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Direct-Indirect Speech

Statement of a speaker or reporter is known as "Speech or Narration". We can report any Speech to another person in two ways:

(i) Report speaker's Speech to another person in the same words. It is known as Direct Speech or Direct Narration. In Direct Narration, the Speech is kept in Inverted Commas "I ...".

(ii) Report speaker's Speech to another person in our own words without changing the meaning of the Speech. It is known as Indirect Speech or Indirect Narration.

Terminology of Direct-Indirect Speech

To understand the terminology of Direct-Indirect Speech, let us look at one example.

Direct Speech

Nadeem said to Nimra, "I have broken my toys."

Indirect Speech

Nadeem told Nimra that he had broken his toys.

Reporter	Speaker is known as Reporter. Here Nadeem is Reporter.
Reporting Verb	Verb used by Reporter is Reporting Verb. Here 'said' is Reporting Verb.
Reported Speech	Speaker's Speech which remains between Inverted Commas "... " is known as Reported Speech. Here "I have broken my toys." is Reported Speech. It is always started with Capital Letter.
Verb of Reported Speech	Verb used in Reported Speech is known as Verb of Reported Speech. In the example it is 'broken'.



Type-1: Direct-Indirect Speech - Simple Sentences

Example

Direct Speech Nadeem said to Nimra, "I have broken my toys."

Indirect Speech Nadeem told Nimra that he had broken his toys.

From the above example, broadly it comes to knowledge that for changing Direct Speech to Indirect Speech, we are to

- (i) Use a word to join both the parts like 'that' is used here;
- (ii) Remove Inverted Commas;
- (iii) Change the Pronoun; and
- (iv) Change the tense of Reported Speech.

Rule No. 1

First of all see the Reporting Verb. If it is 'say, says, will say or said', in Indirect Speech also it will remain same 'say, says, will say or said'.

If 'to' is added with the Reporting Verb then in Indirect Speech it will be changed as per below rule:

- | | |
|-------------------------------|----------------------|
| (i) Say to - Tell | (ii) Says to - Tells |
| (iii) Will say to - Will tell | (iv) Said to - Told |

When 'to' is added with the Reporting Verb, Object will always be there and in Indirect Speech after 'Tell or Told', Object must come.

Rule No. 2

See the Tense of Reported Verb. If Tense of Reported Verb is Past Tense then in Indirect Speech Tense of Reported Speech is changed to Past Tense as per Rule given below:

Reported Speech Tense in Direct Speech

Reported Speech Tense in Indirect Speech



Simple Present	Simple Past
Present Indefinite	Past Indefinite
Present Continuous	Past Continuous
Present Perfect	Past Perfect
Present Perfect Continuous	Past Perfect Continuous
Past Indefinite	Past Perfect
Past Continuous	Past Perfect Continuous
Past Perfect	No change of Tense
Past Perfect Continuous	No change of Tense
Will/Shall in Future Tense	Would/Should (Should with Pronoun 'I' & 'We' only)
Can	Could
May	Might
Could/Should/Would/Might	No Change

Rule No. 3

When Reporting Verb is of Past Tense, then the following words of Reported Speech are changed as per below:

Direct Speech	Indirect Speech
Ago	Before



Hence	Thence
Here	There
Hither	Thither
Last night	The previous night
Last week	The previous week
Next week	The following week
Now	Then
The day before yesterday	The day before the previous day
The last fortnight	The previous fortnight.
These	Those
This	That
Thus	So
Today	That day
Tomorrow	The next day
Tonight	That night
Yesterday	The previous day

Rule No. 4

If Tense of Reporting Verb is either Present Tense or Future Tense, we do not make change in the Tense of Reported Speech.



Rule No. 5

If any Universal Truth, Proverb, Habitual Act, Historical Fact, Unchanged Facts, or Imaginary Condition comes in Reported Speech, then Tense of Reported Speech does not change even if Reported Verb is of Past Tense.

Rule No. 6

In all simple tenses, Comma (,) and Inverted Commas ("...") are removed and word 'That' is used to join both the parts.

Rule No. 7

For changing to Indirect Speech, Pronouns of Reported Speech are changed as per "S O N = 1 2 3" Rule.

S = Subject	1 = First Person
O = Object	2 = Second Person
N = No Change	3 = Third Person

If Person of Pronoun of Reported Speech is____	Rule	Change the Person of Pronoun as per Reporting Verb's____
First Person	S	Subject
Second Person	O	Object
Third Person	N	No Change

Person	Reflexive Case			
Ist Person	I	My	Me	Myself
Ist Person	We	Our	Us	Ourselves
2nd Person	You	Your	You	Yourself

3rd Person	He	His	Him	Himself
3rd Person	She	Her	Her	Herself
3rd Person	They	Their	Them	Themselves

Examples of Simple Sentences

1. She says to Aleena, "I will teach you and Nadeem."

1. She tells Aleena that she will teach her and Nadeem.

2. Nadeem said to Rabia, "I will give my toys to you."

2. Nadeem told Rabia that he would give his toys to her.

3. They said to me, "We have given our share to you"

3. They told me that they had given their share to me.

4. We will say to Heena, "You have brought her paintings to show us and your Mom."

4. We will tell Heena that she has brought her paintings to show us and her Mom.

5. She said to Nadeem, "I am in love and I want you to protect me."

5. She told Nadeem that she was in love and she wanted him to protect her.

6. He said, "You did not give me his address."

6. He said that he had not given him his address. (Object is not there. Assumed it of 3rd Person)

6. He said that I had not given him his address. (Object is not there. Assumed it of Ist Person)

*** If Reporting Verb does not have 'Object', then for changing 2nd Person of Reporting Speech,

we can assume any Person and make sentence accordingly. See example no 6.

For changing Person, please note that if Person is plural, it will be changed to plural and if person is possessive, it will be changed to possessive pronouns.

Helping Verbs of Reported Speech in Indirect Speech get changed as per changed Pronoun.

Examples of Simple Sentences



Direct	Nadeem said to his father, "I love you."
Indirect	Nadeem told his father that he loved him
Direct	Aleena said to Nadeem, "I am reading your newspaper."
Indirect	Aleena told Nadeem that she was reading his newspaper.
Direct	Easha says, "I am well"
Indirect	Easha tells that she is well.
Direct	She will say to her husband, "Ali did not treat her wife fairly."
Indirect	She will tell her husband that Ali had not treated her wife fairly.
Direct	She Said, "I know your family very well. I know your grandfather also."
Indirect	She said that she knew his family very well. She knew his grandfather also.
Direct	Teacher said to students, "The sun sets in the west."
Indirect	Teacher told students that the sun sets in the west.
Direct	Izza said to Nadeem, "Honesty is the best policy."
Indirect	Izza told Nadeem that Honesty is the best policy.
Direct	Nadeem said to Hamza, "You have been playing cricket since morning."
Indirect	Nadeem told Hamza that he had been playing cricket since morning.
Direct	Fizza said to Nadeem, "You have helped me yesterday."

Indirect	Fizza told Nadeem that he had helped her the previous day.
Direct	Mr.Bilal said to me, "You will get your promotion letter tomorrow."
Indirect	Mr.Bilal told me that I would get my promotion letter the next day.
Direct	He said, "Mr Obama is the President of the USA."
Indirect	He said that Mr Obama is the President of the USA. (Unchanged fact, hence Tense is not changed)

Type-2 Direct-Indirect Speech - Interrogative Sentences

For the purpose of Direct-Indirect Speech, Interrogative Sentences are divided into two types –

(1) Simple Interrogative Sentences (Other than W-family Sentences).

(2) W-family Interrogative

(1) Simple Interrogative Sentences

The basic rules of changing Direct Speech to Indirect Speech described for simple sentences applies for all types of Sentences. There are certain changes in rules for each type of sentences.

Rule No. 1

In all Interrogative sentences if Reporting Verb is 'say/say to, says/says to, will say/will say to or said/said to',

in Indirect Speech also it will be changed to 'ask, asks, will ask or asked'.

Rule No. 2



In all Simple Interrogative sentences, Comma (,) and Inverted Commas ("...") are removed and word 'If' or 'Whether' is used to join both the parts.

Rule No. 3

For converting Direct Speech to Indirect Speech of all Interrogative Sentences, the interrogative form of the sentence is changed to Assertive form and Question Mark (?) is replaced with Full Stop (.).

Rule No. 4

At the time of converting Direct Speech to Indirect Speech of all Interrogative Sentences 'Yes/No' Short Answer is also added with the Interrogative Sentences,

answer is briefly described in place of simple 'Yes/No'.

If answer is 'No', brief answer will be in Negative form and if it is 'Yes', the brief answer will be in Assertive /Affirmative form.

Examples of Simple Interrogative Sentences

Direct	She says, "Am I looking gorgeous?"
Indirect	She asks whether she is looking gorgeous.
Direct	He said, "Am I not looking handsome?"
Indirect	He asked whether he was not looking handsome.
Direct	Zain said to Aftab, "Will you come early today from office?"
Indirect	Zain asked Aftab whether he would come early that day from office.
Direct	Nadeem said to Sadaf, "Can you solve this puzzle?" "No", she said.
Indirect	Nadeem asked Sadaf if she could solve that puzzle. She said, She couldn't or She replied in negative.
Direct	Alisha said to Aleena, "Do you know everything about him?" She said, "Yes".

Indirect	Alisha asked Aleena whether she knew everything about him. She said, she did or She replied in affirmative.
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Direct	Nadeem said to me, "Have you read the book on Quaid- e- Azam?"
Indirect	Nadeem asked me whether I had read the book on Quaid-e-Azam.
Direct	She said to Laiba, "Did I not telephone you in the morning?"
Indirect	She asked Laiba whether she had not telephoned her in the morning.
Direct	GM said to me, "Is it fine if you are transferred to Lahore?"
Indirect	GM asked me whether it was fine if I was transferred to Lahore.
Direct	He said to Heena, "Are you serious about our marriage?"
Indirect	He asked Heena if she was serious about their marriage.
Direct	You said to Amina, "Do you have trust in God?"
Indirect	You asked Amina whether she had trust in God.

(2) W-Family Interrogative Sentences

Rule No.1

In W-Family Interrogative sentences, Comma (,) and Inverted Commas ("...") are removed and

no word is used to join both the parts. The word of W-Family does the work to join both the parts.

***Besides this rule, all the rules described earlier are applicable to W-Family Interrogative Sentences also.



Examples of W-Family Interrogative Sentences

Direct	Sadaf said to Aleena, "What do you want?"
Indirect	Sadaf asked Aleena what she wanted.
Direct	Boss said to his PA, "Why are you sad today?"
Indirect	Boss asked his PA why she was sad that day.
Direct	Interviewer said to the candidate, "What are your qualifications?"
Indirect	Interviewer asked the candidate what were his qualifications.
Direct	The judge said to Ameera, "Why did you beat your servant?"
Indirect	The judge asked Ameera why she had beaten her servant.
Direct	The teacher said to the Monitor, "Who was not obeying your orders?"
Indirect	The teacher asked the Monitor who had not obeyed his orders.

Direct	Shahzad said to me, "Why do you compare yourself with the youngsters?"
Indirect	Shahzad asked me why I compared myself with the youngsters.
Direct	Rabia said to Easha, "When are you visiting Lahore?"
Indirect	Rabia asked Easha when she was visiting Lahore.
Direct	The leader said to public, "What are your expectations from us?"
Indirect	The leader asked public what were their expectations from them.

Direct	The bus conductor said, "Whose bag is this?"
Indirect	The bus conductor asked whose bag that was.
Direct	Fahad said to Usman, "How will you repay the money?"
Indirect	Fahad asked Usman how he would repay the money.
Direct	Vajeeha said to Amber, "Why don't you stop here?"

Indirect	Vajeeha asked Amber why she did not stop there.
Direct	Nimra said to Hassan, "What is your name?"
Indirect	Nimra asked Hassan what his name was.
Direct	Teacher said to Subhan, "Which is your book?"
Indirect	Teacher asked Subhan which his book was.
Direct	Ayesha said to Ahmad, "Who are you?"
Indirect	Ayesha asked Ahmad who he was.
Direct	Manager said to clerk, "Why did you come late?"
Indirect	Manager asked clerk why he had come late.
Direct	Momin said to Jawad, "Why are you crying?"
Indirect	Momin asked Jawad why he was crying.

Direct	I said to her, "When did you see my father?"
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Indirect	I asked her when she had seen my father.
Direct	Visitor said to a shopkeeper, "Where is the Police station?"
Indirect	Visitor asked a shopkeeper where the Police Station is.
Direct	He said to her, "Where were you born?"
Indirect	He asked her where she was born.
Direct	Anwar said to his son, "What have you decided to do now?"
Indirect	Anwar asked his son what he had decided to do then.

Type-3 Direct-Indirect Speech - Imperative Sentences

Rule No. 1

Imperative sentences have different types of emotions - Order, Command, Request, Suggestion and Advise.

For changing Direct Speech to Indirect Speech, please see the Reporting Verb and according to the emotion of Reporting Verb, 'Said To' is replaced with words like Requested, Advised, Ordered, Commanded, Suggested, Warned etc.

Please and Kindly words and use of word 'Do' to emphasise something in Reported Speech are not kept in Indirect Speech

as the Reporting Verb's replaced word "Request/Requests/Requested" already contains the same emotion.

Sometimes Tag Question is added with Imperative Sentence. It is also not kept in Indirect Speech.

Rule No. 2



In Imperative sentences, Comma (,) and Inverted Commas ("...") are removed and word 'To' is used to join both the parts.

In negative sentences, 'Do Not' is removed and

'Not To' is used in making Indirect Speech of Imperative Sentences.

***Besides these two rules, all the rules described earlier are applicable to Imperative Sentences also.

Examples of Imperative Sentences

Direct	The teacher said to Uzair, "Stand up on the bench."
Indirect	The teacher ordered Uzair to stand up on the bench.
Direct	She said to her friend, "Do not tell a lie."
Indirect	She advised her friend not to tell a lie.
Direct	Seema said to her husband, "Do not tell a lie."
Indirect	Seema warned her husband not to tell a lie.
Direct	She said to Sohaib, "Please give me a glass of water."
Indirect	She requested Sohaib to give her a glass of water.
Direct	Vajeelha said to Aleena, "Have a glass of milk."
Indirect	Vajeelha asked Aleena to have a glass of milk.
Direct	The gardener said to children, "Don't pluck the flowers again."
Indirect	The gardener warned children not to pluck the flowers again.
Direct	Neelam said to her boss, "Please grant me leave for three days."



Indirect	Neelam requested her boss to grant her leave for three days.
Direct	Captain said, "follow me".
Indirect	Captain ordered to follow him.

Direct	Doctor said to a patient, "Change your life style and eating habits".
Indirect	Doctor suggested a patient to change his life style and eating habits.
Direct	The Principal said to students, "Don't make a noise."
Indirect	The Principal instructed students not to make a noise.
Direct	My neighbour said to me, "Don't park your car in front of my house."
Indirect	My neighbour forbade me not to park my car in from of his house.
Direct	Naeem Bhai said to me, "Doyou have a cup of tea please".
Indirect	Naeem Bhai requested me to have a cup of tea.
Direct	We said to Mrs. Rahat, "Do tell about your sickness to your family members please."
Indirect	We requested Mrs. Rahat to tell about her sickness to her family members.
Direct	She said to me, "Switch off the fan, will you?"
Indirect	She asked me to switch off the fan.
Direct	Ali said to Raza, "Send this file to GM, won't you?"
Indirect	Ali asked Raza to send that file to GM.



Direct	She said to her neighbour, "Please take care of my son, will you?"
Indirect	She requested her neighbour to take care of her son.

Type-4 Direct Indirect Speech - Optative Sentences

Optative Sentence indicates a wish, pray or desire. It ends with exclamation mark (!).

Rule no. 1

For making Indirect Speech of Optative Sentence,

'Said' of Reporting Verb is changed according to the Optative Word' of Reporting Speech.

A list of such words is given below.

Optative words	In place of 'Said'
Good Morning!	Wished
Good Evening!	Wished
Good Afternoon!	Wished
Good Night!	Bade
Good Bye!	Bade
Farewell!	Bade
Would that...!	Wished
O that...!	Wished

O for...!	Wished
May/May God	Prayed
If...were (only imagination)	Wished ...Would

Examples of Optative Sentences

Direct	He said, "Good morning, Mom!"
Indirect	He wished his Mom good morning.
Direct	Nadeem said, "Good evening, Sir!"
Indirect	Nadeem respectfully wished the sir good evening. / Nadeem respectfully wished me (you / him / her / them / ...) good evening.
Direct	Faisal said, "Good night, paapaa!"
Indirect	Faisal bade his paapaa good night.

Direct	Amina said, "Good bye, friends!"
Indirect	Aman bade her friends good bye.
Direct	Huma said to him, "Would that you were here at that time!"
Indirect	Huma wished that he had been there at that time.
Direct	He said, "O that I had the wings of a bird."
Indirect	He wished that he had the wings of bird.
Direct	She said, "O for a glass of water."



Indirect	She wished for a glass of water.
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Type-5 Direct Indirect Speech - Exclamatory Sentences

Sentence that express strong feeling or emotions (like joy, sorrow, surprise, hatred, contempt, etc) are called exclamatory sentences. Exclamatory sentence ends with exclamation mark (!).

Rule no. 1

For making Indirect Speech of Exclamatory Sentence,

'Said' of Reporting Verb is changed according to the emotion of the 'Exclamatory Word' of Reporting Speech.

A list of such words is given below.

Exclamatory Word	Replace 'Said' with
Wow!	Exclaimed with joy
What!	Exclaimed with surprise
Well done!	Exclaimed with applause
Sorry!	Exclaimed with regret
Pooh!	Exclaimed with contempt
Oh!	Exclaimed with surprise / sorrow
Nonsense!	Exclaimed with contempt



Hurrah!	Exclaimed with joy
How!	Exclaimed with surprise / regret
Hear!	Applauded ..(Subject of Reporting Verb)..saying
Ha!	Exclcaimed with joy
Good God!	Exclaimed with surprise
Bravo!	Applauded...(Subject of Reporting Verb)..saying
Alas!	Exclaimed with sorrow / grief
Aha!	Exclaimed with joy
Ah!	Exclaimed with sorrow / grief / joy

Same word can depict 'sorrow' or 'joy'. The specific emotion of above mentioned words is to be construed as per sentence.

Rule no. 2

The words 'What' & 'How' of Reporting Speech are replaced with words 'Very' Or 'Great'.
 'Very' comes before Adjective and
 'Great' comes before Noun.

Rule no. 3

In Exclamatory sentences, Comma (,) and Inverted Commas ("...") are removed and word 'That' is used to join both the parts.

Examples of exclamatory Sentences

Direct	Nadeem said, "Hurrah! We have won the match."
Indirect	Nadeem exclaimed with joy that they had won the match.
Direct	She said in Murree, "Wow! What a pleasant weather it is."
Indirect	She exclaimed with joy in Murree that it was a very pleasant weather.
Direct	The spectators said, "Bravo! A classical goal."
Indirect	The spectators applauded him saying that it was a classical goal.

Direct	She said, "Oh! I lost my mobile."
Indirect	She exclaimed with sorrow that she had lost her mobile.
Direct	Izza said, "Oh! Nadeem has come from London."
Indirect	Izza exclaimed with surprise that Nadeem had come from London.
Direct	"Pooh" said the Principal to Zain, "You have again failed in the examination."
Indirect	The Principal exclaimed with contempt that Zain had again failed in the examination.
Direct	Kiran said, "Alas! I have lost my diamond bangle."
Indirect	Kiran exclaimed with sorrow that she had lost her diamond bangle.
Direct	He said, "Good God! The fellow has come to life again."
Indirect	He exclaimed with surprise that the fellow had come to life again.
Direct	She said to her servant, "How foolish you are!"

Indirect	She exclaimed with surprise that her servant was very foolish.
Direct	He said, "Ah! What a beautiful scene."
Indirect	He exclaimed with joy that it was a beautiful scene.
Direct	Naeem Bhai said, "Well done! Nadeem."
Indirect	Naeem Bhai exclaimed with applause that Nadeem had done well.
Direct	He said, "If I were you, I would have slapped him"
Indirect	He wished that he would have slapped him.
Direct	She said, "If I were rich, I would have given one bungalow to my daughter"
Indirect	She wished that if she had been rich, she would have given one bungalow to her daughter.
Direct	Easha said to Alisha, "Congratulations!"
Indirect	Easha congratulated Alisha.
Direct	Nadeem said, "Thank God!"
Indirect	Nadeem thanked God.
Direct	They said to us, "Welcome! Please come in."
Indirect	They welcomed us and requested to come in.
Direct	She said to me, "Happy New Year!"
Indirect	She wished me happy new year.



Direct	Nadeem said, "Happy Birthday!"
Indirect	Nadeem wished (me/her/him/you...) happy birthday.
Direct	She said, "How foolish I have been!"
Indirect	She regretted that she had been very foolish.
Direct	The captain said, "Bravo! You have done well, my friends."
Indirect	The captain applauded his friends saying that they had done well.
Direct	"Pooh what a dirty child!" said the nurse.
Indirect	The nurse exclaimed hatefully that the child was very dirty.
Direct	The young lady said, "Alas! my husband is no more."
Indirect	The young lady exclaimed with sorrow that her husband was no more.

Type-6 Direct Indirect Speech - Sentences with Let

Like Imperative sentences,

use of 'Let' in the sentences of Let has different meaning and

in Reporting Verb 'Said To' is replaced according to the notion of the sentence with words like - Proposed, Suggested, Requested, Ordered, Wished, Told, etc.

Rule-1

If the meaning of 'Let Sentence' is a suggestion, proposal or wish then for making Indirect Speech

(1) 'Said To' is replaced with 'Proposed To / Suggested To / Wished To'.



(2) 'Let' is replaced with 'Should'. 'Should' comes after the Pronoun. And

(3) 'That' is used to join both the parts of the sentence.

Rule-2

If the meaning of 'Let Sentence' is to allow, order or persuade then for making Indirect Speech

(1) 'Said To' is replaced with 'Requested To / Ordered To',

(2) 'Let' may remain in the sentence or it may be replaced with 'Allow' and

(3) 'To' is used to join both the parts of the sentence.

Rule-3

If condition or supposition comes in 'Let Sentence' then for making Indirect Speech

(1) 'Said To' is replaced with 'Told',

(2) 'Let' is replaced with 'Might' and

(3) 'That' is used to join both the parts of the sentence.

Examples of Sentences with Let

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Direct	Saima said to Nadeem, "Let us go to see a movie."
Indirect	Saima proposed to Nadeem that they should go to see a movie.
Direct	Aleena said to me, "Let us play carom today".
Indirect	Aleena proposed to me that we should play carom that day.
Direct	She said to her sister, "Let him complete his study first."



Indirect	She suggested her sister that he should complete his study first.
Direct	He said, "Let us wait a few minutes and try again later".
Indirect	He suggested that they should wait a few minutes and try again later.
Direct	Kinza said, "Let me take two chocolates".
Indirect	Kinza wished that she should take two chocolates.
Direct	Nadeem said to his teacher, "Let me go home early today".
Indirect	Nadeem requested his teacher to let him go early that day. OR Nadeem requested his teacher to allow him to go early that day.
Direct	The Manager said to his PA, "Let the boys come in."
Indirect	The Manager ordered the PA to let the boys come in.
Direct	Party workers said to the Leader, "Let us do some favour to our supporters".
Indirect	Party workers requested to the leader to let them (OR allow them) do some favour to their supporters.
Direct	Shahroz said to Rafay, "Let him study even so hard but he cannot top the class".
Indirect	Shahroz told Rafay that he might study even so hard but he cannot top the class.
Direct	He said to Umer, "Let him be smart but he cannot excel you.
Indirect	He told Umer that he might be smart but he cannot excel him.
Direct	She said to me, "Let me buy some clothes for Sadaf and Aleena."

Indirect	She told me to let her buy some clothes for Sadaf and Aleena.
Indirect	She requested me to allow her to buy some clothes for Sadaf and Aleena.

Type-7 Direct Indirect Speech - Miscellaneous Sentences

In few sentences, emotions are very important.

While converting their Direct Speech to Indirect Speech,

word of the same emotion is used in place of 'Said To'.

Examples of Miscellaneous Sentences

Direct	Nadeem said to Ali, "May you live long!"
Indirect	Nadeem prayed that Ali might live long.
Direct	She said to Najma, "May God bless you with a son!"
Indirect	She prayed that God might bless Najma with a son.
Direct	He said, "If I were a king."
Indirect	He wished that he would be a king.
Direct	The beggar said, "If I had a ten rupee note!"
Indirect	The beggar wished that he would have a ten rupee note.
Direct	The Chairman said, "Farewell my friends."
Indirect	The Chairman bade his friends' farewell.

Direct	The patient said, "Thank you, doctor."
Indirect	The patient thanked the doctor.
Direct	He said to her, "Rest assured, I shall help you."
Indirect	He assured her that he would help her.
Direct	He said to me, "Beware of false friends."
Indirect	He warned me against false friends.
Direct	Sheeza said, "No I shall not go there."
Indirect	Sheeza refused to go there.
Direct	He said, "Fire! Fire! Put out the fire."
Indirect	He called aloud to the people to put out the fire.
Direct	The farmer said to the fox, "I shall hang you, you rogue."
Indirect	The farmer called the fox a rogue and said that he would hang him.
Direct	The speaker said, "Ladies & gentlemen, I am at your disposal."
Indirect	Addressing the audience the speaker said that he was at their disposal.

Name of person comes in Reported Speech instead of Reported Verb.

Examples

Direct	She said, "Nabeel, I am warning you."
Indirect	She told Nabeel that she was warning him.



Direct	Nadeem said, "Play with your toys, Maham."
Indirect	Nadeem asked Maham to play with her toys.

Words 'Sir' and 'Madam' come in Reported Speech.

Examples

Direct	She said, "May I come in, Madam?"
Indirect	She asked the Madam if she might come in.
Direct	He said, "May I introduce myself to you, Sir?"
Indirect	He asked respectfully to me (you/him/her/them/...) whether he might introduce himself.

Words 'You see, you know, well, okay' come in Reported Speech.

Examples

Direct	Madam sitting on the help desk said, "Well, what can I do for you?"
Indirect	Madam sitting on the help desk asked politely what she can do for her.
Direct	She said, "Well, it is none of your business."
Indirect	She asked politely that it was none of her business.
Direct	"Okay". The manager said, "I will take care of her case."
Indirect	The manager assured that he would take care of her case.

If 'Had to' comes in a sentence, in Indirect Speech it is changed to 'Had had to'

Examples

Direct	He said, "The police had to arrest the leader after court order".
Indirect	He said that the police had had to arrest the leader after court order.

More than two sentences in Reported Speech.

Examples

Direct	Captain said, "He is an enemy. Keep an eye on him."
Indirect	Captain said that he was an enemy and added to keep an eye on him.
Direct	She said to her husband, "I will not prepare dinner today. I also need a holiday. I will take rest."
Indirect	She told her husband that she would not prepare dinner that day and further added that she also needed a holiday and she would take rest.
Direct	Simran said to Nadeem, "No. No. You cannot play smart with me. I am a girl of Pune and I am smarter than you."
Indirect	Simran told Nadeem that he could not play smart with her as she was a girl of Pune and she was smarter than him.

Some sentences look Interrogative or Negative, but it has an advice or request.

Examples



Direct	Her mother said to her, "Why don't you sleep early."
Indirect	Her mother advised her to sleep early.
Direct	Old lady said, "Could you please move a bit?"
Indirect	Old lady asked him to move a bit.

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