

When reporting a speech, the tense usually changes. This is because when we use reported speech we are usually talking about a time in the past (because obviously the person who spoke originally spoke in the past) the verbs, therefore usually have to be in the past too.

Changing verb tense

V1 – first form of verb

- Always used to simple present tense.
Eg. Eat, jump, run etc

V2 – second form of verb

- It is used in simple past tense.
e.g. ate, jumped ,ran

V3 Third form of verb (past participle)

- It is used in perfect tenses such as present perfect , past perfect, future perfect.
e.g eaten run jumped

V4 – Fourth form of verb

- It is always used in continuous tenses. Such as present continuous , past continuous and future continuous,
e.g V1 + ing = eating, running, jumping

V5 – FIFTH FORM OF VERB

- It is used in simple present tense
- Add s/es to the main word.
e.g eats jumps, runs

DIRECT SPEECH

Saying exactly what someone has said is called direct speech. (Quoted speech) what a person says appears within a quotation mark ['.....' , "....."]

e.g Kiran said, " I think you have broken my toe with your heavy bag."

INDIRECT SPEECH: It does not use quotation marks to enclose what the person said and need not be word by word.

Reporter: The speaker or narrator is called the reporter.

REPORTING VERB: The verb used by the reporter is called reporting verb.

e.g. she said to me, " I am going to Jaipur."

In this sentence: she { reporter} . Said { reporting verb} and ' I am going to Jaipur' { direct speech}

RULES FOR CHANGING DIRECT SPEECH INTO INDIRECT SPEECH.

1. First of all ascertain the tense of the reporting verb.

If the reporting verb is in present or future tense, the tense of reported speech remains unchanged.

If the reporting verb is in the past, the sentence will be also in past.

2. The reporting verb changes as following.

Reporting verb in direct speech	Reporting verb in indirect
Say	Say
Says	Says
Say to	Tell
Will say	Will say/say
Will say to	Will tell
Said	Said
Said to	Told /asked

3. While changing into indirect speech the personal pronoun [I , WE, YOU] according to subject of the reporting verb.

Second person pronoun [you, you] according to object of reporting verb.

Third person pronoun [he, she, it, they]- no change.

4. Conjunction 'that' is commonly used while changing into Indirect speech.

E.g He say I am going to Jaipur.

He says that he is going to Jaipur.

Reporting verb in the past.

If the reporting verb is in 'past', the tense of the reported speech changes as following.

<u>Direct narration</u>	<u>Indirect narration</u>
Simple present	Simple past
Present continuous	Past continuous
Present perfect	Past perfect
Present perfect continuous	Past perfect continuous
Simple past	Past perfect
Past continuous	Past perfect continuous
Past perfect	No change
Past perfect continuous	No change

Change in future sentences.

- Will/shall- would/should
- Can- could
- May- might
- Could/should/would/might - no change.

2. When the reporting verb is in past, words denoting time or place in reported speech change as following.

Direct narration	Indirect narration
This	That
These	Those
Here	There
Hence	Thence

Hither	Thither
Now	Then
Ago	Before
thus	So
Today	That day
Tomorrow	The next day/the following day
Yesterday	The previous day
Last week/month/year	The previous week/month/year

3. If the reported speech contains universal truth, proverb, mathematical fact, historical fact, habitual act, an expression of morality or an unchanged fact, the tense of the reported speech remains unchanged.

1. He said, 'The sun sets in the west'[UT]
He said that the sun sets in the west.
2. The teacher said, 'A stich in time saves nine' [PV]
The teacher said that a stich in time saves nine.
3. She said to me, "honesty is the best policy." [morality]
She told me that honesty is the best policy.
4. He said to me, 'I go for a walk daily.'
He told me that he goes for a walk daily.
5. She said, 'two and two is four.'
She said that two and two is four.
6. She said, 'I saw a tiger here.'
She said that she had seen a tiger there.
7. Manish said, 'I may go to Delhi tomorrow.'
Manish said that 'I may go to Delhi the next day.
8. He said, 'London is the capital of UK.'
He said that London is the capital of UK.

Here are some quotes by some famous people, rewrite them in reported speech. Use more reporting verbs & adverbs.

1. 'I have never let my schooling interference with my education.' [Mark Twain]
 - Mark Twain said that he never let his schooling interference with his education.
2. 'Education which does not mould character is absolutely worthless.' [Mahatma Gandhi]
 - Mahatma Gandhi believed that education which did not mould character was absolutely worthless.
3. The true measure of man is how he treats someone who can do him absolutely no good. [Samuel Johnson]
 - Samuel Johnson observed that true measure of a man was how he treated someone who could do him absolutely no good.