

Bharti Public School

Class VIII

Sub:-English

Topic:-Direct – Indirect Speech

In direct speech, we reproduce the actual words of the speaker. These words are put in inverted commas.

To convert into indirect speech, we make the following changes :

1. Remove the inverted commas.
2. Omit the comma separating the reporting verb from the actual words.
3. Use 'that' to introduce the reported speech (statements).
4. Make changes in the verb unless it is a universal truth.
5. Make changes in the personal pronouns.
6. Make changes in words expressing nearness and time.
7. Change 'said to' into 'told to' if 'said' is followed by an object.

1. Change in verb forms :

Direct speech	Becomes	Reported speech
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
Simple Future (Shall, will)	→	Simple Future in past (would)
Future Continuous (Shall be, will be)	→	Future Continuous in past (Would be)
Future Perfect (Shall have, will have)	→	Would have ...
Future Perfect Continuous (Will / shall have been)	→	Would have been
Can	→	Could
May	→	Might
Might, Should, ought to	→	Do not normally change
Must	→	Had to

2. Change in Personal Pronouns.

Pronouns in direct speech	Rules for changing them into indirect speech
First person pronouns I, we, my, our, ours, myself etc.	Change according to the person of the subject of the reporting verb
Second person pronouns You, your, yours	Change according to the person of the object of the reporting verb
Third person pronouns He, she, it, they, his, her, their, them	Generally no change

3. Change in Words Expressing Nearness of Time and Place.

This	→	That
Now	→	Then
These	→	Those
Here	→	There
Ago	→	Before
Today	→	That day
Tonight	→	That night
Tomorrow	→	The next day
Yesterday	→	The previous day/ the day before
Last Night	→	The previous night/the night before
Next week	→	The following week