

## DIRECT SPEECH AND REPORTED SPEECH



### I. STATEMENTS

Study the following sentences carefully

1. She said to me “I am ill today.”  
→ She **told** me (*that*) **she was** ill **that** day.
2. She said, “I hope you will stay here with me.”  
→ She said (*that*) **she hoped I would** stay **there** with **her**.
3. I often say to her, “I’ll do anything for you now.”  
→ I often **tell** her (*that*) I’ll do anything for **her** now.

### RULES

**How to change direct speech into reported speech.**

1. Change **say to** into **tell**  
**said to** into **told**.
2. Omit the **comma (,)**
3. Change the **inverted commas (“ ”)** into **THAT** (possibly omitted)
4. Change **Pronouns and Possessive Adjectives**
  - The 1<sup>st</sup> person (I, me, my, mine – we, us, our, ours) becomes the same person as **SUBJECT** of the introductory verb.
  - The 2<sup>nd</sup> person (you, your, yours) becomes the same person as **OBJECT** of the introductory verb.
  - The 3<sup>rd</sup> person won’t change.
5. Change **verb TENSES** if the introductory verb is **PAST**

#### PRESENT TENSES become PAST TENSES

<ul style="list-style-type: none"> <li>- <b>SIMPLE PRESENT</b> → walk</li> <li>- <b>PRESENT CONTINUOUS</b> → is walking</li> <li>- <b>PAST CONTINUOUS</b> → was walking</li> </ul>	<ul style="list-style-type: none"> <li>- <b>SIMPLE PAST</b> → walked</li> <li>- <b>PAST CONTINUOUS</b> → was walking</li> <li>- <b>PAST PERFECT CONTINUOUS</b> → had been walking</li> </ul>
<ul style="list-style-type: none"> <li>- <b>PRESENT PERFECT</b> → had walked</li> <li>- <b>SIMPLE PAST</b> → walked</li> </ul>	<ul style="list-style-type: none"> <li>- <b>PAST PERFECT</b> → had walked</li> </ul>
<ul style="list-style-type: none"> <li>- <b>SIMPLE FUTURE</b> → will walk</li> <li>- <b>CONDITIONAL PRESENT</b> → would walk</li> </ul>	<ul style="list-style-type: none"> <li>- <b>CONDITIONAL PRESENT</b> → would walk</li> <li>- <b>CONDITIONAL PERFECT</b> → would have walked</li> </ul>
<ul style="list-style-type: none"> <li>- <b>PAST PERFECT</b> → had walked</li> <li>- <b>CONDITIONAL PERFECT</b> → would have walked</li> </ul>	<ul style="list-style-type: none"> <li>- <b>WON’T CHANGE</b></li> </ul>

6. Change some words denoting **TIME or PLACE**

#### DIRECT

Now

Today

This morning

Tomorrow

Yesterday

Ago

This

These

Here

COME

#### REPORTED

→ *Then*

→ *That day*

→ *That morning*

→ *The following day / the next day*

→ *The day before / the previous day*

→ *Before*

→ *That*

→ *Those*

→ *There*

→ *GO*

**II. QUESTIONS****Examine the following sentences carefully**

1. She said to me “Are you ready to go now?”  
→ She *asked* me *if I was* ready to go *then*.
2. I said, “Where are you going now, Mary?”  
→ I *asked* Mary where *she was* going *then*.
3. She usually says to me, “What time is it now?”  
→ She usually *asks* me what time *it is* now.

**RULES**

1. Change *say (to)* into **ASK, WONDER, WANT TO KNOW**
2. Omit the *comma (,)*
3. Change the *inverted commas (“ ”)* into **IF / WHETHER... OR** when the question begins with a verb.
4. Change **Pronouns and Possessive Adjectives**
5. Put the Subject before the Verb.
6. Change **verb TENSES** if the introductory verb is **PAST**
7. Change some words denoting **TIME or PLACE**
8. Change the question mark (?) into a period (.).

**III. COMMANDS****Examine the following pairs of sentences carefully**

1. She said, “Help me with this stuck window, Bob.”  
→ She *asked* Robert *to help her* with *that* stuck window.
2. She said to me, “Don’t smoke too much now.”  
→ She *advised* me *not to smoke* too much *then*.
3. She said, “Please forgive me, Mom.”  
→ She *begged* her mother *to forgive her*.
4. The officer always says to his men, “Never turn your backs to your enemies.”  
→ The officer always *commands* his men *never to turn their* backs to *their* enemies.

**RULES**

1. Change *say (to)* into **ASK, REQUEST, SUGGEST, ADVISE, BEG, WARN, REMIND, ORDER, COMMAND, GIVE ORDER TO.**
2. Omit the *comma (,)*
3. Omit the *inverted commas (“ ”)*
4. Change the imperative Verb into **TO-infinitive**
  - Omit **PLEASE**
  - Put **NOT/NEVER** before **TO-infinitive**
5. Change **Pronouns and Possessive Adjectives**
6. Change some words denoting **TIME or PLACE**