



মণিগোবিন্দনাথ ঠাণ্ডে সচিবালয় (খাম)

DEPARTMENT OF EDUCATION (S)

Government of Manipur

CLASS X
ENGLISH GRAMMAR
PART II
CHAPTER 11
DIRECT AND INDIRECT SPEECH

NOTES

The art of reporting the words of a speaker is called Speech or Narration. There are two main ways of reporting the words of a speaker. They are –

Direct Speech: In this form, the actual words of the speaker are quoted. Direct report of a speech has two distinct parts: the Reporting Speech and the Reported Speech. While changing the speech, changes take place in the Reported Speech.

Indirect Speech: In this form, the substance of the speech is quoted without the actual speech.

Example: He said, “The girl smiled.” (Direct)
He said that the girl had smiled. (Indirect)

General rules:

Certain rules are to be observed while changing from Direct to Indirect speech and vice-versa.

Change in Tense:

- 1. If the verb in the Reporting Speech is in the present/ future tense, the tense of the verb in the Reported Speech does not change at all.**

Examples:

He says, “Tea is ready.” (Direct)

He says that tea is ready. (Indirect)

He will say, “Tea was ready a long time back.” (Direct)

He will say that tea was ready a long time back. (Indirect)



2. If the verb in the Reporting Speech is in the past tense, the tense of the verb in the Reported Speech changes to its corresponding past tense, i.e.

- | | | |
|-------------------------------|----|-----------------------------|
| a) Present Indefinite | to | Past Indefinite |
| b) Present Continuous | to | Past Continuous |
| c) Present Perfect | to | Past Perfect |
| d) Present Perfect Continuous | to | Past Perfect Continuous |
| e) Past Indefinite | to | Past Perfect |
| f) Past Continuous | to | Past Perfect Continuous |
| g) Past Perfect | to | No change |
| h) Past Perfect Continuous | to | No change |
| i) Can, will, shall, may | to | could, would, should, might |
| j) Could, would, might | to | No change |

Example: He said, "The work has been done." (Direct)
He said that the work had been done. (Indirect)

3. But remember that even if the verb in the Reporting Speech is in past tense, the tense of the verb in the Reported Speech does not change if it expresses-

A universal truth

A habitual action

A scientific fact

An unchanged/ a historical fact

Example: He said, "Akbar was a great king." (Direct)
He said that Akbar was a great king. (Indirect)

Again, remember that the tense of the verb in the Reported Speech does not normally change if a time clause is used, although it is permissible.

Example: He said, "When we were living in Delhi, we often saw the India Gate." (Direct)
He said that when they were living in Delhi, they often saw the India Gate. (Indirect)



4. Verbs in the Reported speech denoting unreal Past tenses such as *wish, would rather, would sooner, it is time etc. do not change.*

Example: The boys said, "I wish we didn't have to take exams." (Direct)
The boys said that they wished they didn't have to take exams." (Indirect)

Change in Personal Pronouns:

5. Pronouns of the First Person in the Reported Speech are changed to the person, number and gender of the subject in the Reporting Speech.

Example: The farmer said, "I have lost my buffalo." (Direct)
The farmer said that he had lost his buffalo. (Indirect)

Pronouns of the Second Person in the Reported Speech are changed to the person, number and gender of the object in the Reporting Speech.

Example: He said to me, "I don't like your habits." (Direct)
He told me that he didn't like my habits. (Indirect)

6. Pronouns of the Third Person in the Reported Speech remain unchanged.

Example: I said, "He is tall and slim." (Direct)
I said that he was tall and slim. (Indirect)

7. The pronoun 'we' remains unchanged when it stands for mankind or it includes the person spoken to.

Example: He said, "We should never tell lies." (Direct)
He said that we should never tell lies. (Indirect)



Change in words showing nearness:

8. When we change the speech from Direct to Indirect, words in the Reported Speech expressing nearness are changed to those showing distance.

a) Ago	to	before
b) Come	to	go (seldom)
c) Here	to	there
d) Hither	to	thither
e) Hence	to	thence
f) Hereby	to	thereby
g) Last week/ night etc.	to	the previous week/ night etc.
h) Next day/ month etc.	to	the following day/ month etc.
i) This	to	that
j) These	to	those
k) Today/ tonight	to	that day/ night
l) Tomorrow	to	the following/ next day
m) Yesterday	to	the previous day

9. In some cases, 'this', 'there', 'now' etc. may refer to things present before the person at the time of speaking. In such cases, there may be no changes.

Example: She said, "This is the ring I want." (Direct)

She said that this was the ring she wanted. (Indirect)


