



Direct speech – reporting the message of the speaker in the exact words as spoken by him.

Direct speech example: Maya said ‘I am busy now’.

Indirect speech: reporting the message of the speaker in our own words

Indirect speech example: Maya said that she was busy then.

Rule 1 – Direct To Indirect Speech Conversion – Reporting Verb

1. When the reporting verb of direct speech is in past tense then all the present tenses are changed to the corresponding past tense in indirect speech.

Direct: She **said**, 'I am happy'.

Indirect: She **said** (that) she **was** happy.

1. In indirect speech, tenses **do not change** if the words used within the quotes (") talk of a habitual action or universal truth.

Direct: He said, **we cannot live** without air'.

Indirect: He said that we **cannot live** without air.

1. The **tenses of direct speech do not change** if the reporting verb is in **the future tense or present tense.**

Direct: She says/will say, 'I am going'

Indirect: She says/will say she is going.

Rule 2 – Direct Speech to Indirect Speech conversion – Present Tense

- Present Perfect Changes to Past Perfect.

Direct: "I **have been** to Boston", she told me.

Indirect: She told me that she **had been** to Boston.

- Present Continuous Changes to Past Continuous

Direct: "I **am playing** the guitar", she explained.

Indirect: She explained that she **was playing** the guitar.

- Present Perfect Changes to Past Perfect

Direct: He said, "She **has finished** her homework".

Indirect: He said that she **had finished** her homework.

- Simple Present Changes to Simple Past

Direct: "I **am** unwell", she said.

Indirect: She said that she **was** unwell.



Rule 3 – Direct Speech to Indirect Speech conversion – Past Tense & Future Tense

- Simple Past Changes to Past Perfect

Direct: She said, "Irvin **arrived** on Sunday."

Indirect: She said that Irvin **had arrived** on Sunday.

- Past Continuous Changes to Past Perfect Continuous

Direct: "We **were playing** basketball", they told me.

Indirect: They told me that they **had been playing** basketball.

- **Future Changes to Present Conditional**

Direct: She said, "I **will be** in Scotland tomorrow."

Indirect: She said that she **would be** in Scotland the next day.

- **Future Continuous Changes to Conditional Continuous**

Direct: He said, "I'll **be disposing** of the old computer next Tuesday."

Indirect: He said that he **would be disposing** of the old computer the following Tuesday.

Rule 4 – Direct Speech to Indirect Speech Conversion – Interrogative Sentences

- **No conjunction is used**, if a sentence in direct speech begins with a question (what/where/when) as the “question-word” itself acts as a joining clause.

Direct: “**where** do you live?” asked the boy.

Indirect: The boy **enquired where** I lived.

- If a direct speech sentence begins with an auxiliary verb/helping verb, the joining clause should be **if or whether**.

Direct: She said, ‘**Will** you come for the party’?

Indirect: She asked **whether we would** come for the party.

- Reporting verbs such as ‘said/ said to’ changes to enquired, asked, or demanded.

Rule . – Direct Speech to Indirect Speech Conversion – Request, Command, Wish, Exclamation

- Indirect Speech is supported by some verbs like requested, ordered, suggested and advised. Forbid-forbade is used for negative sentences. Therefore, **the imperative mood in the direct speech changes into the Infinitive in indirect speech.**

Direct: She said to her 'Please complete it'.

Indirect: She **requested** her **to complete** it.

Direct: Hamid said to Ramid, 'Sit down'.

Indirect: Hamid **ordered** Ramid **to sit** down.

1. In **Exclamatory sentences** that express grief, sorrow, happiness, applaud, **Interjections are removed** and the sentence is **changed to an assertive sentence.**

Direct: She said, 'Alas! I am undone'.

Indirect: She exclaimed sadly that she was broke.



Rule 6 – Direct Speech to Indirect Speech Conversion – Pronoun

1. The **first person** in direct speech **changes as per the subject** of the speech.

Direct: He said, "I am in class Twelfth."

Indirect: He says that he was in class Twelfth.

1. The **second person** of direct speech **changes as per the object** of reporting speech.

Direct: She says to them, "You have done your work."

Indirect: She tells them that they have done their work.

1. The **third person** of direct speech **doesn't change**.

Direct: He says, "She dances well."

Indirect: He says that she dances well.

Rule 2 – Direct Speech to Indirect Speech Conversion – Change of Time

1. In direct speeches, the words that express nearness in time or place are changed to words that express distance in indirect speech. Such as :

- Now becomes then
- Here becomes there
- Ago becomes before
- Thus becomes so
- Today becomes that day
- Tomorrow becomes the next day
- This becomes that
- Yesterday becomes the day before
- These become those
- Hither becomes thither
- Come becomes go
- Hence becomes thence
- Next week or month becomes following week/month

Examples:

Direct: He said, 'His girlfriend came yesterday.'

Indirect: He said that his girlfriend had come the day before.



Rules of converting Indirect Speech into Direct Speech

The following rules should be followed while converting an indirect speech to direct speech:

1. Use the reporting verb such as (say, said to) in its correct tense.
2. Put a comma before the statement and the first letter of the statement should be in capital letter.
3. Insert question mark, quotation marks, exclamation mark and full stop, based on the mood of the sentence.
4. Remove the conjunctions like (that, to, if or whether) wherever necessary.
5. Where the reporting verb is in past tense in indirect, change it to present tense in the direct speech.
6. Change the past perfect tense either into present perfect tense or past tense, as necessary.

Check the examples:

- Indirect: She asked whether she was coming to the prom night.
- Direct: She said to her, "Are you coming to the prom night?"

