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## **Identify Reported Speech and Reported Speech**

Before you move further, you must know the parts of direct speech. A direct speech sentence consist of two parts. The part that is inside the quotation marks, is called reported speech. The other one that is out of quoted marks, is called reporting speech. Hence, direct speech sentence has two parts; reporting verb and reported verb. Look at the examples below and separate reporting speech and reported speech

<b>Direct Speech Sentence</b>	<b>Reporting Speech</b>	<b>Reported Speech</b>
He said, " I am looking for reported speech definition"	He said,	I am looking for reported speech definition"

<b>Direct Speech Sentence</b>	<b>Reporting Speech</b>	<b>Reported Speech</b>
She said, "I teach direct and indirect speech"	She said,	"I teach direct and indirect speech"
"Alex says, "I am happy to see you"	Alex says,	"I am happy to see you"
Mark said, "I will write a letter to the manager"	Mark said,	"I will write a letter to the manager"

### **Direct and Indirect Speech Punctuation Rules**

Following punctuation rules in reported speech are applied

- Inverted comma are excluded
- Question mark is converted into full stop
- Exclamation mark is silenced
- Comma, in some cases, is used

Study the examples below

<b>Direct Speech</b>	<b>Indirect Speech</b>	<b>Punctuation omitted</b>
Alex said, " I am quite good here"	Alex said that he was quite good there	Quotation marks
Mark said, "How old your puppy is?"	Mark asked how old my puppy was	Question mark
Alex said, "Hurrah! such a cool day"	Alex exclaimed with joy that it was a cold day	Sign of Exclamation

### Direct Speech

### Indirect Speech

### Punctuation omitted

Alex said, " I, who am the winner,  
shall appear tomorrow

Alex said, he, who was the winner,  
would appear the next day

Comma retained

### Use of Conjunction “that”

Conjunction “that” is placed between reported and reporting speech, however, in question sentences, it is replaced with ‘asked, inquired, etc,

Study the examples below

### Direct Speech

### Indirect Speech

Alex said, "It is quite good to make reported  
speech pdf assignment"

Alex said that it was quite good to make  
reported speech pdf assignment

Alex said, "Is it easy to make reported speech  
chart"?

Alex asked if it was easy to make reported  
speech chart

Mark said, "What is main point to remember  
in narration?"

Marx asked what was main point to remember  
in narration.

Alex said to me, " Are you ready for reported  
speech exercise'?"

Alex asked me whether I was ready for  
reported speech exercise

### Rules for Changing Pronouns in Indirect Speech

Change of pronoun in indirect speech is done with following basic rules.

### Rule No: 1

## First Person

If the reporting speech has first person pronoun, it will be changed as per the pronoun the pronoun of reported speech, if it is third person pronoun. But if first person pronoun is used both in reporting speech and reported speech, No pronoun is changed here.

Study the examples below

### Direct Speech

She said, " I am quite fine here"

He said, " I write everyday"

They said, " We have made good progress"

She said, " My job is writing a letter"

They said, " we have good friends"

I said, " I am making practice of reported speech"

We said, " We are learning English"

### Indirect Speech

She said that she was quite fine there

He said that he wrote everyday

They said that had made good progress

She said that her job was writing a letter

They said that they had good friends

I said that I was making practice of reported speech

We said that we were learning English

## Rule No: 2

### Second Person:

If the reported speech has second person (you, yours,etc), it is changed as per the object of reporting speech.

Study the examples below

### **Direct Speech**

He said to her, " You are an intelligent girl"

She said to him, " You are not real"

He said to me," You are a clever guy"

She said to Alex, " You are cool guy"

### **Indirect Speech**

He said to her that she was an intelligent girl

She said to him that he was not real

He said to me that I was a clever guy

She said to Alex that he was a cool guy

### **Rule No: 3**

#### **Third Person**

Third Person in reported speech is not changed in indirect speech

Study the examples below

### **Direct Speech**

He said, "They prefer singing"

They said, "It is hard to bear cold"

Alex said, "He likes chocolate"

They said, "She is waiting for Alex"

### **Indirect Speech**

He said that they preferred singing

They said that it was hard to bear cold

Alex said that he liked chocolate

They said that she was waiting for Alex

#### **Indirect Speech Rules for All Tenses**

Read below the complete rules how to make indirect speech of present tense, past tense and future tense.

<b>Tense Change Rules</b>	<b>Direct Speech</b>	<b>Indirect Speech</b>
Present Simple into Past Simple Tense	Alex said, "I always wait for Mark here	Alex said that he always waited for Mark there.
Present Continuous into Past Continuous	Alex said, "I am waiting for Mark"	Alex said that he was waiting for Mark
Present Perfect into Past Perfect	Alex said, "I have completed my essay"	Alex said that he had completed his essay.
Present Perfect Continuous into Past Perfect Continuous	Alex said, "I have been waiting for Mark"	Alex said that he had been waiting for Mark.
Simple past into Past Perfect Tense	Alex said, "Mark received a letter"	Alex said that Mark had received a letter.
Past Perfect into Past Perfect Tense	Alex said, "I had listened to your questions"	Alex said that had listened to my questions.
Future simple tense (will into would)	Alex said, "I will teach you reported speech"	Alex said that he would teach me reported speech.
Future Continuous (will be into would be)	Alex said, "I will be teaching you reported speech"	Alex said that he would be teaching me reported speech.
Future Perfect Tense (Will have into would have)	Alex said, "I will have written a letter"	Alex said that he would have written a letter.

### **Rules for Change in Time and Adverb in Indirect Speech**

There are some rules for changing the words showing time and place in direct speech into indirect speech. Study below the table showing the words of time and adverb, how they are changed in indirect speech.

**Direct Speech Word****Indirect Speech Word**

Today

That day

Yesterday

The day before

Tomorrow

The next day

Now

Then

Ago

Before

Here

There

This

That

Next week

The following week

Next month

The following month

Thus

So

Last night

The night before

Hither

Thither

Hence

Thence

Come

Go

Now study the examples below, how to change the words expressing time and place from direct speech into indirect speech.

**Direct Speech****Indirect Speech****Direct Speech****Indirect Speech**

He said, "I am waiting here for you"

He said that he was waiting there for me.

She said, "We will come tomorrow"

She said that she would come the next day.

They said, "It is hot today"

They said that it was hot that day.

I said, "I found a purse yesterday"

I said that I found a purse a day before.

**Direct Speech****Indirect Speech****Direct Speech****Indirect Speech**

Alex said, "It is good time now to see him"

Alex said that it was good time then to see him.

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**Change in Modal Verbs**

Here are some Indirect speech rules for modal verbs.

Modal verbs are changed in indirect speech like, Can into Could, May into Might, Must into had to. However, some Modals like, Would, could, might, should, ought to, are not changed in indirect speech.

Study the following example below for change in modal verbs in indirect speech

**Direct Speech****Indirect Speech****Direct Speech****Indirect Speech**

Alex said, "I can swim"

Alex said that he could swim.

He said, "It may rain today"

He said that it might rain that day.

She said, "I must run fast"

She said that she had to run fast.

They said, "They would speak English" They said that they would speak English.

He said, "It might cost me more money" He said that it might cost him more money.

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**Indirect speech for Imperative Sentences**



Imperative sentences consists of command, request, order, suggestion or advice. Therefore, to change imperative sentences from direct into indirect speech following points should be noted.

1. understand the mood of sentence if it is command, request, advice or suggestion.
2. Use appropriate joining clauses as per the mood of sentence.
3. Follow the other rules of reported speech.

Now study the examples below.

<b>Direct Speech</b>	<b>Mood of Sentence</b>	<b>Indirect Speech</b>
Alex said, "please come here"	Request	Alex requested to come there.
Mark said to him, "Do not take this exercise easy"	Advice	Mark advised students not to take that exercise easy.
Dentist said to Alex, "Stay away from smoking"	Advice/Suggestion	The dentist advised Alex to stay away from Smoking.
He said to the guard, "open the door"	Oder	He ordered guard to open the door.
He said, "Lets wait for Alex here"	Suggestion	He suggested to wait for Alex there.

### **Indirect Speech for Exclamatory Sentences**

Exclamatory sentences express the state of grief, wonder or happiness. Following are the point to keep in mind before changing exclamatory sentences from direct speech into indirect speech.

1. Understand the mood of sentences.
2. Use appropriate joining clause for exclamatory sentence.
3. Follow the other rules of direct and indirect speech.

Study the examples below.

<b>Direct Speech</b>	<b>Mood of Sentence</b>	<b>Indirect Speech</b>
Alex said, "Hurrah! I have solved reported speech pdf assignment"	Joy	Alex expressed with joy that he had solved reported speech pdf assignment.
Alex said, "Alas! I have failed the exam"	Sorrow	Alex expressed with sorrow that he had failed the exam.
Alex said, "How cool the weather is!"	Wonder	Alex expressed with wonder that it was the cool weather.
She said, "Vow! what a good watch it is"	Wonder	She exclaimed with wonder that it was a good watch.

### **Indirect Speech of Interrogative Sentences**

Following are the basic rules of direct and indirect speech for interrogative sentences or question sentences.

1. Punctuation marks (comma, inverted comma, question marks ) are removed.
2. Conjunction “that” is omitted.
3. Interrogative form is changed into assertive form of sentence.
4. ‘Said’ is changed into asked or inquired.

5. Use of 'If' or 'Whether' is made For the interrogative sentences that cant be answered simply in Yes or No.

Now study the examples below

### **Direct Speech**

He said to me, "Will you be here tomorrow?"

Mother said to son, "Do you think to disobey me?"

Teacher said, "Do you know the exact answer?"

She said to me, "What is the name of great Mughal King?"

They said, "What is the schedule of examination?"

He said to me, "Have you been to Turkey?"

### **Indirect Speech**

He asked me whether I would be there the next day.

Mother asked son if he thought to disobey her.

Teacher asked students whether they knew the exact answer.

She asked me what was the name of great Mughal King.

They asked what was the schedule of examination.

He asked me if I had been to Turkey.