

DIRECT AND INDIRECT SPEECH

FBISE Instructions: This part is based on changing the narration of given sentences from Direct to Indirect Speech. The candidates are required to fill in the given blanks with the appropriate word(s) to complete the reported sentence. **5 Marks**

Model Question

Q. Fill in the blanks to change the following sentences into Indirect Speech, using words from the box:

that	if	to	not to	the next day	had gone
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1. She said, "I am happy." → She said _____¹ she was happy.
2. He said, "Will you help me?" → He asked _____² I would help him.
3. She said, "Close the door." → She told me _____³ close the door.
4. He said, "Do not shout." → He told me _____⁴ shout.
5. She said, "I saw him yesterday." → She said that she had seen him _____⁵
6. He said, "I have gone there." → He said that he _____⁶ there.

1. that 2. if 3. to 4. not to 5. the next day 6. had gone

DIRECT AND INDIRECT SPEECH

DEFINITION:

Direct Speech reports the exact words spoken by a person, enclosed in quotation marks. Indirect (Reported) Speech conveys the same meaning without quoting the exact words, usually changing the tense, pronouns, and time/place expressions to fit the reporting sentence.

Formula: Reporting Verb + (that / if / to) + Reported Clause with Tense & Pronoun Shift

Examples:

- **Direct:** He said, "I am tired." → **Indirect:** He said that he was tired.
- **Direct:** She said, "Are you coming?" → **Indirect:** She asked if I was coming.
- **Direct:** He said, "Shut the window." → **Indirect:** He told me to shut the window.

KEY RULES OF NARRATION CHANGE:

No.	Category	Where to Use?	Examples
1	Tense Shift	Present tense in direct speech shifts to past in indirect	"I am happy" → that she was happy

No.	Category	Where to Use?	Examples
2	Pronoun Shift	I/We change according to the subject; You changes to the object	"I like tea" → that he liked tea
3	Time Words	now→then, today→that day, tomorrow→the next day	yesterday → the day before
4	Place Words	here→there, this→that, these→those	"here" → there
5	Statements	said/told + (that) + clause with tense & pronoun shift	He said that he was tired
6	Questions	asked + if/whether (yes-no) or wh-word (no question mark)	asked if / asked what
7	Commands & Requests	told/ordered/requested + (not) + to + infinitive	told me to leave / not to leave
8	Exclamations	exclaimed with joy/sorrow that + clause	exclaimed with delight that...

PRACTICE 1

that	asked if	to	not to	the following day	greeted
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1. She said, "I am busy today." → She said _____ 1 she was busy that day.
2. He said, "Will you come tomorrow?" → He _____ 2 I would come _____ 3.
3. The teacher said, "Submit your work." → The teacher told us _____ 4 submit our work.
4. She said, "Do not be late." → She told them _____ 5 be late.
5. He said, "Good morning!" → He _____ 6 us.

PRACTICE 2

had finished	if	requested	not to	that day	to
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1. She said, "I have finished my homework." → She said that she _____ 1 her homework.
2. He said, "Are you free now?" → He asked _____ 2 I was free then.
3. She said, "Please help me." → She _____ 3 me to help her.
4. He said, "Do not touch that." → He told him _____ 4 touch that.
5. The manager said, "Finish this today." → The manager told us _____ 5 finish that _____ 6.

PRACTICE 3

exclaimed with joy	ordered	whether	that	to	the previous night
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1. He said, "Hurray! We won!" → He _____ 1 that they had won.
2. The officer said, "Stand up!" → The officer _____ 2 them to stand up.
3. She said, "Is he coming?" → She asked _____ 3 he was coming.
4. He said, "I am ready." → He said _____ 4 he was ready.
5. She said, "Please leave." → She requested him _____ 5 leave.
6. He said, "I slept well last night." → He said that he had slept well _____ 6.

PRACTICE 4

advised	that	if	to	not to	the next week
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1. The doctor said, "Take rest." → The doctor _____ 1 me to take rest.
2. She said, "I feel better now." → She said _____ 2 she felt better then.
3. He said, "Will you travel next week?" → He asked _____ 3 I would travel _____ 4.
4. She said, "Do not worry." → She told me _____ 5 worry.
5. He said, "Please wait here." → He requested me _____ 6 wait there.

PRACTICE 5

denied	that	asked why	to	not to	the day before
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1. He said, "I did not take it." → He _____ 1 that he had taken it.
2. She said, "I called you yesterday." → She said that she had called me _____ 2.
3. He said, "Why are you late?" → He _____ 3 I was late.
4. She said, "Please forgive me." → She requested him _____ 4 forgive her.
5. He said, "Do not disturb me." → He told them _____ 5 disturb him.
6. She said, "I am fine." → She said _____ 6 she was fine.