**What is Reported Speech?**

**Reported speech**, also known as **indirect speech**, is a way to convey what someone else has said without directly quoting their exact words. Instead of using quotation marks, the speaker paraphrases or summarizes the original statement.

**Purpose of Using Reported Speech:**

* **Conveying Information:** Reported speech is often used to convey information from one person to another, especially when the exact words are not crucial.
* **Avoiding Direct Quotes:** It can be used to avoid direct quotes, which can sometimes sound stilted or formal, especially in informal conversations.
* **Summarizing Conversations:** Reported speech is useful for summarizing longer conversations or speeches in a concise and informative way.
* **Maintaining Neutrality:** By not directly quoting someone, reported speech can help to maintain a more neutral or objective tone.

**Key Changes in Reported Speech**

When converting direct speech to reported speech, several key changes occur:

**1. Tense Changes**

When converting direct speech to reported speech, the tense of the verb usually shifts back in time. Here's a breakdown of the common changes:

* **Simple Present to Simple Past:**
  + **Direct Speech:** "I eat an apple every day."
  + **Reported Speech:** He said that he **ate** an apple every day.
* **Present Continuous to Past Continuous:**
  + **Direct Speech:** "I am watching TV."
  + **Reported Speech:** He said that he **was watching** TV.
* **Present Perfect to Past Perfect:**
  + **Direct Speech:** "I have finished my homework."
  + **Reported Speech:** He said that he **had finished** his homework.
* **Simple Past to Past Perfect:**
  + **Direct Speech:** "I went to the store yesterday."
  + **Reported Speech:** He said that he **had gone** to the store the previous day.

**2. Pronoun Changes:**

* **I:** Changes to **he/she/they** depending on the subject of the direct speech.
* **We:** Changes to **they**
* **You:** Changes to **me/him/her/us/them** depending on the context.
* **This:** Changes to **that**
* **These:** Changes to **those**
* **Here:** Changes to **there**

**3. Time and Place Adverbials:**

* **Now:** Changes to **then**
* **Today:** Changes to **that day**
* **Yesterday:** Changes to **the previous day**
* **Tomorrow:** Changes to **the next day**
* **Here:** Changes to **there**
* **This:** Changes to **that**

**4. Modals:**

* **Can:** Changes to **could**
  + **Direct Speech:** "I can swim."
  + **Reported Speech:** He said that he **could** swim.
* **May:** Changes to **might**
  + **Direct Speech:** "I may go to the party."
  + **Reported Speech:** He said that he **might** go to the party.
* **Will:** Changes to **would**
  + **Direct Speech:** "I will go to the park tomorrow."
  + **Reported Speech:** He said that he **would** go to the park the next day.
* **Must:** Often remains the same, but can sometimes change to **had to**
  + **Direct Speech:** "I must finish my work."
  + **Reported Speech:** He said that he **must** finish his work. (Often remains the same)
  + or
  + **Reported Speech:** He said that he **had to** finish his work.

**Example:**

* **Direct Speech:** "I am going to the market now," she said.
* **Reported Speech:** She said that she was going to the market then.

**Important Notes:**

* **No Change:** If the reported speech expresses a general truth, a habitual action, or something that is still true at the time of reporting, the tense may not change.
  + **Example:** "The sun rises in the east." (Direct Speech) "He said that the sun rises in the east." (Reported Speech)
* **Reporting Verb:** The tense of the reporting verb (e.g., "said," "told," "declared") also influences the tense in reported speech.

**Types of Reported Speech**

**1. Statements**

* **Direct Speech:** "I love to play football," he said.
* **Reported Speech:** He said that he loved to play football.
* **Key Changes:**
  + **Tense:** Present Simple ("love") changes to Past Simple ("loved").
  + **Pronouns:** "I" changes to "he" to match the subject of the direct speech.

**2. Questions**

* **Yes/No Questions:**
  + **Direct Speech:** "Are you going to the party?" she asked.
  + **Reported Speech:** She asked **if/whether** I was going to the party.
* **Wh-Questions:**
  + **Direct Speech:** "Where do you live?" he inquired.
  + **Reported Speech:** He inquired **where** I lived.
* **Key Changes:**
  + **Question Mark Removed:** Reported speech is not a question, so the question mark is removed.
  + **Word Order:** In reported yes/no questions, use "if" or "whether" followed by the subject and verb. In reported wh-questions, use the wh-word followed by the subject and verb.
  + **Tense Changes:** Similar to statements, tenses usually shift back one step.

[Also See:  Our Environment Class 10: Important Questions & Answers](https://www.cbseguidanceweb.com/our-environment-class-10-important-questions-answers/" \t "_self)

**3. Commands and Requests**

* **Direct Speech:** "Stop talking!" the teacher said.
* **Reported Speech:** The teacher **told** us to stop talking.
* **Direct Speech:** "Please help me," she requested.
* **Reported Speech:** She **requested** me to help her.
* **Key Changes:**
  + **Reporting Verbs:** Use verbs like "told," "ordered," "requested," "advised," "commanded," "suggested," etc., depending on the tone of the original command or request.
  + **Structure:** Use the infinitive form of the verb after the reporting verb (e.g., "to stop," "to help").

**4. Exclamations**

* **Direct Speech:** "What a beautiful day!" she exclaimed.
* **Reported Speech:** She **exclaimed** that it was a beautiful day.
* **Direct Speech:** "Help!" she cried.
* **Reported Speech:** She **cried** for help.
* **Key Changes:**
  + **Reporting Verbs:** Use verbs like "exclaimed," "cried," "shouted," "wondered," etc., to reflect the emotion of the original utterance.
  + **Structure:** The structure may vary depending on the specific exclamation.

**Multiple Choice**

1. **Direct Speech:** "I am going to the market," she said.  
   **Reported Speech:** She said that she \_\_\_\_\_ going to the market.  
   a) am going b) is going c) was going d) will go
2. **Direct Speech:** "Can you help me?" he asked.  
   **Reported Speech:** He asked me if I \_\_\_\_\_ help him.  
   a) can b) could c) may d) might
3. **Direct Speech:** "I have finished my homework," she said.  
   **Reported Speech:** She said that she \_\_\_\_\_ finished her homework.  
   a) has b) have c) had d) will have
4. **Direct Speech:** "I will visit my grandparents tomorrow," she said.  
   **Reported Speech:** She said that she \_\_\_\_\_ visit her grandparents the next day.  
   a) will b) would c) can d) could
5. **Direct Speech:** "Where do you live?" he asked.  
   **Reported Speech:** He asked me \_\_\_\_\_ I lived.  
   a) where b) when c) why d) how
6. **Direct Speech:** "Don't make a noise," the librarian said.  
   **Reported Speech:** The librarian \_\_\_\_\_ us not to make a noise.  
   a) told b) asked c) requested d) suggested
7. **Direct Speech:** "I may go for a walk later," she said.  
   **Reported Speech:** She said that she \_\_\_\_\_ go for a walk later.  
   a) may b) might c) can d) could

**Fill in the Blanks**

1. "I **will visit** my friends tomorrow," she said.  
   She said that she ***...*** visit her friends the next day.
2. "We **are going** to the park," they said.  
   They said that they ***...*** to the park.
3. "I **have finished** my homework," he said.  
   He said that he ***...*** his homework.
4. "She **can play** the piano," he said.  
   He said that she ***...*** play the piano.
5. "I **may go** to the cinema tonight," she said.  
   She said that she ***...*** go to the cinema that night.
6. "**Do you like** ice cream?" she asked him.  
   She asked him ***...*** he liked ice cream.
7. "**Where do you live?**" he inquired.  
   He inquired ***...*** I lived.
8. "**Please help me with this bag,**" she requested.  
   She requested me ***...*** her with the bag.
9. "**Don't forget to lock the door,**" she reminded him.  
   She reminded him ***...*** to lock the door.
10. "**What a beautiful day!**" she exclaimed.  
    She exclaimed that it ***...*** a beautiful day.

**Sentence Transformation**

1. **Direct Speech:** "I am watching TV," he said.  
   **Reported Speech:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Direct Speech:** "I have never been to Paris," she said.  
   **Reported Speech:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Direct Speech:** "Can you open the window?" she asked.  
   **Reported Speech:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Direct Speech:** "Don't forget to lock the door," she said.  
   **Reported Speech:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ans.

1. c) was going
2. b) could
3. c) had
4. b) would
5. a) where
6. a) told
7. b) might

Ans.

1. He said that he was watching TV.
2. She said that she had never been to Paris.
3. She asked me, "Can you open the window?"
4. She told me not to forget to lock the door.

**1. Read Sana’s reply to her team leader, regarding the preparation of an important presentation.**

**I’m sorry I forgot ma’am. I’ll have the presentation ready for you very soon today.**

**Report Sana’s reply by completing the following sentence correctly.**

**Sana apologised for having forgotten and said....**

**1. Read the given conversation between two friends.**

**Sumit: What do you plan to do after your graduation?**

**Rahul: I have processed my admission at Harvard Business School. Very soon, I shall be leaving for London.**

**Report what Rahul told his friend, by completing the following sentence.**

**Rahul replied that\_\_\_\_\_\_\_\_\_\_.**

**2. Complete the sentence by correctly reporting Jagdeep’s advice to Gopi.**

**If I were you, I would go now and apologise to Mrs. Kumar and offer to pay for the shattered glass.**

**Jagdeep said that if he were in Gopi’s position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Read the conversation about social media, between a teacher and a student**

**Teacher: How do you think social media influences our perceptions of reality?**

**Jagrit: I believe it distorts our perception of reality by only showing the highlight reels of people's lives.**

**Report the student's response by completing the following.**

**The student remarked \_\_\_\_\_ by only showing the highlight reels of people's lives.**

**4. Report the dialogue between a vendor and his customer, by completing the sentence:**

**Vendor: It is nice to see you, Sir!**

**Customer: Yes, indeed! Unlike last month, I have been away for quite some time this month.**

**The vendor greeted his customer respectfully and mentioned that he was pleased to see him. The customer answered in the affirmative and explained that \_\_\_\_\_\_\_\_\_\_**

**5. Report the dialogue between a grandson and his grandfather, by completing thesentence:**

**Grandson: Grandpa, who are your superheroes**

**Grandpa: Anyone who shows kindness and compassion to others.**

**In response to the question about his superheroes, grandfather says that**\_\_\_\_\_.

**6. Select the correct option to complete the narration of the dialogue between Lathaand her father.**

**Father: Why ask so many questions, Latha?**

**Latha: I believe that if you don’t know the answer, keep asking till you do!**

**Father asked Latha the reason for the many questions she was asking. Latha exclaimed good-humouredly that in event of not knowing the answer one should\_\_\_\_\_.**

**A. keep asking till one does.**

**B. kept asking till one does.**

**C. keep asking till one do.**

**D. kept on to ask till one do.**

**7. Which option displays the correct change of the following to reported speech?**

**She said, “I told Damanjit to send you an e-mail three days ago.”**

**A. She told that Damanjit had mailed you three days then.**

**B. She informed me that Damanjit has mailed me three days before.**

**C. She says that she has told Damanjit to send me an e-mail three days then.**

**D. She said that she had told Damanjit to send an e-mail to me three days before.**

**8. Report the dialogue between a vendor and his customer, by completing the sentence:**

**Vendor: You look a little different today!**

**Customer: Yes, I just got a new haircut.**

**The vendor noticed that his customer's appearance had changed and asked him about it. The customer admitted this, citing the fact that \_\_\_\_\_.**

**9. Read the conversation between a doctor and his patient. Complete the sentence by reporting the patient’s reply correctly.**

**Doctor: Do you feel down from time-to-time Mr. Gopalan?**

**Patient: Yes, I do not stay in a good mood.**

**The doctor, while trying to figure out his patient’s ailment, asked about his well-being, to which, the patient affirmed \_\_\_\_\_\_.**

**ANSWERS**

**1. Read**

**Sana’s reply to her team leader, regarding the preparation of an important presentation.**

**I’m sorry I forgot ma’am. I’ll have the presentation ready for you very soon today.**

**Report Sana’s reply by completing the following sentence correctly.**

**Sana apologised for having forgotten and said....**

**Ans.**Sana apologized for having forgotten and said that she would have the presentation ready for her very soon that day.

**1. Read the given conversation between two friends.**

**Sumit: What do you plan to do after your graduation?**

**Rahul: I have processed my admission at Harvard Business School. Very soon, I shall be leaving for London.**

**Report what Rahul told his friend, by completing the following sentence.**

**Rahul replied that\_\_\_\_\_\_\_\_\_\_.**

**Ans.** Rahul replied that he **had processed** his admission at Harvard Business School and added that very soon, he **would** be leaving for London.

Explanation:  
  
The verb "have processed" is changed to "had processed" to maintain the past tense in reported speech.  
  
The modal "shall" is changed to "would" in reported speech, as per the rules of indirect speech.  
  
The addition of "added that" helps in smoothly connecting the two parts of Rahul's statement.

**2. Complete the sentence by correctly reporting Jagdeep’s advice to Gopi.**

**If I were you, I would go now and apologise to Mrs. Kumar and offer to pay for the shattered glass.**

**Jagdeep said that if he were in Gopi’s position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ans.** Jagdeep said that if he were in Gopi’s position, he would go then and apologise to Mrs. Kumar and offer to pay for the shattered glass.  
  
Explanation:  
  
"Now" is changed to "then" to reflect the shift in time when reporting speech.  
  
The rest of the sentence is retained as it already follows the rules of reported speech accurately.

**3. Read the conversation about social media, between a teacher and a student**

**Teacher: How do you think social media influences our perceptions of reality?**

**Jagrit: I believe it distorts our perception of reality by only showing the highlight reels of people's lives.**

**Report the student's response by completing the following.**

**The student remarked \_\_\_\_\_ by only showing the highlight reels of people's lives.**

**Ans.** The student remarked that social media distorts our perception of reality by only showing the highlight reels of people's lives.

**4. Report the dialogue between a vendor and his customer, by completing the sentence:**

**Vendor: It is nice to see you, Sir!**

**Customer: Yes, indeed! Unlike last month, I have been away for quite some time this month.**

**The vendor greeted his customer respectfully and mentioned that he was pleased to see him. The customer answered in the affirmative and explained that \_\_\_\_\_\_\_\_\_\_**

**Ans**. ....unlike the previous month, he had been away for quite some time that month.

**5. Report the dialogue between a grandson and his grandfather, by completing thesentence:**

**Grandson: Grandpa, who are your superheroes**

**Grandpa: Anyone who shows kindness and compassion to others.**

**In response to the question about his superheroes, grandfather says that**\_\_\_\_\_.

Ans. it is anyone who shows kindness and compassion to others

**6. Select the correct option to complete the narration of the dialogue between Lathaand her father.**

**Father: Why ask so many questions, Latha?**

**Latha: I believe that if you don’t know the answer, keep asking till you do!**

**Father asked Latha the reason for the many questions she was asking. Latha exclaimed good-humouredly that in event of not knowing the answer one should\_\_\_\_\_.**

**A. keep asking till one does.**

**B. kept asking till one does.**

**C. keep asking till one do.**

**D. kept on to ask till one do.**

**Ans**. A. keep asking till one does.

**7. Which option displays the correct change of the following to reported speech?**

**She said, “I told Damanjit to send you an e-mail three days ago.”**

**A. She told that Damanjit had mailed you three days then.**

**B. She informed me that Damanjit has mailed me three days before.**

**C. She says that she has told Damanjit to send me an e-mail three days then.**

**D. She said that she had told Damanjit to send an e-mail to me three days before.**

**Ans**. (D) She said that she had told Damanjit to send an e-mail to me three days before.

**8. Report the dialogue between a vendor and his customer, by completing the sentence:**

**Vendor: You look a little different today!**

**Customer: Yes, I just got a new haircut.**

**The vendor noticed that his customer's appearance had changed and asked him about it. The customer admitted this, citing the fact that \_\_\_\_\_.**

**Ans**. The vendor noticed that his customer's appearance had changed and asked him about it. The customer admitted this, citing the fact that **he had just got a new haircut.**

**9. Read the conversation between a doctor and his patient. Complete the sentence by reporting the patient’s reply correctly.**

**Doctor: Do you feel down from time-to-time Mr. Gopalan?**

**Patient: Yes, I do not stay in a good mood.**

**The doctor, while trying to figure out his patient’s ailment, asked about his well-being, to which, the patient affirmed \_\_\_\_\_\_.**

**Ans**. that he did not stay in a good mood. (Addition of sometimes/time to time acceptable)