

Direct / indirect speech

RULES for Interrogative sentences:

While converting an interrogative sentence into indirect form, following changes are made:

1. Change the reporting verb “said” or “told” into “asked” or “inquired”.
2. Use “if” or “whether” instead of “that” to introduce the Reported Speech if it does not begin with the question word like Who/ Where/How/ what etc.
3. No conjunction is required when the question is introduced by a question word.
4. The interrogative form is changed into a statement.

Example: 1. He said to me, “Where are you going?”

Ans. He asked me where I was going.

RULES for imperative sentences:

While converting an imperative sentence into indirect speech, the following changes are made:

1. The reporting verb “said” or “told” is changed into the verb indicating command, request, advice, etc as required by the sense.
2. No conjunction is used. Use “to” before the verb.

Example: 1. He said to me, “ Please take this medicine.”

Ans. He requested me to take that medicine.

RULES for exclamatory sentence:

1. An exclamatory sentence has a sign of exclamation after it which changes into a full stop in the indirect speech.
2. In indirect speech, the exclamatory phrase or word is replaced by “exclaimed with joy”, “exclaimed with sorrow”, “exclaimed with surprise”, etc.
3. Conjunction “that” is used.

Example: 1. He said to me, “ Alas! I cannot save you.”

Ans. He exclaimed with sorrow that he could not save me.