

Q6. Read the following passage and answer the questions given at the end.

Every country must have government of some sort, or life would be impossible. The primary duties of a government are to protect the life and property of the citizens in a just and orderly way through the law courts, to protect the life and property of the citizens in a just and orderly way through the law courts defend country from foreign foes, and to maintain and direct education and provide hospitals for the sick. All these public duties need money. An army and a navy have to be kept up, the police force and the judges are to be paid, schools have to be provided and teachers supported, health officers and engineers have to be employed. Now where is all the money needed to come from? The question is answered by another. For whose benefit are all these services maintained? The answer is for the public. Therefore it is only right that the public, the individual citizens of the country, should contribute the money for the money that they give back to them in the form of these public benefits which all enjoy.

Questions:

- i. **Is it possible to run a country without a government?**
- ii. **From where all the money needed comes?**
- iii. **Write the meanings of the underlined words.**
- iv. **Summarize the passage in your own words and suggest a suitable title.**

Answers:

- i. No it is impossible to run a country without a government
- ii. All the money needed comes from public in the form of taxes and duties. The public, the individual citizens of the country should contribute the money.

a. not easy or convenient	b. Shield from danger
c. Assisted	d. Share
- iii. Government of a country is responsible to protect the life and property of the citizens and maintain law and order in the country. It is also responsible to provide basic necessities of life to its citizens. Government collects money from taxes and duties and returns to the people in the form of public benefits.

Title: Duties of Government and Citizens.

Direct and Indirect Speech TABLE FOR CHANGE IN TENSE OF REPORTED SPEECH FOR ALL TENSES

TENSE CHANGE - IN - INDIRECT SPEECH

Present simple tense *into* Past simple
 Present Continuous tense *into* Past continuous
 Present Perfect tense *into* Past perfect
 Present Perfect Continuous *into* Past perfect continuous
 Past simple *into* Past Perfect
 Past Continuous *into* Past Perfect Continuous

Past Perfect *into* Past Perfect
 Future simple, will *into* would
 Future Continuous, will be *into* would be
 Future Perfect, will have *into* would have

Examples:

Direct speech	Indirect speech
PRESENT TENSE	
PRESENT SIMPLE changes into PAST SIMPLE	
He said, "I write a letter" She said, "he goes to school daily" They said, "we love our country" He said, "he does not like computer"	He said that he wrote a letter. He said that she went to school daily. They said that they loved their country He said that he did not like computer.
PRESENT CONTINUOUS changes into PAST CONTINUOUS	
He said, "he is listening to the music" She said, "I am washing my clothes" They said, "we are enjoying the weather" She said, "I am not laughing"	He said that he was listening to the music. She said that she was washing her clothes. They said that they were not enjoying the weather. She said that she was not laughing.
PRESENT PERFECT changes into PAST PERFECT	
She said, "he has finished his work" He said, "I have started a job" I said, "she have eaten the meal" They said, "we have not gone to New York."	She said that he had finished his work. He said that he had started a job. I said that she had eaten the meal. They said that they had not gone to New York.
PRESENT PERFECT CONTINUOUS changes into PAST PERFECT CONTINUOUS	
He said, "I have been studying since 3 O'clock" She said, "It has been raining for three days." I said, "She has been working in this office since 2007"	He said that he had been studying since 3 O'clock. She said that it been raining for three days. I said that she had been working in this office since 2007.
PAST TENSE	
PAST SIMPLE changes into PAST PERFECT	
He said to me, "you answered correctly" John said, "they went to cinema" He said, "I made a table" She said, "I didn't buy a car"	He said to me that I had answered correctly. John said that they had gone to cinema He said that he had made a table. She said that she had not bought a car.
PAST CONTINUOUS changes into PAST PERFECT CONTINUOUS	
They said, "we were enjoying the weather"	They said that they had been enjoying.

I said, "It was raining" She said, "I was not laughing"	for me. I said that it had been raining. She said that she not been laughing
PAST PERFECT changes into PAST PERFECT (tense does not change)	
She said, "She had visited a doctor" He said, "I had started a business" I said, "she had eaten the meal" They said, "we had not gone to New York.	She said that she had visited a doctor. He said that he had started a business. I said that she had eaten the meal. They said they had not gone to New York.
FUTURE TENSE	
FUTURE SIMPLE TENSE WILL changes into WOULD	
He said, "I will study the book" She said, "I will buy a computer" They said to me, "we will send you gifts" I said, "I will not take the exam"	He said that he would study the book. She said that she would buy a computer. They said to me that they would send you gifts. I said that I would not take the exam.
FUTURE CONTINUOUS TENSE WILL BE changes into WOULD BE	
I said to him, " I will be waiting for him" She said, " I will be shifting to new home" He said, "I will be working hard" He said, "he will not be flying kite"	I said to him that I would be waiting for him. She said that she would be shifting to a new home. He said that he would be working hard. She said that he would not be flying kites.
FUTURE PERFECT TENSE WILL HAVE changes into WOULD HAVE	
He said, "I will have finished the work" She said, "they will have passed the examination" He said, "I will have gone"	He said that he would have finished the work. She said that they would have passed the examination. He said that he would have gone.

Note: The tense of reported speech may not change if reported speech is a universal truth though its reporting verb belongs to past tense.

Examples:

- Direct speech:** He said, "Mathematics is a science"
- Indirect Speech:** He said that mathematics is a science.
- Direct speech:** He said, "Sun rises in east"
- Indirect Speech:** He said that sun rises in east. (Tense didn't change because reported speech is a universal truth thought its reporting verb belongs to past tense)

Direct and Indirect Speech

Words spoken by a person can be reported to another person in two ways. These two ways of narration are called **direct speech and indirect speech.**

When we use direct speech we quote the actual words said by the speaker.

Examples are: She said, 'I am going to the market.'
 John said, 'I will be late today.'
 Alice said, 'Would you like to come with me?'

Indirect speech:

When we use indirect speech, we do not quote the exact words said by the speaker. Instead, we express the idea in our own words.

In order to report the words of the original speaker in our own language, we have to make several changes in his/her sentence. The important rules are given below:

Rules regarding the Change of Personal Pronouns

First Personal Pronoun	I	My	Me
	We	Our	Us
Second Personal Pronoun	You	Your	You
Third Personal Pronoun	He	His	Him
	She	Her	Her
	It	Its	It
	They	Their	Them

Normally we make the following changes in the personal pronoun of the reported speech.

First personal pronoun of the reporting speech changes according to the subject of the reported speech.

Second personal pronoun of the reporting speech changes according to the object of the reported speech.

Third personal pronoun of the reporting speech doesn't undergo any change

Table for Personal Pronouns

Personal Pronouns of Reported Speech	1 st	2 nd	3 rd
Change according to the Subject / Object of the Reporting Speech	Subject	Object	No Change

Rules regarding the Change in Tenses

When the reporting verb is in the present or future tense...

If the reporting verb is in the present or future tense, the tense of the verb in the direct speech does not undergo any changes in the indirect speech.

She **says**, 'I **have done** my duty' (Direct speech)

She **says** that she **has done** her duty. (Indirect speech)

Direct: He **says** to her, 'I **will wait** for you at the railway station.'

Indirect: He **tells** her that he **will wait** for her at the railway station.

Direct: He **says**, 'I **am not coming**.'

Indirect: He **says** that he **is not coming**.

Direct: She **will say**, 'I **don't want** to come.'

Indirect: She **will say** that she **does not want** to come.

Direct: He **will say**, 'I **cannot wait** any longer.'

Indirect: He **will say** that he **cannot wait** any longer.

When the reporting verb is in the past tense...

When the reporting verb is in the past tense, all present tenses inside the quotation will change to their corresponding past tenses

The **simple present tense** will change into the **simple past tense**.

The present continuous tense will change into the past continuous tense.

The past continuous tense will change into the past perfect continuous tense.

The present perfect tense will change into the past perfect tense.

The present perfect continuous tense will change into the past perfect continuous tense.

Past perfect and Past perfect continuous do not change.

1 st form of the Verb →	Changes into 2 nd form of the Verb →	Changes into had + 3 rd form of the Verb
Do/Does →	Did →	Had + 3 rd form
Is/am/are + 1 st form + ing →	Change into Was/were + 1 st form + ing →	Change into had been + 1 st form + ing
Has/have + 3 rd form →	Change into Had + 3 rd form →	'Had' doesn't change (No change)
Has/have been + 1 st form + ing →	Change into Had been + 1 st form + ing →	'Had been' doesn't change (No change)
Shall/Will + 1 st form →	Would + 1 st form	

Here the reporting verb (said) is in the past tense. To change this sentence into indirect speech, we have to change the present tense(s) inside the quotation marks into their corresponding past tenses.

Direct and Indirect Speech: Rules for the Change of Tenses

We have seen that when the reporting verb is in the past tense, all present tenses inside the quotation marks will change into their corresponding past tenses in indirect speech. Study the example sentences given below.

Direct: She **said**, 'I **don't want** to come with you.'

Indirect: She **said** that she **didn't want** to come with me.

Direct: He **said**, 'I **am writing** a letter.'

Indirect: He **said** that he **was writing** a letter.

Direct: She **said**, 'I **have finished** the work.'

Indirect: She **said** that she **had finished** the work.

Direct: He **said**, 'I **want** some razors.'

Indirect: He **said** that he **wanted** some razors.

Direct: John **said**, 'I **have been living** in this city for ten years.'

Indirect: John **said** that he **had been living** in that city for ten years.

Direct: He **said**, 'I **have been waiting** here for several hours.'

Indirect: He **said** that he **had been waiting** there for several hours.

When the reporting verb is in the past tense, past tenses inside the quotation marks will change into their corresponding past tenses.

The simple past will change into the past perfect.

The past continuous will change into the past perfect continuous.

The past perfect and past perfect continuous tenses will remain unchanged

Direct: He **said**, 'Burglars **broke** into my house last night.'

Indirect: He **said** that burglars **had broken** into his house the previous night.

Direct: She **said** to me, 'I **was waiting** for my sister.'

Indirect: She **told** me that she **had been waiting** for her sister.

Direct: She **said**, 'I **had never met** such people before.'

Direct: John **said**, 'I **had been gardening** for two hours.'

Indirect: John **said** that he **had been gardening** for two hours

Note that sometimes we do not change a simple past tense into past perfect tense in the indirect speech.

Direct: He **said**, 'I lived many years in the US.'

Indirect: He **said** that he lived many years in the US. OR He **said** that he **had lived** many years in the US.

Note that the **past perfect tense** is used to lay stress on the completion of one past action before another past action.

When the reporting verb is in the past tense, **shall** will change into **should** in indirect speech. Similarly, **will** will change into **would**, **can** into **could** and **may** into **might**.

Direct: She **said**, 'I **will** work hard.'

Indirect: She **said** that she **would** work hard.

Direct: He **said**, 'They **will** be arriving here by the next train.'

Indirect: He **said** that they **would** be arriving there by the next train.

Direct: Alice **said**, 'I **will** have finished the work by now.'

Indirect: Alice **said** that she **would** have finished the work by then.

Rules for the Change of Adverbs in Indirect Speech

Besides the changes in the tenses and the pronouns, words expressing nearness in direct speech are changed into words expressing distance in indirect speech. The rules are as follows:

This will change into **that**.

These will change into **those**.

Here will change into **there**.

Now/just will change into **then**.

Today will change into **that day**.

Yesterday will change into **the previous day** or **the day before**.

Last night will change into **the previous night** or **the night before**.

Tomorrow will change into **the next day**.

Ago will change into **before**.

The next day/week/year will change into **the following day/week/year**.

Hence will change into **thence**.

Thus will change into **so** or **in that way**.

Direct: He **said**, 'I am too weak to work **now**.'

Indirect: He **said** that he was too weak to work **then**.

Direct: She **said**, 'I will leave for New York **tomorrow**.'

Indirect: She **said** that she would leave for New York **the next day**.

Direct: He **said**, 'I visited them **yesterday**.'

Indirect: He **said** that he had visited them **the previous day**.

Direct: She **said**, 'I liked **this** bag.'

Indirect: She **said** that she liked **that** bag.

Direct: I **said**, 'I am leaving **tomorrow**.'

Indirect: She **said** that she was leaving **the next day**.

Direct: She **said**, '**These** mangoes are rotten.'

Indirect: She **said** that **those** mangoes were rotten.

Direct: He said, '**These** are our dogs.'

Indirect: He said that **those** were their dogs.

Notes:

Adverbs of time or place do not normally change if the reporting verb is in the present or future tense.

Direct: She **says**, 'My husband will come **now**.'

Indirect: She **says** that her husband will come **now**.

Direct: She **will say**, 'I have to leave **now**.'

Indirect: She **will say** that she has to leave **now**.

If the adverbs **now, this, here** etc., refer to objects present at the time of reporting the speech, or to the place in which the reporter is at the time of the speech, they are not changed **into then, that, there** etc.

John said to me, 'I have no time to talk to you **now**.'

John told me that he had no time to talk to me **now**. (Here the report is made immediately.)

Alice said, 'This is my basket.'

Alice said that this was her basket. (Here the basket is right before us.)

He said, 'I will speak **here**.'

He said that he would speak **here**. (Here the report is made on the same spot.)

Types of Sentences

1: Declarative Sentences

Turn the following sentences into indirect speech.

1. John said, 'I am very busy now.'
2. He said, 'The horse has been fed.'
3. 'I know her name and address,' said John.
4. 'German is easy to learn,' she said.
5. He said, 'I am writing letters.'
6. 'It is too late to go out,' Alice said.
7. He said to me, 'I don't believe you.'
8. He says, 'I am glad to be here this evening.'
9. He said to me, 'What are you doing?'
10. 'Where is the post office?' asked the stranger.
11. He said, 'Will you listen to me?'
12. John said to Peter, 'Go away.'
13. She said to me, 'Please wait here till I return.'
14. 'Call the witness,' said the judge.
15. The speaker said, 'Be quiet and listen to my words.'

Answers:

1. John said that he was very busy then.
2. He said that the horse had been fed.
3. John said that he knew/knows her name and address.
4. She said that German is/was easy to learn.
5. He said that he was writing letters.
6. Alice said that it was too late to go out.
7. He told me that he didn't believe me. OR He said he didn't believe me.
8. He says that he is glad to be here this evening. (When the reporting verb is in the present tense, adverbs of time and place do not normally change in indirect

speech.)

9. He asked me what I was doing.
10. The stranger asked where the post office is/was.
11. He asked me if I would listen to him.
12. John ordered Peter to go away
13. She asked me to wait there till she returned.
14. The judge commanded them to call the first witness.
15. He urged them to be quiet and listen to them.

2: Interrogative Sentences

There are two main kinds of interrogative sentences. Those which start with an auxiliary verb and those which start with a question word such as what, why, when, where, how etc.

The following changes occur when an interrogative sentence in the direct speech is changed to the indirect speech.

Interrogative sentences beginning with an auxiliary verb are changed into the indirect speech by using the connective **if** or **whether**.

The reporting verb **said** (or any other word used as the reporting verb) changes to **asked, queried, questioned, demanded of** or **enquired of** in the indirect speech. Note that **of** is used after **enquired** and **demanded** only when the reporting verb has an object.

The most common reporting verbs used to report a question are **asked and enquired of**. The reporting verb **queried** is somewhat investigative. **Demanded of** is the strongest of all reporting verbs mentioned above. It is used when an explanation is desired.

Note that the indirect narration is always in the assertive form. In other words, the interrogative sentences in the direct speech will change into assertive sentences in the indirect speech.

Study the following examples carefully to understand the rules mentioned above.

Direct: She said to me, 'Are you coming with us?'

Indirect: She **asked** me **if I was going** with them. OR She asked them if I was coming with them.

Direct: She said to me, 'Are you unwell?'

Indirect: She **asked** me **if I was** unwell.

Direct: She said to him, 'Am I to wait for you till eternity?'

Indirect: She **enquired of** him **if she was** to wait for him till eternity.

Direct: I said to him, 'Were you present at the meeting yesterday?'

Indirect: I **asked** him **whether he had been** present at the meeting the day before (or the previous day).

Direct: The woman asked the stranger, 'Should I help you?'

Indirect: The woman **asked** the stranger **whether she should help** him.

Note that the auxiliary verbs **should, could, would, ought to and might** do not change in the indirect speech.

Direct: I said to him, 'Who are you?'

Indirect: I **asked** him who he **was**.

Direct: The mother said to the daughter, 'Do you know where John is?'

Indirect: The mother **asked** the daughter **whether she knew** where John was.

Direct: 'Have you anything to say on behalf of the accused?' said the judge to the

lawyer.

Indirect: The judge **enquired of** the lawyer if he had anything to say on behalf of the accused.

Change the following sentences into indirect speech.

1. 'What do you want?' she asked him.
2. 'Are you coming with us?' he asked me.
3. He asked, 'When do you intend to make the payment?'
4. 'Do you come from China?' said the prince to the girl.
5. The poor man exclaimed, 'Will none of you help me?'
6. 'Which way should I go?' asked the little girl.
7. Alladin said to the magician, 'What have I done to deserve so severe a punishment?'
8. 'Don't you know the way home?' I said to her.
9. 'Do you write a good hand?' the teacher said to the student.
10. 'Have you anything to say on behalf of the accused?' said the judge finally.
11. 'Have you anything to tell me, little bird?' asked Ulysses.
12. 'Who are you, sir, and what do you want?' they asked.
13. The king was impressed with the magician and asked, 'What can I do for you?'
14. She asked, 'What is it that makes you stronger and braver than other men?'
15. 'Can you solve this problem?' he asked me.

Answers

1. She asked him what he wanted
2. He asked me if I was coming/going with them
3. He enquired when I/he/she intended to make the payment
4. The prince asked the girl if she came from China
5. The poor man exclaimed whether none of them would help him.
6. The little girl asked which way she should go.
7. Alladin asked the magician what he had done to deserve so severe a punishment
8. I asked her whether she did not know the way home.
9. The teacher asked the student if he/she wrote a good hand.
10. The judge finally asked whether he/she had anything to say on behalf of the accused.
11. Ulysses asked the little bird whether it had anything to tell him.
12. They asked who he was and what he wanted.
13. The king was impressed with the magician and asked what he could do for him.
14. She asked him what was it that made him stronger and braver than other men.
15. He asked me if I could solve that problem.

Interrogative Part II

Direct: The Father said, 'Son, did I not ask you to study hard?'

Indirect: The father **enquired of** his son **if he had not asked** him to study hard.

Direct: My father said to me, 'Where were you last night?'

Indirect: My father **demande**d of me **where I had been** the previous night.

Direct: She said, 'Friend, will you wait for a moment?'

Indirect: She **asked her friend if she would wait** for a moment.

Interrogative sentences beginning with a question word

When a question begins with a question word such as **what, who, whom, when, where, why, how** etc., the same word is used to introduce the question in the

indirect speech. In other words, the question word becomes the joining word instead of **that, if or whether**.

Direct: Viola said to Rosalind, 'Where are you going?'

Indirect: Viola **asked** Rosalind where **she was going**.

Direct: The teacher asked the new comer, 'What is your name?'

Indirect: The teacher **asked** the new comer **what his name was**.

Direct: The wolf said to the lambs, 'Why are you all so sad?'

Indirect: The wolf **asked** the lambs **why they were** all so sad.

Direct: The mother said to her daughter, 'Dear, how have you fared in the examination?'

Indirect: The mother **asked** her daughter lovingly **how she had fared** in the examination.

Direct: The shopkeeper said to me, 'Which bag do you want?'

Indirect: The shopkeeper **asked me which bag I wanted**.

Direct: She said to him, 'Why are you disturbing me?'

Indirect: She **asked him why he was** disturbing her.

Direct: I said to the boys, 'Who teaches you English?'

Indirect: I **asked the boys who taught** them English.

Direct: John said to Mary, 'What are you doing?'

Indirect: John **asked Mary what she was** doing.

Direct: The old man said to himself, 'Why did I come here?'

Indirect: The old man **asked himself why he had come** there.

3: Imperative Sentences

Imperative sentences do not normally have an expressed subject. This is because the subject '**you**' is usually understood. As a result of this, imperative sentences begin with a verb in the simple present tense.

An imperative sentence expresses ideas such as *advice, order, request, suggestion, instruction, permission, allowance* etc.

In order to change an imperative sentence into the indirect speech, we use a **to-infinitive**. A **-that clause** is also possible in some cases. Note that instead of '**said**' we use one of the following reporting verbs:

Advise, command, request, suggest, threaten, order, forbid, decree, propose, entreat, prompt, counsel, pardon, beg, persuade, instruct etc.

Notes:

After **suggest**, we use a **-that clause** and not an infinitive.

The verb **propose** is not followed by an object.

The verb **forbid** itself conveys a negative sense. Therefore, we do not use **not** in the following clause.

Study the following examples carefully.

Direct: The old woman said to the boy, 'Please help me.'

Indirect: The old woman **requested the boy to help** her.

Direct: I said to him, 'Love and obey your parents.'

Indirect: I **advised him to love and obey** his parents. OR I **advised that he should** love and obey his parents.

Direct: The teacher said to the students, 'Work hard.'

Indirect: The teacher **advised the boys to work** hard. OR The teacher **suggested** that the boys **should work** hard.

Direct: The doctor said to the patient, 'Quit smoking.'

Indirect: The doctor **advised the patient to quit smoking**. OR The doctor **suggested that the patient should quit smoking**.

Direct: The officer said to the clerk, 'Do it immediately.'

Indirect: The officer **ordered the clerk to do it immediately**.

Direct: The teacher said to the boy, 'Come in, please.'

Indirect: The teacher **allowed (or asked) the boy to come in**.

Direct: He said to me, 'Post this letter at once.'

Indirect: He **ordered me to post** that letter at once.

Direct: I said to the children, 'Do not make a noise.'

Indirect: I **forbade the children to make a noise**. (NOT I forbade the children not to make a noise)

Direct: I said to her, 'Don't mention his name.'

Indirect: I **forbade her to mention** his name.

Direct: I said to the child, 'Do not look down into the well.'

Indirect: I **warned the child not to look down** into the well.

Direct: He said to me, 'Wait here till I return.'

Indirect: He **asked me to wait** there till he returned.

Indirect: He **said** that he **was** unwell

4: Optative Sentences

It is sentence that indicates a wish, pray or desire.

If the reported speech begins with the word "may", we change the reporting verb into prayed.

She said, "May my son stand first in the class!"

She **prayed** that her son might stand first in the class.

He said to them, "May you catch the train today!"

He **prayed** for them that they might catch the train that day.

They said, "May the police arrest the thieves!"

They **prayed** that police might arrest the thieves.

If the reported speech begins with the word "would", we change the reporting verb into wished.

Mother said to me, "Would that your father were here today!"

Mother **wished** that my father had been there that day

The teacher said to the students, "Would that I were on leave today!"

The teacher **wished** that he had been on leave that day.

He said, "Would that I were rich!"

He **wished** that he had been rich.

5: Exclamatory Sentences

In reporting exclamations the indirect speech is introduced by some verb expressing *exclamation*.

He said, "Alas! My brother has met an accident."

He **exclaimed with great sorrow** that his brother had met with an accident.

He said, "Alas! I am undone."

He **exclaimed sadly** that he was undone.

He said, "Bravo! You have done well."

He **applauded him**, saying that he had done well.

They said to us, "Hurrah! We have defeated your team."

indirect speech. In other words, the question word becomes the joining word instead of **that, if or whether**.

Direct: Viola said to Rosalind, 'Where are you going?'

Indirect: Viola **asked** Rosalind where **she was going**.

Direct: The teacher asked the new comer, 'What is your name?'

Indirect: The teacher **asked** the new comer **what his name was**.

Direct: The wolf said to the lambs, 'Why are you all so sad?'

Indirect: The wolf **asked** the lambs **why they were** all so sad.

Direct: The mother said to her daughter, 'Dear, how have you fared in the examination?'

Indirect: The mother **asked** her daughter lovingly **how she had fared** in the examination.

Direct: The shopkeeper said to me, 'Which bag do you want?'

Indirect: The shopkeeper **asked me which bag I wanted**.

Direct: She said to him, 'Why are you disturbing me?'

Indirect: She **asked him why he was** disturbing her.

Direct: I said to the boys, 'Who teaches you English?'

Indirect: I **asked the boys who taught** them English.

Direct: John said to Mary, 'What are you doing?'

Indirect: John **asked Mary what she was** doing.

Direct: The old man said to himself, 'Why did I come here?'

Indirect: The old man **asked himself why he had come** there.

3: Imperative Sentences

Imperative sentences do not normally have an expressed subject. This is because the subject 'you' is usually understood. As a result of this, imperative sentences begin with a verb in the simple present tense.

An imperative sentence expresses ideas such as *advice, order, request, suggestion, instruction, permission, allowance etc.*

In order to change an imperative sentence into the indirect speech, we use a **to-infinitive**. A **-that clause** is also possible in some cases. Note that instead of 'said' we use one of the following reporting verbs:

Advise, command, request, suggest, threaten, order, forbid, decree, propose, entreat, prompt, counsel, pardon, beg, persuade, instruct etc.

Notes:

After **suggest**, we use a **-that clause** and not an infinitive.

The verb **propose** is not followed by an object.

The verb **forbid** itself conveys a negative sense. Therefore, we do not use **not** in the following clause.

Study the following examples carefully.

Direct: The old woman said to the boy, 'Please help me.'

Indirect: The old woman **requested the boy to help** her.

Direct: I said to him, 'Love and obey your parents.'

Indirect: I **advised him to love and obey** his parents. OR I **advised that he should** love and obey his parents

Direct: The teacher said to the students, 'Work hard.'

Indirect: The teacher **advised the boys to work** hard. OR The teacher **suggested that the boys should** work hard.

They exclaimed with great joy that they had defeated our team.
 We said, "How old this woman is!"
 We said in great surprise that that woman was very old.
 Ali said, "How clever I am!"
 Ali exclaimed that he was very clever.

Direct Speech	Indirect Speech
simple present He said, "I go to school every day."	simple past He said (that) he went to school every day.
simple past He said, "I went to school every day."	past perfect He said (that) he had gone to school every day.
present perfect He said, "I have gone to school every day."	past perfect He said (that) he had gone to school every day.
present progressive He said, "I am going to school every day."	past progressive He said (that) he was going to school every day.
past progressive He said, "I was going to school every day."	perfect progressive He said (that) he had been going to school every day.
future (will) He said, "I will go to school every day."	would + verb name He said (that) he would go to school every day.
future (going to) He said, "I am going to school every day."	present progressive He said (that) he is going to school every day.
	past progressive He said (that) he was going to school every day.
Direct Speech	Indirect Speech
auxiliary + verb name He said, "Do you go to school every day?" He said, "Where do you go to school?"	simple past He asked me if I went to school every day. He asked me where I went to school.
imperative He said, "Go to school every day."	infinitive He said to go to school every day.

Direct Speech	Indirect Speech
simple present + simple present He says, "I go to school every day."	simple present + simple present He says (that) he goes to school every day.
present perfect + simple present He has said, "I go to school every day."	present perfect + simple present He has said (that) he goes to school every day.

past progressive + simple past He was saying , "I went to school every day."	past progressive + simple past He was saying (that) he went to school every day.
	past progressive + past perfect He was saying (that) he had gone to school every day.
future + simple present He will say , "I go to school every day."	future + simple present He will say (that) he goes to school every day.

Direct Speech	Indirect Speech
can He said, "I can go to school every day."	could He said (that) he could go to school every day.
may He said, "I may go to school every day."	might He said (that) he might go to school every day.
must He said, "I must go to school every day."	had to He said (that) he had to go to school every day.
should He said, "I should go to school every day."	should He said (that) he should go to school every day.
ought to He said, "I ought to go to school every day."	ought to He said (that) he ought to go to school every day.

CHANGE THE NARRATION

Q1. Change the narration of any four of the following sentences. (4)

- i. She said, "I am doing my home task now".
- ii. The teacher said, "have you done your duty well?"
- iii. The Judges said, "call the next witness".
- iv. He said, "Hurrah! We have won the match".
- v. The mother said to her daughter, "May God bless you with a son!".

Answers:

- i. She said that she was doing her home task then.
 - ii. The teacher asked if I had done my duty well
 - iii. The judge ordered to call the next witness.
 - iv. He exclaimed with joy that they had won the match.
 - v. The mother prayed for her daughter that God might bless her with a son.
- Q2. Change the narration of any four of the following sentences.**
- i. She said, "He rang me up at twelve midnight".

- iii. The teacher said, "Who is the author of this book".
- iv. She said to me, "Please lend me your camera for a day".
- v. He said, "Would that my father were alive".

Answers:

- i. She told that he had rung her up at twelve midnight.
- ii. He asked if I would listen to him.
- iii. The teacher asked who the author of that book was.
- iv. She requested me to lend her my camera for a day.
- v. He wished that his father had been alive.

Q3. Change the narration of any four of the following sentences.

- i) She said, "Let us go to the river".
- ii) He said, "Alas! How foolish I have been".
- iii) I said to her, "May you succeed in your life".
- iv) I said to him, "What is your next plan?"
- v) He said to his servant, "Fetch me a glass of water".

Answers:

- i) She proposed that they should go to the river.
- ii) He exclaimed with sorrow that he had been very foolish.
- iii) I prayed for her that she might succeed in her life.
- iv) I asked him what his next plan was.
- v) He ordered his servant to fetch him a glass of water.

Q4. Change the narration of any four of the following sentences.

- i) The teacher said to the student, "Why were you absent from School yesterday"?
- ii) The father said, "My son will not go to school today".
- iii) The old man said to the boy, "May you live long!".
- iv) She said, "Alas! We cannot defeat our enemies".
- v) She said to me, "Tell the truth".

Answers:

- i) The teacher asked the student why he had been absent from school the previous day.
- ii) The father told that his son would not go to school that day.
- iii) The old man prayed for the boy that he might live long.
- iv) She exclaimed sorrowfully that they could not defeat their enemies.
- v) She advised me to tell the truth.

Q5. Change the narration of any four of the following sentences. (4)

- i. You said to me, "I gave you my pen."
- ii. They said, "let us go for a walk?"
- iii. He said to me, "When will you come back?"
- iv. He said, "How lovely these flowers are!"
- v. He said, "May I catch the train!"

Answers:

- i. You told me that you had given me your pen.
- ii. They suggested that they should go for a walk.

- iv. He exclaimed with wonder that those flowers were very lovely.
 v. He wished that he might catch the train.
- Q6. Change the narration of any four of the following sentences.**
- i. He said, "I shall go to Lahore"
 ii. The boy says, "Have you seen my book?"
 iii. The master said to the servant, "Go and bring a chair for me".
 iv. The old man said, "May God bless the poor!"
 v. He Said, "Alas! My business is ruined"

Answers:

- i) He told that he would go to Lahore.
 ii) The boy asks if I have seen his book.
 iii) The master ordered the servant to go and bring a chair for him.
 iv) The old man prayed that God might bless the poor.
 v) He exclaimed with sorrow that his business was ruined.
- Q7. Change the narration of any four of the following sentences. (4)**
- i. He said, "I completed my drawing half an hour ago".
 ii. He said, "How many chapters have you done already?"
 iii. She said to them, "let us not deceive ourselves"
 iv. He said, "May God help me do my duty"
 v. You have said, "They are waiting outside".

Answers:

- i. He told that he had completed his drawing an hour before.
 ii. He asked how many chapters I had done by that time?
 iii. She proposed them that they should not deceive themselves.
 iv. He prayed that God might help him do his duty.
 v. You have told that they are waiting outside.
- Q8. Change the narration of any four of the following sentences.**
- i. He said, "I hope you will not repeat this mistake".
 ii. The manager said, "How do you propose to solve this problem".
 iii. He said to his friend, "Please lend me your bike for a day".
 iv. He said, "How well she sings".
 v. She says, "We love and respect our neighbours very much".

Answers:

- i) He told that he hoped I would not repeat that mistake.
 ii) The manager asked how I proposed to solve that problem.
 iii) He requested his friend to lend him his bike for a day.
 iv) He exclaimed that she sang very well.
 v) She tells that they love and respect their neighbours very much.
- Q9. Change the narration of any four of the following sentences.**
- i. He said to me, "I sang a song today".
 ii. The beggar said to me, "Give me food for my children please".
 iii. He said to us, "Will you go to Karachi".
 iv. He said, "Alas! My father has died".
 v. Where should I go for my holiday? "He thought".

Answers:

- i. He told me that he had sung a song that day.
- ii. The beggar begged me to give him food for his children.
- iii. He asked us if we would go to Karachi.
- iv. He exclaimed with sorrow that his father had died.
- v. He thought where he should go for his holiday.

Q10. Change the narration of any four of the following sentences.

- i. She says, "I boil eggs"
- ii. They said to us, "we were not making a noise"
- iii. He said to me, "why did you write me this letter?"
- iv. He said, "How high the mountain is!"
- v. The teacher said to me, "Never tell a lie."

Answers:

- i. She says that she boils eggs.
- ii. They told us that had not been making a noise.
- iii. He asked me why I had written him that letter.
- iv. He exclaimed with wonder that the mountain was very high.
- v. The teacher forbade to tell a lie.

