

NOTRE DAME ACADEMY NTPC BARH

Subject: English (Grammar)

Topic: Transformation of Sentence

Class: VIII & IX

Contact Number: 8521306333 (for any clarification)
(time: 10:00 a.m to 12:30 p.m only)

INSTRUCTIONS:

- Please read and understand how a sentence is transformed from one form to another.
- We are going to study about how Direct Speech is changed into **Reported Speech** (Indirect Speech)
- Read the explanation carefully and do the exercises given.
- Your Home Work will be checked and evaluated in school

Introduction

▶ There two ways to convey a message of a person, or the words spoken by a person to other person.

▶ **Direct speech**

We may quote the actual words of the speaker. This method is called Direct Speech.

▶ **Indirect speech**

We may report what he said without quoting his exact words. This method is called Indirect Speech or Reported Speech.

For Example:

They said, “we are going to cinema” (Direct speech)

They said that they were going to cinema. (Indirect speech)

Structure

- ▶ It will be seen that in Direct Speech.
 - (I) The exact words of the speaker have been used.
 - (ii) The words quoted have been put within Quotation Marks or Inverted Commas.
 - (iii) The first letter of the quotation begins with a capital letter.
 - (iv) There is always a comma or a colon after 'said' that introduces the spoken words.
- ▶ In Indirect Speech, the speech that is reported is not put within inverted commas and does not begin with a capital letter
- ▶ That has been placed before the Indirect Speech.

Rule For The Change of Pronouns

- ▶ Pronouns of the First Person in the Reported Speech are changed in indirect Speech to the same person as the subject of the Reporting Verb.

- ▶ Examples

Direct-- He says to me, "I am tired."

Indirect-- He tells me that he is tired.

Direct-- He said to me, "I am faithful.

Indirect-- He told me that he was faithful

Rule For The Change of Pronouns

- ▶ Pronouns of the Second Person in the reported speech are changed in Indirect to the same person as the noun or pronoun coming after the Reporting Verb. If the object of the reporting verb is not given, the sense of the Pronoun to be used should be carefully determined.

- ▶ Examples

Direct speech: She said to him, “you are intelligent”

Indirect speech: She said to him that he was intelligent.

Direct speech: He said to me, “you are late for the party”

Indirect speech: He said to me that I was late for the party.

Rule For The Change of Pronouns

- ▶ Pronouns of the Third Person in the Reported Speech remain unchanged in Indirect Speech.

- ▶ **Examples.**

- ▶ **Direct speech:** They said, “He will come”
Indirect speech: They said that he would come.
- ▶ **Direct speech:** You said, “They are waiting for the bus”
Indirect speech: You said that they were waiting for the bus.

Rule of Changing the Tense

PRESENT TENSE

PRESENT SIMPLE changes into **PAST SIMPLE**

He said, "I write a letter"

He said that he wrote a letter.

She said, "He goes to school daily"

He said that she went to school daily.

They said, "We love our country"

They said that they loved their country

He said, "He does not like computer"

He said that he did not like computer.

Rule of Changing the Tense

PRESENT CONTINUOUS changes into **PAST CONTINUOUS**

He said, "He is listening to the music"

He said that he was listening to the music.

She said, "I am washing my clothes"

She said that she was washing her clothes.

They said, "We are enjoying the weather"

They said that they were enjoying the weather.

She said, "I am not laughing"

She said that she was not laughing.

Rule of Changing the Tense

PRESENT PERFECT changes into **PAST PERFECT**

She said, "He has finished his work"

She said that he had finished his work.

He said, "I have started a job"

He said that he had started a job.

I said, "She have eaten the meal"

I said that she had eaten the meal.

They said, "We have not gone to New York."

They said that they had not gone to New York.

Rule of Changing the Tense

PRESENT PERFECT CONTINUOUS changes into **PAST PERFECT CONTINUOUS**

He said, "I have been studying since 3 O'clock"

He said that he had been studying since 3 O'clock.

She said, "It has been raining for three days."

She said that it had been raining for three days.

I said, "She has been working in this office since 2007"

I said that she had been working in this office since 2007.

Rule of Changing the Tense

PAST SIMPLE changes into **PAST PERFECT**

He said to me, "You answered correctly" He said to me that I had answered correctly.

John said, "They went to cinema" John said that they had gone to cinema.

He said, "I made a table" He said that he had made a table.

She said, "I didn't buy a car" She said that she had not bought a car.

Rule of Changing the Tense

PAST CONTINUOUS changes into **PAST PERFECT CONTINUOUS**

They said, "We were enjoying the weather"

They said that they had been enjoying the weather

He said to me, " I was waiting for you"

He said to me that he had been waiting for me.

I said, "It was raining"

I said that it had been raining.

She said, "I was not laughing"

She said that she had not been laughing.

Rule of Changing the Tense

PAST PERFECT changes into **PAST PERFECT** (tense does not change)

She said, "She had visited a doctor"

She said that she had visited a doctor.

He said, "I had started a business"

He said that he had started a business.

I said, "She had eaten the meal"

I said that she had eaten the meal.

They said, "We had not gone to New York."

They said they had not gone to New York.

Rule of Changing the Tense

FUTURE SIMPLE TENSE **WILL** changes into **WOULD**

He said, "I will study the book"

He said that he would study the book.

She said, "I will buy a computer"

She said that she would buy a computer.

They said to me, "We will send you gifts"

They said to me that they would send me gifts.

I said, "I will not take the exam"

I said that I would not take the exam.

Rule of Changing the Tense

FUTURE CONTINUOUS TENSE
WILL BE changes into **WOULD BE**

I said to him, "I will be waiting for him"

I said to him that I would be waiting for him.

She said, "I will be shifting to new home"

She said that she would be shifting to a new home.

He said, "I will be working hard"

He said that he would be working hard.

He said, "He will not be flying kite"

He said that he would not be flying kites.

Rule of Changing the Tense

FUTURE PERFECT TENSE

WILL HAVE changes into **WOULD HAVE**

He said, "I will have finished the work"

He said that he would have finished the work.

She said, "They will have passed the examination"

She said that they would have passed the examination.

He said, "I will have gone"

He said that he would have gone.

Rule of Changing the Tense

- ▶ **The tense of reported speech may not change if reported speech is a universal truth though its reporting verb belongs to past tense.**

Examples.

Direct speech: He said, "Mathematics is a science"

Indirect Speech: He said that mathematics is a science.

Direct speech: He said, "Sun rises in east"

Indirect Speech: He said that sun rises in east.

(Tense didn't change because reported speech is a universal truth though its reporting verb belongs to past tense)

Change of Words

▶ Words indicating nearness of time or place in the Direct Speech are changed into those indicating distance when converted into Indirect Speech.

- Now becomes then
- Here becomes there
- Ago becomes before
- Thus becomes so
- Today becomes that day
- Tomorrow becomes the next day
- Yesterday becomes the day before
- Last night becomes the night before
- This becomes that
- These becomes those
- Hence becomes thence.
- Hither becomes thither

Assertive Form

- ▶ Statements or Assertive sentences are also known as indicative or Declarative Sentences.
- ▶ The Reporting verb in this forms is generally a verb of saying and is changed into tell (told) in the indirect speech.
- ▶ Sometimes the following words are used to give clearness of meaning--inform, state, reply, answer, remind, declare, remark, assure, etc.
- ▶ Direct. Jamila said, "Brother, I am going."
- ▶ Indirect. Jamila told her brother that she was going.
- ▶ Direct. Nelson said to his Granny, "I have never seen fear anywhere here."
- ▶ Indirect. Nelson told his Granny that he had never seen fear anywhere here.

The Imperative Form

- ▶ A sentence which expresses command, request, advice or suggestion is called ***imperative sentence***.
For example,
 - Open the door.
 - Please help me.
 - Learn your lesson.
- ▶ To change such sentences into indirect speech, the word “ordered” or “requested” or “advised” or “suggested” or “forbade” or “not to do” is added to reporting verb depending upon nature of imperative sentence in reported speech.
- ▶ No conjunction is to be used.
- ▶ Change the verb of the reported speech into an infinitive by placing before it the preposition **to**.

The Imperative Form

- ▶ Examples
- ▶ Direct. He said, "Manzur, sit still."
- ▶ Indirect. He told Manzur to sit still.
- ▶ Direct. "Forgive the boy his first mistake," said the mother to her husband.
- ▶ Indirect. The mother implored her husband to forgive the boy his first mistake.
- ▶ Direct. The gentleman said to his servant, "Do not stay here."
- ▶ Indirect. The gentleman ordered his servant not to stay there

Class Exercise

▶ **Direct speech:** He said to me, "please help me"

Indirect Speech: _____

Direct speech: She said to him, "you should work hard for exam"

Indirect Speech: _____

Direct speech: They said to him, "do not tell a lie"

Indirect Speech: _____

Direct speech: He said, "open the door"

Indirect Speech: _____

Direct speech: The teacher said to student, "do not waste time"

Indirect Speech: _____

Direct speech: He said, "please give me glass of water"

Indirect Speech: _____

Direct speech: Doctor said to me, "Do not smoke"

Indirect Speech: _____

Direct speech: The teacher said to him, "Get out"

Indirect Speech: _____

The Interrogative Form

- ▶ In reporting questions in the Indirect way the reporting verb is changed into ask, enquire (inquire), demand, or query or some such verb.
- ▶ Enquire and demand take of before the personal object while ask may be followed by such an object.
- ▶ Rewrite the Reported Speech in the Assertive form (i.e. bring, the subject before the verb).
- ▶ The conjunction 'that' is not used after the Reporting Verb.
- ▶ Question mark (?) gives place to full stop.

The Interrogative Form

- ▶ When the question begins with an Interrogative Pronoun, such as what, who, which, whom, whose, or with an Interrogative adverb, such as when, where, why, how; the same word is used to introduce the Indirect Speech.
- ▶ Examples
- ▶ Direct. I said to him, "who are you?"
- ▶ Indirect. I enquired of him who he was.
I asked him who he was.
- ▶ Direct. Ajmal said to me, "Why do you not go home?"
- ▶ Indirect. Ajmal asked me why I did not go home.
- ▶ Direct. The master said to the servant, "Where do you come from?"
- ▶ Indirect. The master enquired of the servant where he came from.'

The Interrogative Form

- ▶ When the question begins with the auxiliary of the finite verb is, are, am, was, do, did, can, may, will, shall, has, have, etc. (or, in other words, whenever the question may have, yes, or no for an answer; **if or whether** is used to introduce Indirect Speech.
- ▶ Examples
- ▶ Direct. The teacher said to the boy, "Have you done your home work?"
- ▶ Indirect. The teacher asked the boy whether he had done his home work.
- ▶ Direct. Mr. Jones said, "Is Mr. Smith at home?"
- ▶ Indirect. Mr. Jones inquired if Mr. Smith was at home.
- ▶ Direct. The mother said to the young girl, "Do you know where Salim is?"
- ▶ Indirect. The mother asked the young girl whether she knew where Salim was.

The Exclamatory Form

- ▶ Sentence which expresses state of joy or sorrow or wonder is called exclamatory sentence.

For example.

- Hurrah! We won the match.
- Alas! I failed the test.
- Wow! What a nice shirt it is.

To change such sentences, the words “exclaimed with joy” or “exclaimed with sorrow” or “exclaimed with wonder” is added in the reporting verb depending upon the nature of exclamatory sentence in indirect speech.

The Exclamatory Form

Direct speech: He said, "Hurrah! I won a prize"

Indirect Speech: He *exclaimed with joy* that he had won a prize.

Direct speech: She said, "Alas! I failed in exam"

Indirect Speech: She *exclaimed with sorrow* that she failed in the exam.

Direct speech: John said, "Wow! What a nice shirt it is"

Indirect Speech: John *exclaimed with wonder* that it was a nice shirt.

Direct speech: She said, "Hurrah! I am selected for the job"

Indirect Speech: She *exclaimed with joy* that she was selected for the job.

Direct speech: He said, "Oh no! I missed the train"

Indirect Speech: He *exclaimed with sorrow* that he had missed the train.

Direct speech: They said, "Wow! What a pleasant weather it is"

Indirect Speech: They *exclaimed with wonder* that it was a pleasant weather.

The Exclamatory Form

- ▶ Omit Interjections such as (Oh, bravo, hush, alas, hurrah, and Exclamations as Ah me, confound it, etc.
- ▶ Suitable verbs such as wish, declare, cry out, exclaim, pray, confers, bless, etc. are used in place of the reporting verb.
- ▶ The sense of feeling of the Exclamations may be indicated in the principal clause by means of adverbial phrases such as with regret, with fear, with sorrow, with joy or delight, etc., where necessary.

Exercise 1

Complete these sentences in the reported speech.

Example:

"I went to shops." - John said he had gone to shops.

"It is so sad."

I said

"I've already done it."

He claimed that

"I saw you at the station."

Kim told me

"I can't help you."

Dan explained that

"I could fail the exam."

He was afraid that

"The Amazon is the biggest river."

He knew that

"I may come a bit late."

Bill told me that

"I've been reading a book."

He replied that

"David must be on a diet."

The doctor said

"You haven't written the essay."

The teacher thought that

"I was with her."

Jim admitted that

"I'm texting my boyfriend."

She said

"I will finish the picture."

Marion promised

"I would accept it."

She said

Exercise 2

Choose one of the options to complete sentences with correct forms.

"I wish you were with me."

Trevor said he wished

- a) I was with him b) I had been with him

"While I was having dinner, the phone rang."

He told me that the phone rang.

- a) while he was having dinner b) while he had been having dinner

"Fiona started her project when she had raised enough funds."

I knew that when she had raised enough funds.

- a) Fiona started her project b) Fiona had started her project

"We used to work long hours."

She claimed that long hours.

- a) they had used to work b) they used to work

"It is time we got up."

Sue suggested that it was time

- a) we had got up b) we got up

"You must be tired after work."

He said that after work.

- a) I must be tired b) I had to be tired

"Sam may contact you."

My dad thought

- a) Sam may contact me b) Sam might contact me

"I'm enjoying my holiday."

Carmen says that

- a) she is enjoying her holiday b) she was enjoying her holiday

"If I got a new job, I would move."

My friend was convinced that a new job, he would move.

- a) if he had got a new job b) if he got a new job

"I shall appreciate your support."

The manager informed us that

- a) he shall appreciate our support b) he would appreciate our support

Exercise 3

Change the reported speech into the direct speech.

He said that he had never seen me.

".....," he said.

We told them that we were working on it.

"..... on it," we told them.

She said she lived in York.

"..... in York," she said.

Paul claimed that he had been exercising for several years.

"..... for several years," claimed Paul.

He said that at one o'clock he had been having lunch.

"At one o'clock lunch," he said.

They replied that they had started on time.

"..... on time," they replied.

Phil said he wanted to be a lawyer.

"..... a lawyer," said Phil.

Mary told us she wouldn't be in her office.

"..... office," told us Mary.

He claimed that he had always been my friend.

"..... friend," he claimed.

Betty told me that she hadn't known about the email I had sent to her.

"..... about the email, " told me Betty.

Exercise 4

Use one of the options to complete the sentences in the reported speech.

On Monday: "We will set off tomorrow."

A week later: They said they would set off
a) tomorrow b) the next day

In the morning: "I'm going to meet Greg tomorrow."

In the evening: Marion said she was going to meet Greg
a) tomorrow b) the following day

"I don't want to put this shelf here."

Mark told me in the bedroom he didn't want to put
a) that shelf there b) this shelf there

On 1 June: "I invited him last week."

On 10 June: She told me that she had invited him
a) the previous week b) last week

On Thursday: "We went to see our grandma last week."

On Friday: They said they had gone to see their grandma
a) the previous week b) last week

At school: "We are writing a test today."

After school: Jim told me they were writing a test
a) today b) that day

"I will resign today."

Last Friday Tina announced that she would resign
a) today b) that day

"I entered the university the day before yesterday."

Yesterday Peter said he had entered the university
a) two days before b) in two days' time

"I got my driving licence two years ago."

Betty told me today she had got her driving licence
a) two years ago b) in two years' time

Yesterday: "I'll manage to finish the project the day after tomorrow."

Today: Bob promised he would manage to finish the project
a) in two days' time b) the day after tomorrow

"We can do it now."

My mum said we could do it
a) now b) then

Exercise 5

There is always one mistake in the reported speech. Correct it.

Example:

"I have been with Jill since yesterday," said Joe on Friday morning.
On Friday morning Joe said he had been with Jill since yesterday.

the day before

"We arrived last week," said Sarah when I met her in Paris.
When I met Sarah in Paris she said she had arrived last week.

"I will contact Tim the day after tomorrow," Sue told me on Sunday.
Sue told me on Sunday she would contact Tim the day after tomorrow.

"Mary used to be here nearly every day," Jim told me in the gym.
Jim told me in the gym Mary used to be here nearly every day.

"I'll take this blouse. How much is it?" said Linda in the shop.
Linda said she would take this blouse and she asked how much it was.

"I will leave tomorrow," Julie announced yesterday.
Julie announced yesterday that she would leave tomorrow.

"I'm going to do it tomorrow," Brad told me today.
Brad told me today that he would do it the following day.

"You'll write a test next month," the teacher warned us in May.
The teacher warned us in May that we would write a test next month.

"Bill graduated a year ago," said Sam when I met him at Christmas.
When I met Sam at Christmas he said Bill had graduated a year ago.

Yesterday I met Liz outside Carl's house and she said:
"He moved in this house last year."
Yesterday I met Liz outside Carl's house and she said that he had moved
in this house last year.

When Greg saw the hotel we stayed in during our holiday in 2017
he claimed: "I stayed here last year."
When Greg saw the hotel we stayed in during our holiday in 2017
he claimed that he had stayed there last year.

Exercise 6

Change the reported speech into the direct speech.

Jim promised he would come the following day.

".....," promised Jim.

We told them that we had started working on it two days before.

".....," we told them.

Liz said she lived in a new house then.

".....," said Liz.

Joseph claimed that he had been learning French since the previous year.

".....," claimed Joseph.

He said that he had not eaten anything that day.

".....," he said.

They replied they were going to set off in two days' time.

".....," they replied.

Peter pointed at the shirt and said he wanted to take that.

".....," said Peter.

Marion told us she would like to join us the next day.

".....," told us Marion.

Tim said he had worked with the company the previous month.

".....," said Tim.

Naomi looked around and told us she didn't know what to do there.

".....," told us Naomi.