirect: He told me **that** **he** wanted new clothes.

Direct Speech

کسی کی بات کو " اُسی " کے الفاظ میں بیان
کرنا۔

Indirect Speech

کسی کی بات کو " اپنے " الفاظ میں بیان
کرنا۔

ساخت اور بناوٹ کے اعتبار سے جملوں کی 6 قسمیں ہیں۔

1

Affirmative
Sentences

مثبت جملے

2

Negative
Sentences

منفی جملے

3

Interrogative
Sentences

سوالیہ جملے

4

Imperative
Sentences

حکمیہ جملے

5

Exclamatory
Sentences

استغاثیہ جملے

6

Optative
Sentences

دُعائیہ جملے

+

Assertive
Sentences

pakcity.org

Main Changing Points in Direct to Indirect

• Change in Verbs

• افعال میں تبدیلی

• Change in Pronouns

• ضمائر میں تبدیلی

• Change in Tense

• زمانہ میں تبدیلی

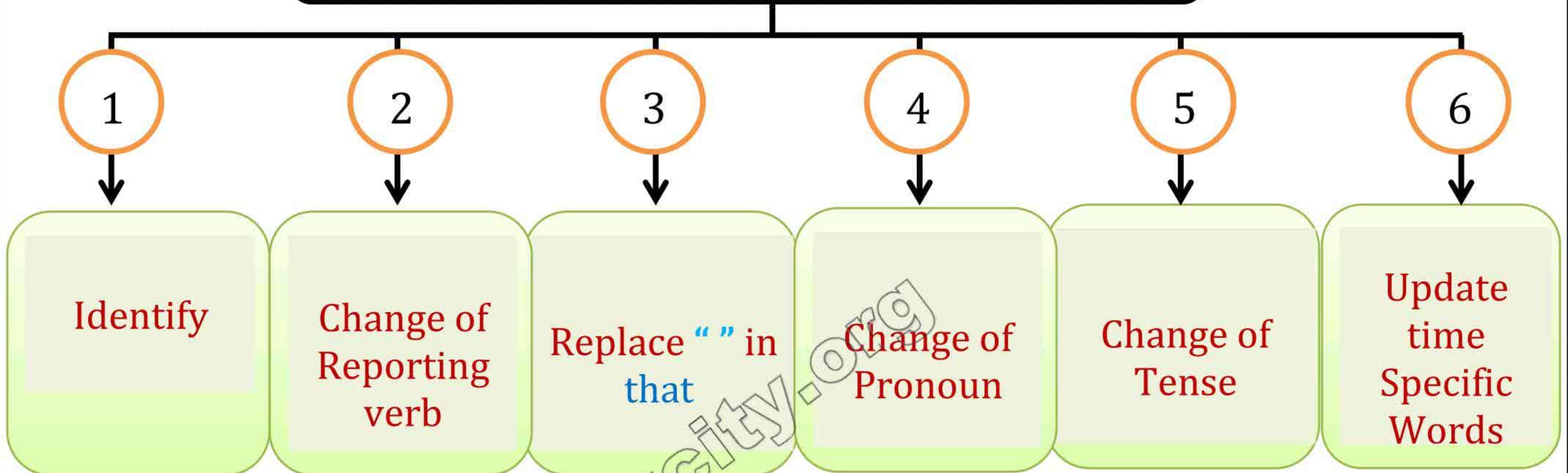
• Inverted Commas convert in

that / if/ to

Cases of Pronoun

	Personage of Pronouns	فاعلی حالت Subjective Case	ملکیتی حالت Possessive Case	مفعولی حالت Objective Case
یہ دونوں حاضر ہوتے ہیں۔ (مطلب یہ دونوں شخص آپس میں گفتگو کر رہے ہوتے ہیں۔)	1 st Person Pronouns	I	My, Mine	Me
		We	Our, Ours	Us
یہ ایک غائب ہوتا ہے۔ (مطلب یہ تیسرا شخص ہے اس کی موجودگی نہیں ہوتی جو کہ غیر حاضر ہوتا ہے۔)	2 nd Person Pronouns	You	Your, Yours	You
		He	His	Him
		She	Her, Hers	Her
		They	Their, Theirs	Them
	3 rd Person Pronouns	It	Its	It

Formula Direct Speech to Indirect Speech



اگر **Commas** کے باہر (یعنی کہ رپورٹنگ سپیچ میں) **Past Tense** استعمال ہوا ہو تو **Commas** کے اندر والے حصے کو تبدیل کرتے وقت مختلف الفاظ میں تبدیلی لائی جاتی ہے۔

Update Time Specific 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

Identify

- Subject آپ نے دیکھنا ہے کہ جملے میں سبجیکٹ ہے۔
- Object آپ نے دیکھنا ہے کہ جملے میں او بجیکٹ ہے۔
- Reporting Verb Reporting Verb کیا ہے۔
- 1st, 2nd, 3rd, Persons in Reported Speech میں فرسٹ پرسن استعمال ہو رہا ہے یا سیکنڈ یا تھرڈ۔
- Tense اور کونسا استعمال ہو رہا ہے۔

Change of Reporting verb

• say	→	say
• says	→	says
• say to	→	tell
• says to	→	tells
• said	→	said
• said to	→	told

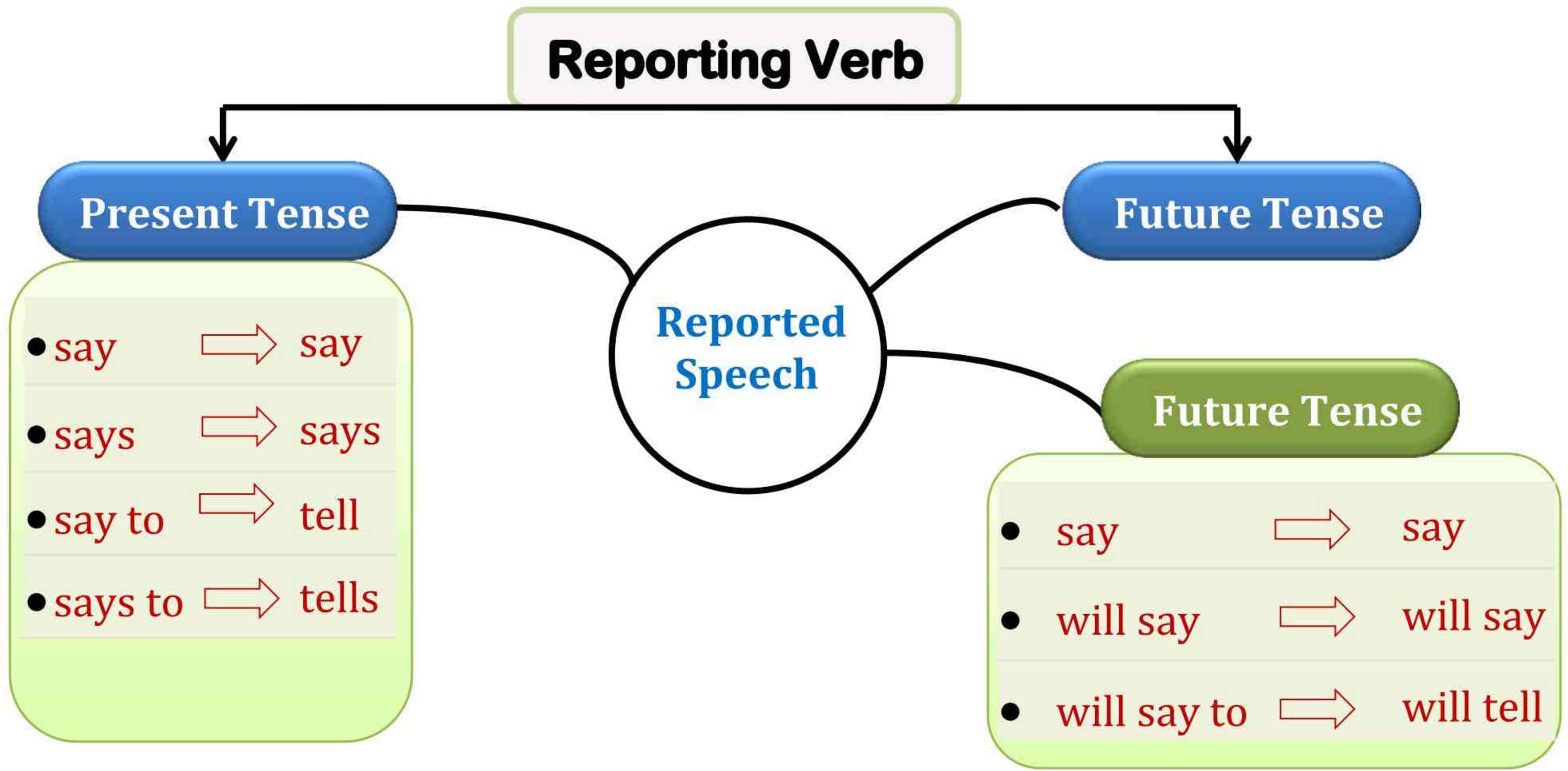
Inverted Comma



• “ ”	→	that
• “ ”	→	to
• “ ”	→	if

Change in Verbs

1. Reporting Speech کا جو **Reporting Verb** ہے اگر وہ Present Tense یا Future Tense میں ہے تو **Reported Speech** میں کوئی تبدیلی نہیں آئے گی۔



2. ایسی صورت میں **Inverted Commas** (" ") کے اندر والے الفاظ کو تبدیل نہیں کریں گے۔

3. ایسے فقرات (Sentences) میں صرف **Pronouns** کی تبدیلی ہوتی ہے۔ اور قوے کو ہٹا کر **that** لگایا جاتا ہے۔

Examples of Present Tense

- say → say
- says → says
- say to → tell
- says to → tells

- ❖ Direct: She says, "I am a girl."
Indirect: She says **that she** is a girl.
- ❖ Direct: He says, "Adeel is playing."
Indirect: He says **that** Adeel is playing.
- ❖ Direct: They **say to** us, "**You** have not believed **us**."
Indirect: They **tell** us **that we** have not believed **them**.
- ❖ Direct: I say, "I do not waste my time."
Indirect: I say **that** I do not waste my time.
- ❖ Direct: Anas **says to** me, "**I** shall go to Lahore."
Indirect: Anas **tells** me **that he** will go to Lahore.
- ❖ Direct: The teacher **says to** me, "**You** are very hard working."
Indirect: The teacher **tells** me **that i** am very hard working.

Direct: I say, "He is leaving for Karachi."

❖ Indirect: I say **that** he is leaving for Karachi.

Examples of Future Tense

- say → say
- will say → will say
- will say to → will tell

Direct: Sofia will say, "Sajid beats."

❖ Indirect: Sofia will say **that** Sajid beats.

Direct: You **will say to** me, "**I** am not going with **you**."

❖ Indirect: You **will tell** me **that you** are not going with **me**.

Direct: The old man will say, "**You** should speak the truth."

❖ Indirect: The old man will say **that i** should speak the truth.

Direct: She **will say to** me, "**i** cannot solve this sum."

❖ Indirect: She **will tell** me **that she** cannot solve this sum.

4. اگر (Reporting Verb) رپورٹنگ ورب Past Tense میں ہے تو اگر **Reported Speech** (رپورٹڈ سپیچ) **Present Tense** میں ہوگا تو وہ **Past Tense** میں تبدیل ہو جائے گا۔ یعنی کہ **Reporting Verb** اگر Past Tense میں ہے تو **Reported Speech** سارا ہی **Past Tense** میں تبدیل ہو جائے گا۔

Direct: Sajid **said**, "**He writes a letter**."

❖ Indirect: Sajid said **that he wrote a letter**.

Direct: He **said**, "**Waqar goes to home**."

❖ Indirect: He said **that Waqar went to home**.

Direct: I **said to** my friend, "**You are going to Lahore**."

❖ Indirect: I **told** my friend **that he was going to Lahore**.

5. اگر **Reporting Verb** (رپورٹنگ ورب) Past Tense میں ہے تو اگر **Reported Speech** (رپورٹڈ سپیچ) **Future Tense** میں ہوگا تو اس (یعنی کہ **Reported verb**) کے **Helping Verb** تبدیل ہو جائیں گے۔

Note: But '**shall**' will not change into '**should**'. It will be '**would**'.

نوٹ: **Shall** تبدیل نہیں ہوگا **Should** میں۔ یہ **would** ہوگا۔

Helping Verbs

- will → would
- shall → should

Direct: He **said**, "I **shall** help him."

❖ Indirect: He said **that** he **would** help him.

Direct: He **said**, "He **will** sit."

❖ Indirect: He said **that** he **would** sit.

6. اگر **Reporting Verb** (رپورٹنگ ورب) Past Tense میں ہے تو اگر Reported Speech میں پہلے سے ہی یہ **(might, must should, would)** والے **Verbs** آرہے ہو تو ایسے جملوں (Sentences) کا Tense نہیں بدلتا۔

Direct: He **said to** me, "You **should** help the poor."

❖ Indirect: He **told** me **that** I **should** help the poor.

Direct: He **said**, "She **must** work hard."

❖ Indirect: He **said that** she **must** work hard.

7. اگر **Reporting Speech** میں کوئی **object** نہ ہو تو **Said** کا لفظ تبدیل نہیں ہوگا۔

8. اگر **object** موجود ہو تو **Said** کی بجائے **told** اور **say** کی بجائے **Tell** ہو جائے گا۔

• **say** → **tell**
• **Said** → **told**

نوٹ: اگر **Reporting Verb** (رپورٹنگ ورب) Past Tense میں ہے تو Reported Speech کے تمام **Verbs** بھی Past Tense میں بدل جاتے ہیں۔

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)	→	would, Should
can	→	could
may	→	might

must



had to

is, am, was کا جملوں میں استعمال:

اگر Direct Speech میں **Reporting Verb** (رپورٹنگ ورب) Past Tense میں ہے اور Reported Speech (رپورٹڈ سپیچ) Present Tense میں ہے تو آپ نے Reported Speech میں جو **is, am** آ رہا ہے Indirect Speech میں **is, am** کی جگہ **was** لگا دینا ہے۔

• **is or am** → **was**

Direct: He **said to** me, "He **is** a nice boy."

❖ Indirect: He **told** me **that** he **was** a nice boy.

Direct: He **said to** me, "He **is** a naughty boy."

❖ Indirect: He **told** me **that**he **was** a naughty boy.

Direct: She **said to** me, "I **am** going to college."

❖ Indirect: She **told** me **that**she **was** going to college.

Direct: Fahad **said to** me, "I **am** doing work."

❖ Indirect: Fahad **told** me **that**he **was** doing work.

Direct: He said, "I **am** busy."

❖ Indirect: He said **that**he **was** busy.

Direct: Asad **said to** her, "I **am** not teasing you."

❖ Indirect: Asad **told** her **that**he **was** not teasing her.



are, were کا جملوں میں استعمال:

اگر Direct Speech میں **Reporting Verb** (رپورٹنگ ورب) Past Tense میں ہے اور Reported Speech (رپورٹڈ سپیچ) Present Tense میں ہے تو آپ نے Reported Speech میں جو **are** آ رہا ہے Indirect Speech میں **are** کی جگہ **were** لگا دینا ہے۔

• **are** → **were**

Direct: She **said to** Sherry, "They **are** students."

❖ Indirect: She **told** Sherry **that**they **were** students.

Direct: They **said to** me, "We **are** working now."

❖ Indirect: They **told** me **that**they **were** working then.

Direct: She **said to** me, "You **are** telling a lie."

❖ Indirect: She **told** me **that**I **was** telling a lie.

Direct: They said, "We **are** present."

❖ Indirect: They said **that** they **were** present.

was, were, had been کا جملوں میں استعمال:

• **was** → **had been**

• **were** → **had been**

Direct: They **said to** you, "We **were** taking a risk."

❖ Indirect: They **told** you **that** they **had been** taking a risk.

Direct: Sofia said, "I **was** working."

❖ Indirect: Sofia said **that** she **had been** working.

Direct: I **said to** him, "I **was** busy."

❖ Indirect: I **told** him **that** I **had been** busy.

Direct: The hunter said, "I **was** going in the jungle."

❖ Indirect: The hunter said **that** he **had been** going in the jungle.

has, have, had کا جملوں میں استعمال:

• **has** → **had**

• **have** → **had**

Direct: I **said to** Sana, "You **have** lost my pen."

❖ Indirect: I **told** Sana **that** she **had** lost my pen.

Direct: They **said to** me, "We **have** done your work."

❖ Indirect: They **told** me **that** they **had** done my work.

Direct: Fahad **said to** Sana, "I **have** taken tea."

❖ Indirect: Fahad **told** Sana **that** he **had** taken tea.

Direct: She **said to** her brother, "I **have** finished my work."

❖ Indirect: She **told** her brother **that** she **had** finished her work.

Direct: She said, "I **have** done my duty."

❖ Indirect: She said **that** she **had** done her duty.

Direct: She said, "I **have** a book."

❖ Indirect: She said **that** she **had** a book.

Direct: Fahad said, "I **have** done your work."

❖ Indirect: Fahad said **that** he **had** done my work.

has been, have been, had been کا جملوں میں استعمال:

- **has been** → **had been**
- **have been** → **Had been**

- ❖ Direct: He **said to** You, "I **have been** living **here** since 1992."
Indirect: He **told** you **that** he **had been** living **there** since 1992.

- ❖ Direct: Fahad **said to** me, "You **have been** working for 2 hours."
Indirect: Fahad **told** me **that** I **had been** working for 2 hours.

- ❖ Direct: She said, "The cat **has been** running for two hours."
Indirect: She said **that** the cat **had been** running for two hours.

do, does, did کا جملوں میں استعمال:

- **do or does** → **did**



- ❖ Direct: I **said to** him, "I **do** my work daily."
Indirect: I **told** him **that** I **did** my work daily.

- ❖ Direct: He **said to** me, "I **do** not know the answer."
Indirect: He **told** me **that** he **did** not know the answer.

will, shall, would, should کا جملوں میں استعمال:

- Should کو جہاں جہاں ضروری کام، تاکید اس طرح کے words آئیں وہاں پر آپ نے should کو would اور would کو should میں تبدیل کر دینا ہے یعنی ایک دوسرے کی جگہ تبدیل کر دینی ہے۔

❖ **Should for Compulsory meanings**

❖ **Would For Plain future**

- I اور we کے ساتھ ہمیشہ should لگتا ہے اور جو بتایا (Remaining) کے Pronouns ہیں ان کے ساتھ آپ نے well لگانا ہے۔

- **Will / shall** → **would / should**

- ❖ Direct: Fahad **said to** me, "I **shall** play football."
Indirect: Fahad **told** me **that** he **would** play football.

- ❖ Direct: He said, "I **will** finish my report in two days."
Indirect: He said **that**he **would** finish his report in two days.

- ❖ Direct: He **said to** her, "You **will** go with me."
Indirect: He **told** her **that**she **would** go with him.

Direct: They said, "We **shall** help."

❖ Indirect: They said **that** they **would** help.

can, could کا جملوں میں استعمال:

• **can** → **could**

Direct: He said, "I **can** play."

❖ Indirect: He said **that** he **could** play.

Direct: I **said to** her, "You **can't** help me."

❖ Indirect: I **told** her **that** she **could not** help me.

Direct: She said, "I **can** speak English."

❖ Indirect: She said **that** she **could** speak English.

may, might کا جملوں میں استعمال:

اگر Direct Speech میں **Reporting Verb** (رپورٹنگ ورب) Past Tense میں ہے تو آپ نے Reported Speech میں جو **may** آرہا ہے Indirect Speech میں **may** کی جگہ **might** لگا دینا ہے۔

• **may** → **might**

Direct: She **said to** me, "I **may** help you."

❖ Indirect: She **told** me **that** she **might** help me.

Direct: Fahad said, "He **may** go."

❖ Indirect: Fahad said **that** he **might** go.

Direct: He said, "I **may** call Fahad."

❖ Indirect: He said **that** he **might** call Fahad.

must, had to کا جملوں میں استعمال:

• **must** → **had to**

Direct: Asad said, "I **must** study this book."

❖ Indirect: Asad said **that** he **had to** study this book.

Direct: She said, "I **must** go to the bank and get some money."

❖ Indirect: She said **that** she **had to** go to the bank and get some money.

1st form of Verb, 2nd form of Verb کا جملوں میں استعمال:

Verb کی فرسٹ فارم (1st form) کو Verb کی سیکنڈ فارم (2nd form) میں تبدیل کر دینا ہے۔

- 1st form of verb → 2nd form of verb

Direct: You **said to** him, "I **like** your behavior."

❖ Indirect: You **told** him **that** you **liked** his behavior.

Direct: Fahad said, "I **write** a letter."

❖ Indirect: Fahad said **that** he **wrote** a letter.

Direct: He said, "Fahad **goes** to home."

❖ Indirect: He said **that** Fahad **went** to home.

Direct: He said, "I **learn** my lesson."

❖ Indirect: He said **that** he **learnt** his lesson.

2nd form of Verb, had + 3rd form of Verb کا جملوں میں استعمال:

جب ورب کی دوسری فارم (2nd form of verb) آرہی ہو تو آپ نے had کے ساتھ ورب کی تھرڈ فارم (3rd form of verb) لگانی ہے۔

نوٹ: اس کے لئے آپ کو ورب کی پہلی، دوسری اور تیسری فارمز (1st, 2nd and 3rd forms of verb) یاد کرنی ہوں گی۔ تاکہ آپ کو پتہ ہو کہ یہ ورب کی کون سی فارم ہے۔

- 2nd form of verb → Had + 3rd form of verb

Direct: She said, "I **saw** a lion in the zoo."

❖ Indirect: She said **that** she **had seen** a lion in the zoo.

Direct: Sofia **said to** Fahad, "I **met** you **yesterday**."

❖ Indirect: She **told** Fahad **that** she **had met** him the **previous day**.

Direct: Fahad **said to** me, "I **wrote** the lesson."

❖ Indirect: Fahad **told** me **that** he **had written** the lesson.

Direct: He said, "I **went** there."

❖ Indirect: He said **that**he **had gone** there.

Change of Pronouns

Reported Speech

Reporting Speech

1st Person Pronoun → Subject

2nd Person Pronoun → Object

3rd Person Pronoun → No Change

Direct Speech

Object of Reporting Verb

He says to me, "I want new clothes."

Subject

Reporting Verb

1st Person

نوٹ: Inverted Commas کے اندر اور باہر والے حصے کو ملانے کے لئے (,) direct speech comma ڈالا جاتا ہے۔

سب سے پہلے Reported Speech کے Pronouns کو Reporting Speech کے مطابق تبدیل کرتے ہیں۔

Cases of Pronoun

	1 st Person	2 nd Person	3 rd Person
Subjective Case	I, We	You	He, She, It, They
Possessive Case	My / Mine, Our / Ours	Yours	His, Her, Its, Their
Objective Case	Me, Us	You	Him, Her, It, Them

pakcity.org

Formula

SON

pakcity.org

Reported Speech

Reporting Speech

1st Person Pronouns

اگر Reported Speech میں 1st Person (یعنی کہ I اور we) آجائے تو جیسا کہ Table میں 1st Person میں ہمارے پاس دو طرح کے لوگ (I اور we) آتے ہیں 1st Person جو نسا ہے وہ Reporting Speech کے Subject کے مطابق تبدیل ہوگا۔

Subject

2nd Person Pronouns

اگر Reported Speech میں 2nd Person (یعنی کہ you) آجائے جیسا کہ Table میں دیکھا جا سکتا ہے تو 2nd Person جو نسا ہے وہ Reporting Speech کے Object کے مطابق تبدیل ہوگا۔

Object

3rd Person Pronouns

اگر Reported Speech میں 3rd Person (یعنی کہ he, she, it) آجائے جیسا کہ Table میں دیکھا جاسکتا ہے تو پھر آپ نے جملے میں کوئی تبدیلی نہیں کرنی آپ نے اُس کو ویسے ہی لکھا رہنے دینا ہے۔

No Change**Main Formula**

اگر ہم Reported Speech میں 1st Person (یعنی کہ I اور We) کو دیکھیں جو کہ Reporting Speech کے Subject کے مطابق تبدیل (Change) ہو گا۔

اگر ہم Reported Speech میں 2nd Person (یعنی کہ You) کو دیکھیں جو کہ Reporting Speech کے Object کے مطابق تبدیل (Change) ہو گا۔

اگر Reported Speech میں 3rd Person (یعنی کہ he, she, it, they) آجائے تو یہ words تبدیل (Change) نہیں ہوں گے یہ ویسے کے ویسے ہی لکھے جاتے ہیں۔

Reporting Speech**Subject****Object****No Change****1st Person****2nd Person****3rd Person****S****O****N****1st Person Pronouns in Reported Speech**

اگر Reported Speech یعنی کہ Inverted Commas کے اندر 1st Person آجاتا ہے تو ہم نے اُس کو کس میں تبدیل (Change) کرنا ہے 1st Person میں آتے ہیں I اور We اور اگر ان کے possessive اور objective conditions دیکھی جائے تو یہ (my, mine, me, our, ours, us) بنتے ہیں۔ I کا my, mine, me اور We کا our, ours, us۔

• **I, We****My, mine, me, our, ours, us**Direct: **He** said to me, "**I** want new clothes."❖ Indirect: He told me that **he** wanted new clothes.Direct: **They** said to me, "**We** have done your work."❖ Indirect: They told me that **they** had done my work.

2nd Person Pronouns in Reported Speech

❖ اگر Reported Speech یعنی کہ Inverted Commas کے اندر 2nd Person آجاتا ہے تو
2nd Person میں You آتا ہے اور اس کی possessive اور objective conditions دیکھی جائے
تو yours, you بنتی ہے۔

❖ You کو Reporting Speech کے **Object** کے مطابق تبدیل (Change) کیا جاتا ہے۔

- **We** ————— **you , yours**

Direct: I said to her, "**You** can't help me."

❖ Indirect: I told her that **she** could not help me.

3rd Person Pronouns in Reported Speech

❖ اگر Reported Speech میں 3rd Person (یعنی کہ he, she , it , they) آجائے تو یہ words تبدیل
(Change) نہیں ہوں گے یہ ویسے کے ویسے ہی لکھے جاتے ہیں۔ اور ان کی possessive اور objective
conditions دیکھی جائے تو them, their, it, its, Her, him, his بنتی ہے۔

- **He, She, It, They** ————— **his, him, her, its, it, their, them**

Direct: I said to you, "**He** is honest."

❖ Indirect: I tell you that **he** is honest.

Direct: He said to me, "**She** is a naughty girl."

❖ Indirect: He told me that **she** was a naughty girl.

Direct: He said to me, "**It** is a book."

❖ Indirect: He told me that **she** was a book.

Direct: She said to Fahad, "**They** are students."

❖ Indirect: She told Fahad that **they** were students.

Noted Point



❖ کسی بھی جگہ، شے، چیز یا نام میں تبدیلی نہیں کرنی۔

Change of Tense

اگر Direct Speech میں Reporting Verb (رپورٹنگ ورب) Past Tense میں ہے تو
اگر Reported Speech میں Universal truth / habit استعمال (use) نہیں ہو رہا ہے
تو پھر آپ نے Direct Speech سے Indirect Speech میں اگر Present Tense ہوا
Past Tense ہوا Future Tense ہو تب آپ نے تبدیلیاں لے کر آئی ہیں۔

Direct Speech

Reporting Verb

Past Tense

Reported Speech

Not use of Universal truth/habit

Changing in
Reported
Speech

Present Tense

Past Tense

Future Tense

Present Tense

اگر Direct Speech میں Reporting Verb (رپورٹنگ ورب) Past Tense میں ہے تو
Reported Speech (رپورٹڈ سپیچ) Present Tense میں ہو گا۔

- | | | |
|------------------------------------|---|-------------------------------|
| • Present Indefinite Tense | ⇒ | Past Indefinite Tense |
| • Present Continuous Tense | ⇒ | Past Continuous Tense |
| • Present Perfect Tense | ⇒ | Past Perfect Tense |
| • Present Perfect Continuous Tense | ⇒ | Past Perfect Continuous Tense |

اگر Reporting Verb (رپورٹنگ ورب) Past Tense میں ہے تو Reported Speech اگر Present Indefinite Tense میں ہے تو اس کو ہم Past Indefinite Tense میں تبدیل (Change) کریں گے یعنی Inverted Commas سے باہر والا حصہ (Reporting Speech) اگر ماضی (Past) میں ہے تو Inverted Commas کے اندر والے حصہ (Reported Speech) کو بھی ماضی (Past) میں ہونا چاہیے۔

Present Indefinite Tense to Past Indefinite Tense

Direct: **Sajid said to me, "He writes a letter."**



Identify		Changing		
		Direct	⇒	Indirect
Subject:	Sajid	Reporting Verb:	said to	told
Reporting Verb:	Said to	Replace:	" "	that
Object:	me	Pronoun Change:	3 rd PP	he
3 rd Person Pronoun: OR (3 rd PP)	He	Tense:	writes a letter	wrote a letter
Reported Speech Tense:	Present Indefinite Tense	Specific Word:	No	

Indirect: **Sajid told me that he wrote a letter.**

اگر Reporting Verb (رپورٹنگ ورب) Past Tense میں ہے تو Reported Speech اگر Present Continuous Tense میں ہے تو اس کو ہم Past Continuous Tense میں تبدیل (Change) کریں گے یعنی Inverted Commas سے باہر والا حصہ (Reporting Speech) اگر ماضی (Past) میں ہے تو Inverted Commas کے اندر والے حصہ (Reported Speech) کو بھی ماضی (Past) میں ہونا چاہیے۔

Present Continuous Tense to Past Continuous Tense

Direct: **She said to me, "I am playing football with you now."**

Identify		Changing		
		Direct	⇒	Indirect
Subject:	She	Reporting Verb:	said to	told
Reporting Verb:	Said to	Replace:	" "	that
Object:	me	Pronoun Change:	I , you	she , me
1 st Person Pronoun: OR (1 st PP)	I	Tense:	am playing	was playing
Reported Speech Tense:	Present Continuous Tense	Specific Word:	Now	then

Indirect: **She told me that she was playing football with me then.**

اگر Reporting Verb (رپورٹنگ ورب) Past Tense میں ہے تو Reported Speech اگر Present Perfect Tense میں ہے تو اس کو ہم Past Perfect Tense میں تبدیل (Change) کریں گے یعنی Inverted Commas سے باہر والا حصہ (Reporting Speech) اگر ماضی (Past) میں ہے تو Inverted Commas کے اندر والے حصہ (Reported Speech) کو بھی ماضی (Past) میں ہونا چاہیے۔

Present Perfect Tense to Past Perfect Tense

Direct: I said to Sofia, "You have lost my pen."

Identify		Changing		
		Direct	⇒	Indirect
Subject:	I	Reporting Verb:	said to	⇒ told
Reporting Verb:	Said to	Replace:	" "	⇒ that
Object:	me	Pronoun Change:	you	⇒ she
1 st Person Pronoun: OR (1 st PP)	my	Tense:	Have lost	⇒ Had lost
2 nd Person Pronoun: OR (2 nd PP)	you			
Reported Speech Tense:	Present Perfect Tense	Specific Word:	No	

Indirect: I told Sofia that she had lost my pen.

اگر Reporting Verb (رپورٹنگ ورب) Past Tense میں ہے تو Reported Speech اگر Present Perfect Continuous Tense میں ہے تو اس کو ہم Past Perfect Continuous Tense میں تبدیل (Change) کریں گے یعنی Inverted Commas سے باہر والا حصہ (Reporting Speech) اگر ماضی (Past) میں ہے تو Inverted Commas کے اندر والے حصہ (Reported Speech) کو بھی ماضی (Past) میں ہونا چاہیے۔

Present Perfect Continuous Tense to Past Perfect Continuous Tense

Direct: Zain said to me, "You have been working for 2 hours."

Identify		Changing		
		Direct	⇒	Indirect
Subject:	Zain	Reporting Verb:	said to	⇒ told
Reporting Verb:	Said to	Replace:	" "	⇒ that
Object:	me	Pronoun Change:	you	⇒ I
2 nd Person Pronoun: OR (2 nd PP)	you	Tense:	Have been	⇒ Had been
Reported Speech Tense:	Present Perfect Continuous Tense	Specific Word:	No	

Indirect: Zain told me that I had been working for 2 hours.

Past Tense

اگر Direct Speech میں Reporting Verb (رپورٹنگ ورب) Past Tense میں ہے اور اگر Reported Speech (رپورٹڈ سپیچ) بھی Past Tense میں ہے۔ تو پھر آپ نے کیا تبدیلیاں لے کر آئی ہیں۔

Direct Speech

Indirect Speech

- | | | |
|---|---|---|
| • Past Indefinite Tense | ⇒ | Past Perfect Tense |
| • Past Continuous Tense
(was / were) | ⇒ | Past Perfect Continuous Tense
(had been) |
| • Past Perfect Tense | ⇒ | No Change |
| • Past Perfect Continuous Tense | ⇒ | No Change |

Past Indefinite Tense to Past Perfect Tense

Direct: **Zain said to Maria, "I started a new job."**



Identify		Changing		
		Direct	⇒	Indirect
Subject:	Zain	Reporting Verb:	said to	told
Reporting Verb:	Said to	Replace:	" "	that
Object:	Maria	Pronoun Change:	I	he
1 st Person Pronoun: OR (1 st PP)	I	Tense:	started	Had started
Reported Speech Tense:	Past Indefinite Tense	Specific Word:	No	
Indirect:		Zain told Maria that he had started a new job.		

Direct: He said, "I **went** to school."

Indirect: He said that he **had gone** to school.

Past Continuous Tense to Past Continuous Tense

Direct: **He said, "He was playing football."**

Identify		Changing		
		Direct	⇒	Indirect
Subject:	He	Reporting Verb:	said	said
Reporting Verb:	Said	Replace:	" "	that
Object:	No	Pronoun Change:	he	No Change
3 rd Person Pronoun: OR (3 rd PP)	He	Tense:	was playing	had been playing



Reported Speech Tense:	Past Continuous Tense	Specific Word:	No
Indirect: He said that he had been playing football.			



Past Perfect Tense **to** No Change

Direct: He said, "He had gone to Lahore."			
Identify		Changing	
		Direct	⇒ Indirect
Subject:	He	Reporting Verb:	said ⇒ said
Reporting Verb:	Said	Replace:	" " ⇒ that
Object:	No	Pronoun Change:	he ⇒ No Change
3rd Person Pronoun: OR (3rd PP)	He	Tense:	Had gone ⇒ No Changing
Reported Speech Tense:	Past Perfect Tense	Specific Word:	No
Indirect: He said that he had gone to Lahore.			

Past Perfect Continuous Tense **to** No Change

Direct: He said, "I had been waiting for 2 hours."			
Identify		Changing	
		Direct	⇒ Indirect
Subject:	He	Reporting Verb:	said ⇒ said
Reporting Verb:	Said	Replace:	" " ⇒ that
Object:	No	Pronoun Change:	I ⇒ He
1st Person Pronoun: OR (1st PP)	I	Tense:	Had been ⇒ No Changing
Reported Speech Tense:	Past Perfect Continuous Tense	Specific Word:	No
Indirect: He said that he had been waiting for 2 hours.			

Future Tense

اگر Direct Speech میں Reporting Verb (رپورٹنگ ورب) Past Tense میں ہے اور اگر Reported Speech (رپورٹڈ سپیچ) میں Future Tense میں ہے۔ تو پھر آپ نے کیا تبدیلیاں لے کر آنی ہیں۔

Helping Verbs of Future Tense

- will → would
- shall → should



Direct: They said, "We will plan a picnic tomorrow."

Identify		Changing		
			Direct	→ Indirect
Subject:	They	Reporting Verb:	said	→ said
Reporting Verb:	Said	Replace:	" "	→ that
Object:	No	Pronoun Change:	We	→ They
1st Person Pronoun: OR (1 st PP)	We	Tense:	will Plan	→ Would plan
Reported Speech Tense:	Future Indefinite Tense	Specific Word:	Tomorrow	→ The next day

Indirect: They said that they would plan a picnic the next day.

اگر Reported Speech میں کوئی ہمہ گیر سچائی یا کوئی عادت (Universal truth or habit) بیان کی گئی ہو۔ تو اس میں Tense کی کوئی تبدیلی نہیں ہوتی۔

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

Indirect: He said that the earth is round.

Direct: He said, "Sugar is sweet."

Indirect: He said that sugar is sweet.

Assertive Sentences

Assertive Sentences \longleftrightarrow Affirmative Sentence + Negative Sentences

Direct \longleftrightarrow Indirect

شرائط:

1. **Reporting Verb** کے بعد آنے والے قومه (,) کو ہٹا دیا جاتا ہے۔
2. **Reporting Verb** کے بعد **that** لگانا ہے۔
3. **Reported Speech** کے بھی **inverted commas** (" ") کو بھی ہٹا دینا ہے۔
4. **Reported Speech** کے پہلے والے **Capital letter** کو **Small letter** میں تبدیل کرنا ہے۔
- 5.

Reporting Verb

Present Tense

- say \Rightarrow say
- says \Rightarrow says
- say to \Rightarrow tell
- says to \Rightarrow tells

Past Tense

- said \Rightarrow said
- said to \Rightarrow told

Assertive Sentences \longleftrightarrow

Positive

+

Negative

ایسے فقرات میں کوئی بھی بات بیان کرتے ہیں۔

ان ڈائریکٹ سپیچ (Indirect Speech) میں تبدیل کرتے وقت۔

صحیح / غلط

مثبت / منفی

ممکن / ناممکن

اگر مفعول (Object) کو ان الفاظ سے مخاطب کیا گیا ہو تو

Madam

میڈم، محترمہ،
باشعور عورت

Your honor

عزت، وقار،
احترام، عزت مآب

Your majesty

شان و شوکت، جاہ و
جلال، دبدبہ، رعب

Your highness

مہاراج، جناب عالی،
حضور، عزت مآب

Sir

سر، جناب

یہ اوپر والے الفاظ مفعول کے طور پر استعمال ہو رہے ہوں سارے ختم کر کے آپ نے

Respectfully, With great respect

Said کے مفعول آئے تو مفعول کے بعد استعمال کرتے ہیں

Direct: She said to him, "Sir, my brother was ill."

❖ Indirect: She told him respectfully that her brother had been ill.

اگر Commas کے اندر والے حصوں کے درمیان Commas کے باہر والے حصوں کو تحریر کر دیا جائے۔ تب بھی پہلے Commas کے باہر والے حصے اور پھر اندر والے حصے کو Indirect Speech میں تبدیل کرنا ہے۔
(یعنی کہ یہ بات سمجھ لے اگر Commas کے اندر والا جملہ (Sentence) ہے وہ پہلے لکھا گیا ہے اور Commas سے باہر والا بعد میں تو پھر بھی آپ نے جو باہر والا حصہ ہے اس کو سب سے پہلے بیان (describe) کرنا ہے۔)

Direct: "Things are not what they seem" said the wise old man.

❖ Indirect: The wise old man said that things are not what they seem.

Universal Truth کے Tense کو تبدیل نہیں کرتے۔
(اگر جملے میں کوئی بھی سچائی بیان کی گئی ہو۔ کوئی بھی عادت بیان کی گئی ہو۔ کوئی بھی Universal Truth یا حقیقت (habit) بیان کی گئی ہو۔ تو اُس میں آپ نے Tense کو تبدیل نہیں (Change) کرنا۔ چاہے Inverted Commas کے اندر والا جملہ (Sentence) پہلے لکھا گیا ہو اور Inverted Commas سے باہر والا بعد میں لکھا گیا ہوں۔ تب بھی آپ نے جملے (Sentence) کو arrange کرتے وقت اُس میں تبدیلی نہیں لے کر آنی۔)

Direct: "The earth," said the teacher, is round.

❖ Indirect: The teacher said that the earth is round.

Interrogative Sentences

Types of Interrogative sentences

1

Primary Verbs which can function as main verbs / **Auxiliary verb** / Helping Verbs

2

Wh - Family
سے شروع ہونے والے
Verbs

Auxiliary verbs

Used as

Tenses

She was waiting.

Mood

Did you like apple?

Voice

Our dessert was eaten by the dog.

Modal Auxiliaries Verbs

Can , could , may , might , must , shall , should , will , would

Main Auxiliaries Verbs

Be

Is , am , are , was
, were , being ,
been, will be

Have

Has , have , had ,
having , will
have

Do

Do , does , did ,
will do

سوالیہ جملوں کی دو قسموں (Helping Verbs + Wh- family verbs) کو Indirect بناتے وقت
ان شرائط یا اصولوں کو مد نظر رکھنا پڑتا ہے۔

شرائط:

www.pakcity.org

Interrogative Sentences

Helping Verbs

Reported کو ختم کر کے Inverted Commas
Speech کے شروع میں **if / whether** لگاتے ہیں۔
اور ان Verbs کو Tenses کے مطابق تبدیل کرتے ہیں۔

Wh- family Verbs

یہ جیسے آئیں۔ ویسے ہی لکھے
جاتے ہیں۔

باقی Tenses اور Pronouns کی تبدیلیاں سابقہ طریقوں سے کرتے ہیں۔

Helping Verbs

Is, am, are, was, were, do, does, did, has, have, had, be, being, been, may, might, must, can, could, shall, should, will, would



Direct: He **said to me**, "Can you run fast?"

❖ Indirect: He **asked** me **if** I could run fast.

Direct: He **said to me**, "Are you reading book?"

❖ Indirect: He **asked** me **if** I was reading book.

Direct: He **said to him**, "Are you not well today?"

❖ Indirect: He **asked** him **if** he was not well that day.

Direct: He **said to me**, "Do you live here?"

❖ Indirect: He **asked** me **if** I lived there.

Direct: Asad **said to** Sofia, "Have you finished you work?"

❖ Indirect: Asad **asked** Sofia **if** she had finished her work.

Direct: I **said to him**, "Do you need my help?"

❖ Indirect: I **asked** him **whether** he needed my help.

Direct: The old man **said to** the lady, "Will you marry me?"

❖ Indirect: The old man **asked** the lady **if** she would marry him.

Direct: She **said to me**, "Are you going to Lahore?"

❖ Indirect: She **asked** me **if** I was going to Lahore.

Direct: He **said to me**, "Does he play football?"

❖ Indirect: He **asked** me **whether** he played football.

Direct: Zain **said**, "May I come in?"

❖ Indirect: Zain **asked if** he might come in.

Wh-family Verbs

When, what, whose, whom, how, who, why, where

Direct: I **said to** my brother, "**Where** are you going?"

❖ Indirect: I **asked** my brother **where** he was going.

Direct: Zain **said to** Sofia, "**Who** is knocking the door?"

❖ Indirect: Zain **asked** Sofia **who** was knocking at the door.

Direct: Zain **said to** Asad, "**Where** were you yesterday?"

❖ Indirect: Zain **inquired** Asad **where** he had been the previous day.

Direct: The teacher **said to** the boy, "**Why** do you tell a lie?"

❖ Indirect: The teacher **asked** the boy **why** he told a lie.

Direct: She **said to** me, "**When** shall I go?"

❖ Indirect: She **asked** me **when** she would go.

Direct: He **said to** me, "**Why** were you late?"

❖ Indirect: He **asked** me **why** I had been late.

Direct: He **says to** me, "**Where** are you going?"

❖ Indirect: He **asks** me **where** I am going.

Direct: He **said to** me, "**Where** were you going?"

❖ Indirect: He **asked** me **where** I had been going.

Direct: Sofia **said to** me, "**What** is your name?"

❖ Indirect: Sofia **asked** me **what** my name was.

Direct: Teacher **said to** the students, "**Where** do you live?"

❖ Indirect: Teacher **asked** to the students **where** they lived.

Direct: She **said to** her cousin, "**When** will you come again?"

❖ Indirect: She **asked** her cousin **when** he would go again.

Direct: They **said**, "**How** is the weather?"

❖ Indirect: They **asked** **how** the weather was.



Imperative Sentences

حکمیہ جملے



تعریف: ایسے فقرات یا ایسے جملے جن میں حکم، التجا یا نصیحت پائی جائے۔
ایسا جملہ جس میں کوئی کام کرنے، نہ کرنے کا حکم، نصیحت، مشورہ یا گزارش کا لفظ پایا جائے۔

Definition:

A sentence that expresses a command, a request, an advise or a suggestion is called an imperative sentence.

Example:

Open the door.	→	Command
Please help me.	→	Request
Quit smoking	→	Advise
Don't make a noise.	→	Command

شرائط:

1. Said to کی جگہ

Requested	↔	i. گزارش
Ordered	↔	ii. حکم
Advised	↔	iii. نصیحت کرنا
Proposed / Suggested	↔	iv. تجویز / مشورہ
Forbade to / ordered not to	↔	v. کسی چیز سے منع کرنا

2. that کی جگہ to کا استعمال ہو گا۔ اور اس کے بعد درج پہلی فارم (1st form of verb) استعمال ہوگی۔

Comma (,) and **inverted Commas (“ ”)** are **removed** and word ‘**to**’ is used to join both the parts.

3. Negative Sentences کے لئے “**Not to**” لگے گا۔ یا

“**Do not**” is removed and “**Not to**” is used.

4. تجویز والے فقرات میں **Supposed / Proposed** کا استعمال ہو گا۔ اور اندروالے Verb سے پہلے “**should**” کا استعمال ہو گا جبکہ “**that**” فاعل یعنی “**Subject**” سے پہلے استعمال ہونا ہے۔

5. اگر “**Let**” کسی تجویز یا پیشکش کے لئے استعمال ہوتا ہے۔ تو “**Reporting Verb**” کو “**Suggested / Proposed**” لگایا جاتا ہے۔ اور اس کے بعد **Should** میں بدل دیا جاتا ہے۔

6. “**forbade**” والے جملے میں “**Do not**” کو ختم کر دیا جاتا ہے۔ کیوں کہ “**forbade**” کے معنی ہی منع کرنے کے ہیں۔

Examples of Imperative Sentences

• Requested — گزارش

Direct: He said to me, “Please help me in this work.”

❖ Indirect: He **requested** me **to** help him in that work.

Direct: You said to Zain, “Please lend me fifty rupees.”

❖ Indirect: You **requested** Zain **to** lend you fifty rupees.

Direct: He said to me, “Please help me in this work.”

❖ Indirect: He **requested** me **to** help him in that work.

Direct: He said to her, “Please lend me your camera for one day.”

❖ Indirect: He **requested** her **to** lend him her camera for one day.

Examples of Imperative Sentences

• Ordered — حکم

Direct: The master said to his servant, “Polish my shoes.”

❖ Indirect: The master **ordered** his servant **to** polish his shoes.

Direct: He said to his servant, "Bring me a pen."

❖ Indirect: He **ordered** his servant **to** bring him a pen.

Direct: The teacher said to the peon, "Ring the bell."

❖ Indirect: The teacher **ordered** the peon **to** ring the bell.

Direct: Major said to his soldier, "Attack the enemy within no time."

❖ Indirect: Major **ordered** his soldier **to** attack the enemy within no time.

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

❖ Indirect: Father **ordered** me **to** bring a glass of water for him.

Direct: The teacher said to the student, "Clean the room."

❖ Indirect: The teacher **ordered** the student **to** clean the room.

Direct: The boss said to the employee, "Get out of the room."

❖ Indirect: The boss **ordered** the employee **to** get out of the room.

Examples of Imperative Sentences

- **Advised** — نصیحت کرنا

❖ Direct: The headmaster said to the boys, "Work hard."

Indirect: The headmaster **advised** the boys **to** work hard.

❖ Direct: She said to me, "Obey your elders."

Indirect: She **advised** me **to** obey my elders.

❖ Direct: Zain said to his brother, "Offer your prayer."

Indirect: Zain **advised** his brother **to** offer his prayer.

❖ Direct: The teacher said to the boys, "Come to school on time so that you may not miss your lesson."

Indirect: The teacher **advised** the boys **to** come to school on time so that they might not miss their lesson.

❖ Direct: The mother said to her son, "Don't write on your foot."

Indirect: The mother **advised** her son **not to** write on his foot.

❖ Direct: She said to her friend, "Do not tell a lie."

Indirect: She **advised** her friend **not to** tell a lie.

❖ Direct: The teacher said to him, "Do not waste your time."

Indirect: The teacher **advised** him **not to** waste his time.

❖ Direct: Doctor said to him, "Avoid unhealthy food."

Indirect: Doctor **advised** him **to** avoid unhealthy food.

Examples of Imperative Sentences

- **Suggested/ Proposed** ————— مشورہ / تجویز

Direct: The monitor said to the students, "Solve the sums like this."

❖ Indirect: The monitor **suggested** the students that they should solve the sums like this.

Direct: My friend said to me, "Let us go for a picnic."

❖ Indirect: My friend **suggested** me **to** go for a picnic.

Direct: She said, "Let us play."

❖ Indirect: She **proposed to** play.

Direct: They said, "Let us help her."

❖ Indirect: They **proposed to** help her.

Examples of Imperative Sentences

- **Forbade to/ ordered not to** ————— کسی چیز سے منع کرنا

Direct: Mother said to her son, "Don't make a noise."

❖ Indirect: Mother **forbade** her son **to** make a noise.

Direct: Mother said to me, "Do not go bareheaded in the sun."

❖ Indirect: Mother **forbade** me **to** go bareheaded in the sun.

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

❖ Indirect: He **forbade** his son **to** tell a lie.



Exclamatory Sentences

استعجابیہ جملے



تعریف: ایسے جملے جن میں خوشی، غمی یا حیرت کے جذبات کا اظہار ہو۔ یا ایسے جملے جن میں فوری یا اچانک جذبے کا اظہار ہو۔

Definition:

A sentence that express a state of sorrow, joy, wonder is known as exclamatory sentences. OR

Sentence that express strong feeling or emotions (like joy, sorrow, surprise, hatred (نفرت), contempt (حقارت), etc) are called exclamatory sentences.

Direct Sentence میں جو Exclamatory word آئے گا تو آپ نے اسی سوچ کے لحاظ سے Indirect Sentence میں said کی جگہ ان میں سے اسی سوچ سے لکھ دینا ہے۔ مطلب اگر Direct Sentence میں Wow! آتا ہے تو Indirect Sentence میں آپ نے Wow! اور said کی جگہ Exclaimed with joy لکھنا ہے۔

Exclamatory Word	Replace Said with
Wow!	Exclaimed with joy

What!	Exclaimed with surprise
Well done!	Exclaimed with applause
Sorry!	Exclaimed with regret
Pooh!	Exclaimed with contempt
Oh!	Exclaimed with surprise / sorrow
Nonsense!	Exclaimed with contempt
Hurrah!	Exclaimed with joy
How!	Exclaimed with surprise / regret
Ha!	Exclaimed with joy
Good Allah!	Exclaimed with surprise
Alas!	Exclaimed with sorrow / grief
Aha!	Exclaimed with joy
Ah!	Exclaimed with sorrow / grief joy

شرائط:

(جملے کو Direct سے Indirect بناتے وقت)

1. جب Reported Speech میں Strong feelings یا Emotions کا اظہار ہو تو Indirect بناتے وقت Said کی جگہ:

Exclaimed with joy	خوشی کی حالت میں
Exclaimed with sorrow	غم کی حالت میں
Exclaimed with wonder	حیرت کی حالت میں
Exclaimed with wished / prayed	تمنا / دعا کی حالت میں

Examples for understand:

- ❖ Hurrah! I won the competition. (This is **state of joy**)
- ❖ Alas! I couldn't qualify the exam. (This is **state of sorrow**)
- ❖ Wow! What a beautiful cat. (This is **state of wonder**)

2. **Alas / Hurrah** اور **Inverted Commas** کو ختم کر کے **that** لگایا جاتا ہے۔ OR(In Exclamatory sentences, Comma (,) and Inverted Commas (“ ”) are removed and word “ **that** ” is used to join both the parts.)3. دعائیہ فقرات میں “ **!** ” (Exclamation Mark) کو ختم کر کے صرف “ . ” (Full stop) لگایا جاتا ہے۔4. خواہش والے فقرات میں (**would that**) کو ختم کر کے **wished** کے بعد **that** لگاتے ہیں۔5. حیرت کا انداز ختم کرنے کے لئے (**What / How**) کی بجائے **Very** لگاتے ہیں۔ OR(The words “**What**” & “**How**” of Reporting Speech are replaced with words “**Very**” or “**Great**”. ‘**Very**’ comes before **Adjective** and ‘**Great**’ comes before **Noun**.)

Examples of Exclamatory Sentences

• Exclaimed with joy

خوشی کی حالت میں

Direct: The boys **said**, "**Hurrah !** We have won the match."

❖ Indirect: The boys **exclaimed with joy** that they had won the match.

Direct: The student **said**, "**Hurrah !** I have passed the examination."

❖ Indirect: The student **exclaimed with joy** that he had passed the examination

Direct: He **said**, "**Hurrah !** We have won the match."

❖ Indirect: He **exclaimed with joy** that they had won the match.

Direct: He **said**, "**Hurrah !** I bought a nice shirt."

❖ Indirect: He **exclaimed with joy** that he bought a nice shirt.

Direct: She **said** in Lahore, "**Wow !** What a pleasant weather it was."

❖ Indirect: She **exclaimed with joy** in Lahore that it was a very pleasant weather.

Direct: He **said**, "**Ah !** What a beautiful scene."

❖ Indirect: He **exclaimed with joy** that it was a beautiful scene.

Examples of Exclamatory Sentences

• Exclaimed with sorrow

غم کی حالت میں

Direct: The old man **said**, "**Alas !** I am undone (تباہ ہونا)."

❖ Indirect: The old man **exclaimed with sorrow** that he was undone.

Direct: He **said**, "**Alas !** The aeroplane was crashed."

❖ Indirect: He **exclaimed with sorrow** that the aeroplane had been crashed.

Direct: Asad **said**, "**Alas !** I have failed in the test."

❖ Indirect: Asad **exclaimed with sorrow** that he had failed in the test.

Direct: You said to him, "**Oh !** What a miserable death your uncle died."

❖ Indirect: You **exclaimed with sorrow** to him that his uncle had died a very miserable death.

Direct: She **said**, "**Oh !** I lost my purse."

❖ Indirect: She **exclaimed with sorrow** that she had lost her purse.

Examples of Exclamatory Sentences

• Exclaimed with wonder

حیرت کی حالت میں

Direct: Zain **said** to him, "How intelligent you are !."

❖ Indirect: Zain **exclaimed with wonder** that how intelligent he was.

Direct: She **said**, "Wow ! What a beautiful flower it is."

❖ Indirect: She **exclaimed with wonder** that what a beautiful flower it was.

Direct: They **said**, "How foolish this girl is !."

❖ Indirect: They **exclaimed with wonder** that the girl was very foolish.

Direct: She **said** to her servant, "How foolish you are !."

❖ Indirect: She **exclaimed with surprise** that her servant was very foolish.

Direct: He **said**, "Good Allah ! The fellow has come to life again ."

❖ Indirect: He **exclaimed with surprise** that the fellow had come to life again.



Optative Sentences

دُعائیہ جملے



تعریف: ایسے جملوں میں تمنا کی جاتی ہے / دُعادی جاتی ہے / خواہش کا اظہار کیا جاتا ہے۔

Definition:

Optative sentence indicates a wish, pray, or desire. It ends with exclamation mark (!).

Optative words	In place of 'Said'
Good Morning!	Wished
Good Evening!	Wished
Good Afternoon!	Wished
Good Night!	Bade (Bade کا مطلب بولی دینا، بتانا، بول دینا)
Good Bye!	Bade
Farewell!	Bade
Would that...!	Wished
O that...!	Wished
O for...!	Wished
May/May God	Prayed
If...were (only imagination)	Wished ...Would

(جملے کو Direct سے Indirect بناتے وقت)

شرائط:

1. **Said** کو **Prayed / Wished** میں تبدیل کیا جاتا ہے۔
2. **Says** اور **Prays / Wishes** میں تبدیل کیا جاتا ہے۔
3. اس کے بعد **that** لگایا جاتا ہے۔
4. دُعائیہ فقرات میں "!" **exclamation mark** کو ختم کر کے صرف " . " **Full stop** ڈالا جاتا ہے۔
5. خواہش والے فقرات میں **would that** کو بالکل ختم کر کے صرف **wished** کے بعد **that** لگایا جاتا ہے۔
6. اگر **direct** جملوں میں بدعا ہو تو **indirect** بناتے وقت **said** کو **curse** " میں بدل دیتے ہیں۔
7. **May** کو باہر والے **Verb** کے لحاظ سے **May / Might** میں تبدیل کرتے ہیں۔

Examples of Optative Sentences

- ❖ Direct: Sofia said to me, "May Allah bless you with children!"
Indirect: Sofia **prayed that** Allah might bless me with children.
- ❖ Direct: Father said to Asad, "May Allah bless you with son!"
Indirect: Father **prayed** Asad **that** Allah might bless him with a son.
- ❖ Direct: They said, "May we win the match!"
Indirect: They **prayed that** they might win the match.
- ❖ Direct: Mother said, "May you succeed, Sofia!"
Indirect: Mother **prayed** Sofia **that** she might succeed.
- ❖ Direct: She said to me, "May Allah bless you with a son!"
Indirect: She **wished** me **that** Allah might bless me with a son.
- ❖ Direct: He said to me, "May you live long!"
Indirect: He **wished that** I might live long.
- ❖ Direct: We said, "Would that we were soldiers!"
Indirect: We **wished that** we had been soldiers.
- ❖ Direct: The old lady said, "Would that I were young!"
Indirect: The old lady **wished that** she had been young.
- ❖ Direct: The lame woman said to him, "May you lose your eyesight!"
Indirect: The lame woman **curse**d him **that** he might lose his eyesight.
- ❖ Direct: She said, "May your enemy go to hell!"
Indirect: She **curse**d **that** my enemy might go to hell.
- ❖ Direct: Umar said, "Good bye, friends!"
Indirect: Umar **bade** his friends goodbye.
- ❖ Direct: He said, "O that I had the wings of a bird!"
Indirect: He **wished that** he had the wings of a bird.
- ❖ Direct: She said, "O for a glass of water!"
Indirect: She **wished** for a glass of water.