



Direct and Indirect Speech - Study guide and Worksheet 1

Let's Learn together:

Rules for changing Direct Speech into Indirect Speech

If the Reporting verb is in the Past tense, the tense of the reported speech is changed into a corresponding past tense.

a) A Simple Present tense changes into a Simple Past tense.

Example: Direct Speech: The teacher said, "Ravi works very hard."

Indirect Speech: The teacher said that Ravi worked very hard.

b) A Present Continuous changes into a Past continuous tense.

Example: Direct Speech: Father said, "The boys are playing in the garden."

Indirect Speech: Father said that the boys were playing in the garden.

c) A Present Perfect tense changes into a Past Perfect tense.

Example: Direct Speech: The teacher said, "Ram has a cute puppy."

Indirect Speech: The teacher said that Ram had a cute puppy.

d) A Present Perfect Continuous changes into a Past Perfect

Example: Direct Speech: Rohit said, "Neena has broken the slate."

Indirect Speech: Rohit said that Neena had broken her slate.

However, if the Reporting speech expresses a Universal truth or habitual fact, even if the reporting verb is in the past tense, it remains unchanged.

Example: Direct Speech: The teacher said, "The earth revolves around the sun."

Indirect Speech: The teacher said that the earth revolves around the sun.

e) A Simple Past tense changes into Past Perfect tense.

Example: Direct Speech: Arpit said, "Mohit worked hard on the project."

Indirect Speech: Arpit said that Mohit had worked hard on the project.

f) A Past Continuous tense changes into a Past Perfect Continuous Tense

Example: Direct Speech: Rama said, "Priya was watering the plants."

Indirect Speech: Rama said that Priya had been watering the plants.

g) Modals like will, shall, can, may change into their past forms of would, should, could, might. Must change to had to.

Example: Direct Speech: I said, "Sonia will help the juniors in their lessons."

Indirect Speech: I said that Sonia would help her juniors in their lesson.

Similarly, Direct Speech: Rita said, "Monica cannot speak in English."

Indirect Speech: Rita said that Monica couldn't speak in English.



A. Choose the most suited option of indirect speech for the sentence given and tick the right option:

1. They said, "We will buy a house near the country side."
 - a. They said they will buy a house near the country side.
 - b. They said that they would buy a house near the country side.
 - c. They told that they would buy a house near the country side.

2. Sheetal said to me, "I left before you arrived."
 - a. Sheetal told that she left before you arrived.
 - b. Sheetal said to me that I left before you arrived.
 - c. Sheetal told me that she had left before I arrived.

3. The teacher said to the class, "I will be giving you a test tomorrow."
 - a. The teacher told the class that she would be giving them a test the following day.
 - b. The teacher said to the class that I would be giving you a test tomorrow.
 - c. The teacher told the class that she will be giving them a test tomorrow.

4. My mother said to me, "I have packed your lunch."
 - a. My mother told me that "I have packed your lunch."
 - b. My mother said she have packed my lunch.
 - c. My mother told me that she had packed my lunch.

5. I said, "Your sister will receive a call from me."
 - a. I said that your sister will receive a call from me.
 - b. I said that her sister would receive a call from me.
 - c. I told that her sister will receive a call from me.



Changes in Personal Pronouns in Indirect Speech

The pronouns of the **First Person** (**I, my, me, mine, we, our, us,**) change into the **person and gender** of the subject of the Reporting verb.

Examples: 1) Direct Speech: The boy said, "**I am** very happy to get good marks in my exam."

Indirect Speech: The boy said that **he was** very happy to get good marks in his exam.

2) Direct Speech: Nikita said, "**We are** going to visit the park."

Indirect Speech: Nikita said that **they were** going to visit the park.

The pronouns of the **Second Person** (**you, your, yours**) change into the person and gender of the object of the Reporting verb.

Examples: 1) Direct Speech: **You said**, "**My friends** are very helpful to **me**."

Indirect Speech: **You said** that **your friends** were very helpful to **you**.

2) Direct Speech: I said, "**You all** are hard working boys."

Indirect Speech: I said that **they all** were hardworking boys.

The pronoun '**you**' may also change to '**I**' when the person being talked about is not named in the direct statement.

Examples: 1) Direct Speech: He said, "**You** look disappointed."

Indirect Speech: He said that **I** looked disappointed.

2) Direct Speech: Mini said to me, "**Your** teachers have praised **you**."

Indirect Speech: Mini **told me** that my teachers had praised **me**.

Pronouns of Third Person do not change.

Example: Direct Speech: I said, "**He is** a good boy."

Indirect Speech: I said that **he was** a good boy.

Change in Words and Expressions of Time and Place for changing Direct Speech into Indirect Speech

While reporting speeches, the following words denoting nearness of time or place are replaced by corresponding words denoting remoteness or distance, if the reporting verb is in the past tense.

Example:

1) Direct Speech: Rama said, "**I will** reach the coast **tonight**."

Indirect Speech: Rama said that **she would** reach the coast **that night**.

2) Direct Speech: The girl said, "**I must** visit my grandmother **tomorrow**."

Indirect Speech: The girl said that **she had to** visit her grandmother **the following day**.

3) Direct Speech: The teacher **said to** the students, "**I will be** explaining all these problems **next week**."

Indirect Speech: The teacher **told the** students that **she would be** explaining all those problems **the following week**.



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B. Rewrite the sentences to indirect speech and use the correct form of personal pronouns.

1. My mother said to my brother, "You can invite your friends to the party."

Ans- _____

2. Shanti said, "We are exhausted after climbing the hill."

Ans- _____

3. Lisa said, "I am a vegetarian hence I don't eat meat or fish."

Ans- _____

4. Rohinton said to the children, "I will not tolerate mischief."

Ans- _____

5. I said to Seema, "You had finished your performance by the time I reached."

Ans- _____

Direct	Indirect
Now	Then
Tomorrow	The next day/following day
Last night	The previous night
Later	After
The day after tomorrow	In two days time
today/ tonight	That day/that night
Yesterday	The previous day/ day before
Thus	So
Ago	Before
Just	Then
At present	At that time
Next week	The following week
This/ These	That/those
Here	There



Let's Practice and Exam prep exercise.

C. Change the sentences to indirect speech and use the correct form of time change.

1. She said to him, "I told you to post these letters a few days ago."

Ans- _____

2. My friends said, "We need to leave now or else we'll miss the bus."

Ans- _____

3. Jude said, "My book is going to be published next month."

Ans- _____

4. Sheena's mother said, "Sheena had left a while ago."

Ans- _____

5. I said to him, "She will be arriving tomorrow."

Ans- _____



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B. Change the negative active sentences to the passive form.

1. The cat did not catch the rat. (Past simple tense)

2. I had not found my jewelry. (Past perfect tense)

3. I do not like tea. (Present simple tense)

4. Saroj had not attended the function. (Past perfect tense)

5. The teacher is not teaching the students. (Present continuous tense)

6. Sweta will not clear the exam. (Future simple tense)
