

When the actual words of the speaker are reproduced, it is called direct speech.

Example: He said, 'I am going to school.'

When the main idea of a speaker's words is reported by another person and the exact words are not quoted, it is called indirect speech or reported speech.

Example: He said that he was going to school.

• Quotation marks or 'inverted commas' are used for direct speech.

Example: 'I have cut my finger!' cried Mrs Sharma.

• Quotation marks are not used for indirect or reported speech.

Example: Mrs Sharma cried that she had cut her finger.

• Question marks and exclamation marks are not used in reported speech.

Examples: 'Is it bleeding very much?' Mr Sharma asked.

(direct)

Mr Sharma asked if it was bleeding very much.

(indirect)

• In reported speech, the reporting verbs like asked/enquired, commanded/ordered/requested, advised/suggested, exclaimed/shouted, etc are often used in place of the reporting verb 'said' to convey the mood of the spoken words.

Examples: Ramesh said, 'How hot the soup is!' (direct)

Ramesh exclaimed that the soup was hot.

(indirect)

'Stir it with your spoon,' his sister said. (direct)

His sister advised him to stir it with a spoon.

(indirect)

The son said to his mother, 'I shall never be

rude to you.' (direct)

The son promised his mother that he would

never be rude to her. (indirect)

'Why has the clock stopped?' thought Peter.

(direct)

Peter wondered why the clock

had stopped. (indirect)



DIRECT AND INDIRECT SPEECH



• The tense of the verb in the reported speech is in the past tense. However, if the verb in the reported speech is stating a universal truth, a habit, a constant situation, the tense of that verb does not change:

Examples: The boy said, 'I brush my teeth every day.'

(simple present tense)

The boy said that he brushes his teeth every day.

(simple present tense)

The teacher said, 'The Sun rises in the east.'

(direct)

The teacher said that the Sun rises in the east.

(indirect)

She said, 'My son wants to be an actor.' (direct)

She said that her son wants to be an actor.

(indirect)

• In an indirect or reported question, the subject comes before the verb, not after it. You do not use the helping verb 'do' to form reported questions.

Example: Paul said, 'What time does the bus come?'

(direct)

Paul asked what time the bus came. (indirect)

Sarah said, 'When does the show begin?' (direct)

Sarah asked when the show began. (indirect)

• The pronouns are also changed in reported speech. Pronouns of the first person are changed as below:

Examples: He said, 'I am bored.' (direct)

He said that he was bored. (indirect)

Mira said, 'We are going to the movies.' (direct)

Mira said that they were going to the movies.

(indirect)

Rinki said, 'My friends gave me a treat.' (direct)

Rinki said that her friends gave her a treat.

(indirect)

Pronouns of the second person are changed as below:

Examples: He said to her, 'You are beautiful.' (direct)

He said to her that she was beautiful. (indirect)

'You must write neatly,' the teacher told her

pupils. (direct)

The teacher advised her pupils that they must

write neatly. (indirect)

Pronouns of the third person do not change:

Examples: I said, 'They have gone out.' (direct)

I informed that they had gone out. (indirect)

Leela said, 'These books are theirs.' (direct)

Leela said that those books were theirs. (indirect)

• *Could* is used with comparative adjectives to express possibility or impossibility.

The situation *couldn't* be worse.

It *could* be better.

• *Could* is used to make suggestions.

We *could* go to that new restaurant opposite the cinema.

• *Could* is used to express unwillingness.

I *couldn't* possibly leave Tim here on his own.

Can

• *Can* with be is used to make criticisms.

You can be really annoying, you know!

• *Can* is also used with be to refer to capability.

Winter here *can* be really cold.

Must and Can't

These refer to present time only. (See *bound to*).

In expressing certainty, they are opposites.

This *must* be our stop. (I'm sure it is.)

This *can't* be our stop. (I'm sure it isn't.)

May and Might

• *May* can be used to express although clauses:

She *may* be the boss, but that is no excuse for shouting like that.

See also Grammar 14 Emphasis.

• *May/might* as well

This describes the only thing left to do, something which the speaker is not enthusiastic about.

Nobody else is going to turn up now for the lesson, so you *may as well* go home.

• *May* and *might* both express possibility or uncertainty.

May is more common in formal language.

The peace conference *may* find a solution to the problem.

• There is an idiomatic expression with try, using *may* for present reference, and *might* for past reference.

Try as I *might*, I *could* not pass my driving test. (This means although I tried hard, I could not pass my driving test.)

Shall

• *Shall* can be used with all persons to emphasise something which the speaker feels is certain to happen or wants to happen.

I *shall* definitely give up smoking this year.

We *shall* win! (shall is stressed in this sentence)

• Similarly, *shall* is used in formal rules and regulations.

No player *shall* knowingly pick up or move the ball of another player.

Will

• *Will* can be used to express an assumption.

A: The phone's ringing. B: That'll be for me.

• *Will/won't* can be used emphatically to tell someone of the speaker's intention, or to forbid an action, in response to a will expression.

I'll take the money anyway, so there!

You won't!

I will!

Similarly / won't can mean / refuse, and / will can mean / insist.

A: I won't do it!

B: Yes, you will!

Find the answers in next MONDAY issue

CHANGE TO REPORTED SPEECH USING THE INTRODUCTORY PHRASE IN BRACKETS!

- Mary said: "I will play cards the day after tomorrow". (Mary informed me...)
- Sophie said: "I went to bed early last night". (Sophie said)
- The teacher said to Jenny: "You have to learn your grammar". (The teacher told Jenny...)
- Monique to the immigration officer: "This is my first trip to England." (Monique told the immigration officer...)
- He told me: "You are the most beautiful girl I have ever seen". (He told me ...)
- Nick said: "I'm going to visit my parents next month". (Nick declared that ...)
- Lilly: "My parents are fine and I really get on with them". (Lilly said ...)
- Gloria: "I am sorry but I can't come to your birthday party because I am going away for the weekend." (Gloria explained that ...)
- Mark: "My friend Gary has found a new job in the music business." (Mark said that ...)
- Judy: "I have already written this essay four times." (Judy complained that ...)
- Peter: "I will not stop until this factory is shut down". (Peter announced that ...)
- Her boyfriend told her: "You have bought yourself a wonderful dress." (Her boyfriend told her...)
- Paul: "I don't like my new flat" (Paul said that ...)
- My father to Ben: "I am sure I saw you here last week." (My father told Ben...)
- Betty: "If I knew the answer I would tell you". (Betty assured me ...)
- He said: "Tomorrow at five o'clock I will be sitting on a train to Glasgow." (He said that...)
- Miss Jackson: "I warned you to study for the test a month ago." (Miss Jackson reminded me...)
- Dave: "I was outside the classroom during the break but I saw a group of my colleagues inside the room." (Dave said that ...)
- Mrs Wilson: "No one has ever spoken to me like this before." (Mrs Wilson said ...)
- Little Johnny to his neighbour: "I am not proud of what I have done". (Little Johnny admitted...)

MODAL AUXILIARY VERBS

Some Basic Fact

Don't have to and must not

• Don't have to refers to an absence of obligation.

You *don't have to* work tomorrow.

• Must not refers to an obligation not to do something.

You *must not* leave the room before the end of the test.

Should

• Where *should appears, *ought to* can also be used.

• Expectation

This film *should* be really good.

• Recommendation

I think you *should* talk it over with your parents.

In writing, *should* can be used to express a strong obligation politely.

Guests *should* vacate their rooms by midday.

• Criticism of an action

You *shouldn't* eat so much late at night.

• Uncertainty

Should I leave these papers on your desk?

• *Should* and verbs of thinking

Should is often used with verbs of thinking, to make an opinion less direct.

I *should* think that model would sell quite well.

• With be and adjectives describing chance

This group of adjectives includes *odd, strange, funny (=odd)* and the expression *What a coincidence*.

It's *strange* that you *should* be staying in the same hotel!

• After in *case* to emphasise unlikelihood

I'm taking an umbrella in case it *should* rain.

See Grammar 8 for similar uses in conditional sentences.

Could

• *Could* is used to express possibility or uncertainty.

This *could* be the house.

• While converting direct speech into indirect speech, the tense of the verb must change accordingly:

Direct speech → **Indirect speech**

Simple present	—	Simple past
Simple past	—	Past perfect
Present continuous	—	Past continuous
Present perfect	—	Past perfect
Can	—	Could
Shall	—	Would
Will	—	Would
May	—	Might

Examples: She said, 'I may attend the meeting.' (direct)

She said that she might attend the meeting.

(indirect)

Renu said, 'I have finished my homework.'

(direct)

Renu said that she had finished her work.

(indirect)

• Words indicating 'nearness' of time and place are changed to words indicating 'distance' of time and place:

Direct speech → **Indirect speech**

This	—	that
These	—	those
Here	—	there
Now	—	then
Today	—	that day
Tomorrow	—	the next/following day
Yesterday	—	the day before/the previous day

Examples: The interviewer said to the young man, 'We will let you know our decision by tomorrow.' (direct)

The interviewer said to the young man that they would let him know their decision by the next day. (indirect)

'These are the documents you will require,' the travel agent informed the tourist. (direct)

The travel agent informed the tourist that those were the documents she would require. (indirect)

• When reporting a question, an order or a request, the connector 'that' is not used.

Examples: The girl said, 'May I come in?' (direct)

The girl asked if she could come in. (indirect)

'Pay your taxes,' the king ordered his subjects. (direct)

The king ordered his subjects to pay their taxes. (indirect)

• In reported speech, the word/words or the sound used by the speaker to express an emotion is omitted.

Examples: 'Wow! What a handsome man he is!' the girls said. (direct)

The girls exclaimed what a handsome man he was. (indirect)

'Hello!' my friend said to me. 'How are you?' (direct)

My friend greeted me and asked how I was. (indirect)

• *Would* is often used in situations where a conditional sense is understood but not stated.

Nobody *would* agree with that idea, (if we asked them)

Life *wouldn't* be worth living without you. (if you weren't there)

I think Jim *would* be the best candidate, (if he was under consideration for the job)

Sue *wouldn't* do that, surely! (if you think she's capable of doing that).

Need

• *Need* to is a modal auxiliary, and behaves like a normal verb.

Do you *need* to use the photocopier?

• *Need* is a modal auxiliary, but mainly in question and negative forms.

Need you make so much noise?

Related Non-Modal Expressions

• Had better

This is a recommendation and refers only to the present or future.

You'd better not phone her again.

• Be bound to

This makes a future prediction of certainty.

It's bound to rain tomorrow.

1 Underline the correct word or phrase in each sentence.

a) I don't think you *could/should* tell anyone yet.

b) I *couldn't/shouldn't* possibly leave without paying.

c) That *mustn't/can't* be the hotel Jane told us about.

d) There are times when the traffic here *can/could* be really heavy.

e) We are enjoying our holiday, though the weather *could/must* be better.

f) You *couldn't/shouldn't* really be sitting here.

g) You *could/may* be older than me, but that doesn't mean you're cleverer.

h) You *might/should* like to look over these papers if you have time.

i) I'm afraid that nobody *should/would* help me in that kind of situation.

j) No member of the association *must/shall* remove official documents from these premises without written permission.

ANSWER KEY TO THE LAST EIS PAGE ACTIVITIES (DATED April 15, 2016)

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