

ASHRAF VVN
EASY EDUWORLD

Reported speech work sheet

Introduction

Direct speech refers to the actual words of the speaker as spoken by her /him. Indirect speech / reported speech is the words of the speaker without the actual words but with its full meaning intact.

Direct speech

1. Inverted commas are used to enclose the exact words of the speaker
2. A comma is used after the introductory or reporting verb
3. Punctuation marks like question marks, exclamation marks, commas are used.

Indirect speech

1. No inverted commas are used.
2. Comma is not used after the introductory or reporting verb 'that' is used in its place.
3. All the punctuation marks are removed except the commas and full stops.

1. Change in pronouns

Direct speech	indirect speech
I	he/she
We	they
My	his/her
Your	my
Our	their
Me	him/her
Us	them

2. Change of adverbs. (Place and time)

Here	there
Today	that day
This morning	that morning
Yesterday	the day before
Tomorrow	the next day
Next week	the following week
Next month	the following month
Now	then
Here	there
Here after	there after
This	that
These	those
Ago	before

Thus	so
Today	that day
Tonight	that night
Last night	the previous night
Yesterday	the day before (or) The Previous day
Tomorrow	the next day (or) The following day
Last week	the week before(or) The previous week
Next week	the week after (or) The following week
Last month	the month before The previous month
Next month	a month after

3. Changes in tenses

Simple present

He said, "I eat ice cream"

Present continuous

He said, "I am eating ice cream"
cream

Present perfect

He said, "I have eaten ice cream"

Present perfect continuous

He said," I have been eating ice cream"

simple past

he said that he ate ice cream

past continuous

he said that he was eating ice

past perfect

he said that he had eaten ice cream

past perfect continuous

he said that he had been eating ice

cream.

Simple past

He said, "I ate ice cream"

Past continuous

He said, "I was eating ice cream"
cream.

Past perfect

He said, "I had eaten ice cream"

Past perfect continuous

He said, "I had been eating

past perfect

he said that he had eaten ice cream.

past perfect continuous

he said that he had been eating ice

past perfect

he said that he had eaten ice cream.

past perfect continuous

he said that he had been

eating ice cream"

ice cream .

4. Changes in Modal auxiliary verbs

Will

He said, "I will eat ice cream"
cream.

Can

He said, "I can eat ice cream"

Must

He said, "I must eat ice cream"
cream.

Shall

He said, "I shall eat ice cream"
cream.

May

He said, "I may eat ice cream"

would

he said that he would eat ice

could

he said that he could eat ice cream.

had to

he said that he had to eat ice

would

he said he that would eat ice

might

he said he that might eat ice cream.

Conversion of statements into indirect speech

SOLVED EXERCISE: STATEMENTS

Jeena said, "I write a letter".

Jeena said that she wrote a letter.

John said, "I am going to church".

John said that he was going to church.

Rifa said, "I brought a pen yesterday".

Rifa said that she had bought a pen the day before.

He said, "I bought this pearl for my mother."

He said that he had bought that pearl for his mother.

"I have never eaten meat", he explained.

He explained that he had never eaten meat.

vahid said, "I was playing cricket".

vahid said that he had been playing cricket.

Kalam said, "I have done my home work".

Kalam said that he had done his home work.

He said, "She is coming this week."

He said that she was coming that week.

Basil said, "John will be in London on Tuesday."

Basil said that John would be in London on Tuesday.

CHANGE INTO REPORTED SPEECH: STATEMENTS

- He said, 'I am busy now.'
- He said that he was busy then.
- The girl said, 'I am writing a letter now'
- The girl said that she was writing a letter then
- Raju said, 'I am not feeling well.'
- Raju said that he was not feeling well.
- He said, 'I am playing with my friend.'
- He said that he was playing with his friend.
- The officer said, 'I am working with my friend.'
- The officer said that he was working with his friend.
- The children said, 'We are going to see the match today.'
- The children said that they were going to see the match that day.
- The girl said, 'I am singing a song.'
- The girl said that she was singing a song.
- The shopkeeper said, 'We are selling these fresh fruits.'
- The shop keeper said that they were selling those fresh fruits.
- The driver said to the passenger, 'I am driving my car slowly.'
- The driver told the passenger that he was driving his car slowly.
- The patient said, 'I am feeling sick'
- The patient said that he was feeling sick.
- Rahim said, 'The teacher teaches me well.'
- Rahim said that the teacher taught him well.
- Fasil said, 'My brother works hard.'
- Fasil said that his brother worked hard.
- Mother said to the boy, 'I have seen your friend.'
- Mother told the boy that she had seen his friend.
- Kader said to him, 'I know your address.'
- Kader told him that he knew his address.
- He said, 'I have passed my examination'
- He said that he had passed his examination.
- They said, 'We have already solved this issue'.
- They said they had already solved that issue.
- The boy said to the teacher, 'I want to go out now.'
- The boy told the teacher that he wanted to go out then.
- Tahir said, 'I liked this school'.
- Tahir said that he had liked that school.
- The teacher said to me, 'I have never seen such a brilliant boy'
- The teacher told me that she had never seen such a brilliant boy.

STATEMENTS: EXERCISE FOR PRACTICE

1. The girl said to her mother, "I am posting a letter now"
2. Raju said, "We are paying well."
3. He said to his friend, "I am living with my friend."
4. The manger said to the boss, "I will complete this project tomorrow."
5. The boy said to his mother, "I am planning a tour programme."
6. The children said, "we are going to see the exhibition today."
7. The students said, "We have already completed this novel."
8. The shopkeeper said, "We are exporting these fresh fruits."
9. The driver said to the passenger, "I was driving this van first time."
10. The farmers said to the man, "we were planting these trees here."
11. The patient said to the doctor, "I have put on weight"
12. Shalu said to his driver, "we are visiting Goa"
13. She said to me, "you are a kind a man"
14. The children said, "we have already passed our test"
15. Rinha said to her teacher, "we finished our work"
16. Tinu said to the coach, "I liked to practice more"
17. The man said to the officer, "the hot weather destroyed our farm"
18. The boy said to his father, "I have collected beautiful pictures"
19. He said to me, "I liked to get pleasant weather"
20. The teacher said to the students, "they can do this homework now."

Conversion of commands and requests into indirect speech

1. He said, "Open the door".

He ordered **to** open the door.

2. The teacher said to the student, "Complete your work".

The teacher advised the student **to** complete his work.

3. The gardener said to the visitor, "Don't sit on the grass".

The gardener warned the boy not **to** sit on the grass.

4. The watchman said to the boy, "be careful on the beach"

The watchman warned the boy **to** be careful on the beach

SOLVED EXERCISES: WH QUESTIONS

He said, "Where is she going?"

He asked where she was going.

He said, "Lucy, when is the next bus?"

He asked Lucy when the next bus was.

He said to her, "where are you going now?"

He asked her where she was going

The lady asked the man, "where did you see the hospital?"

The lady asked the man where he had seen the hospital.

Basith asked me, "What is your age"?

Basith asked me what my age was

Akbar asked kalam, "where do you find the ring?"

Akbar asked Kalalm where he found the ring

He said to me, "when were you leaving?"

He asked me when I had been leaving

Rahul said to me, "where did you keep my book?"

Rahul asked me where I had kept his book.

WH Questions for practice

1. The mother said to her son, where are you going out?
2. The boy asked, "When will you reach your home?"
3. The teacher asked, "When will you start your work"?
4. He said to me, where do you live?
5. The innkeeper said to the stranger, who are you?
6. I said to him, when did you arrive?
7. The teacher said to the boy, why were you absent yesterday?
8. The officer said to me, how old are you?

YES / NO QUESTIONS SOLVED ANSWERS

- Mother said to the boy, “ have you seen your friend”
- Mother asked the boy if he had seen his friend.
- The student said to his friend, “Do you read this novel.”
- The student asked his friend if he read that novel.
- The boy said to his father, “ Do you get this picture”
- The boy asked his father if he got that picture.
- He said to me, “did you buy this camera for you.”
- He asked me if I had bought that camera for me.
- She said to her teacher, “Did you finish your work?”
- She asked her teacher if she had finished her work.
- The officer said to the boss, “were they working hard.”
- The officer asked the boss if they had been working hard.
- She said to him, “will you meet Babu tomorrow?”
- She asked him if he would meet Babu nextday.
- The principal said, “Will you discuss the matter now.”
- The principal asked if he would discuss the matter then.

YES / NO QUESTIONS FOR PRACTICE

1. Sara said to me, “do you play well?”
2. She said to him, “will you come tomorrow?”
3. The postmaster said, “ shall we get the courier tomorrow?”
4. The girl said, “Were you singing the song?”
5. She said to her teacher, “ did you complete our project?”
6. The children said to the man., “were going to see the match yesterday?”
7. Najid said to me, “are you busy now.”?
8. The boy said to the teacher, “do you go out now.?”
9. She said to him, will you play cricket tomorrow
10. Rahim said, “Does the teacher draw well.?”
11. Fasil said to his brother, “do you work hard?”

Prepared by

ASHRAF VVN

HST ENGLISH

DGHSS, TANUR, Malappuram

Watsup 9605511811 for English materials

Watch & subscribe you tube channel: easy eduworld