DIRECT AND INDIRECT SPEECH
The English Language has two ways to narrate the words of a person.

- These two ways are as follows:
  - A. Direct Speech
  - B. Indirect Speech also known as the Reported Speech.

We use reported speech when we want to tell someone what someone else said at a later point in time.
You are a student at a college. Your father is a prominent businessman in the community. The rugby coach needs a sponsor and he tells you:

Coach, “Vuyu, I need to see your father urgently. Will you tell him that I will call him?”

That afternoon when you see your mother you tell her:

A: The rugby coach said that he needed to see father urgently and I must tell him that he would call him.

That is an example of the REPORTED or INDIRECT SPEECH.

Direct speech is introduced by an introductory verb in the present or the past tense e.g.

1) He says, “I am tired.” The introductory verb is, “SAYS”
2) He said, “I am tired.” The introductory verb is, “SAID”

AN IMPORTANT RULE IS DETERMINED BY: THE INTRODUCTORY VERB
THE BASIC STARTING RULE

IF YOU KNOW YOUR RULES, YOU CANNOT GO WRONG

- If the introductory verb is in the present tense e.g. He says, “He is tired!” then there is no change in the reported speech tense of the main action verb i.e. He says that he IS tired. The tense of the action verb is still in the present tense.

- If the introductory verb is in the past tense, i.e. He said, then the tense of the main action verb moves one step further back into the past, e.g. He said that he WAS tired.

SO RULE NUMBER 1
DIRECT SPEECH = THE ACTUAL WORDS SPOKEN ARE INDICATED BY…

1. **Using inverted commas/quotation marks in a piece of writing or text:**
   Ursula says, “She is fed-up that she is locked in!”

2. **Direct speech is also found in a dialogue e.g.:**
   Ursula says: I am fed-up to be locked in.
   Peter sighs: Yes. This Covid-Monster needs to fly away.

3. **Direct speech is found in a speech bubble in a cartoon or picture.**
IDENTIFY REPORTING VERB AND REPORTED SPEECH

• A direct speech sentence consists of two parts.
• The part that is inside the quotation marks is called reported speech.
• The other part that is outside the quotation marks is called reporting speech.
• A direct speech sentence has two parts; the introductory verb and the reported verb.
<table>
<thead>
<tr>
<th>Direct Speech Sentence</th>
<th>Reporting Speech</th>
<th>Reported Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>He said, &quot;I am looking for a reported speech definition.&quot;</td>
<td>He said,</td>
<td>“I am looking for a reported speech definition.&quot;</td>
</tr>
<tr>
<td>She said, &quot;I teach direct and indirect speech.&quot;</td>
<td>She said,</td>
<td>&quot;I teach direct and indirect speech.&quot;</td>
</tr>
<tr>
<td>Alex says, &quot;I am happy to see you!&quot;</td>
<td>Alex says,</td>
<td>&quot;I am happy to see you!&quot;</td>
</tr>
<tr>
<td>Mark said, &quot;I will write a letter to the manager.&quot;</td>
<td>Mark said,</td>
<td>&quot;I will write a letter to the manager.&quot;</td>
</tr>
</tbody>
</table>
The conjunction ‘that/if/whether’ is used between the introductory verb and the reported speech e.g. She said that.../He wanted to know if.....

There is a change in the tense in the reported speech if the introductory verb is in the past tense e.g. He said, “I am tired.” changes to: He said that he WAS tired.

If the introductory verb is in the present, no change of the tense of the verb in the reported speech will take place. Only the verb-subject agreement must correspond e.g. “I am tired.” –He says that he is tired.
PUNCTUATION RULES

- Direct and Indirect Speech
  Punctuation Rules
- Inverted commas/Quotation marks are excluded.
- The question mark is converted into a full stop.
- The exclamation mark is silenced.
FOLLOW A FIXED ACTION PLAN WHEN YOU CHANGE FROM DIRECT TO INDIRECT AND VICE VERSA

❖ Many changes take place.
❖ PUNCTUATION: FROM DIRECT TO INDIRECT SPEECH
  ❖ Cancel the inverted commas/quotation marks.
  ❖ Cancel ? ! - use words to describe this!
  ❖ Capital letters become small letters UNLESS it is a Proper Noun like a name!
  ❖ e.g. Mother asked, “John are you coming home?”
  ❖ Mother asked John if he was coming home.
Rules for Changing Pronouns in Indirect Speech

Sometimes, the changes from the 1st person to the third person can really become a headache.

E.G.

**Direct speech**
*She said, “I am quite fine here.”*

**Indirect speech**
*She said that she was quite fine there.*

You may wonder why I did not stay.
It stays I if the first-person pronoun is used both with the introductory verb and the reporting speech, the pronoun change depends on the situation e.g.:

I said, “I am making good progress in my study of reported speech.”

I (if somebody asks me directly to repeat what I said) said I was making good progress in my study of reported speech.

If somebody else asks a bystander what I said, it can still change to: He / She said...he/she was making good progress.
**RULE NO 2**

**Second Person:** If the reported speech has the second person (you, yours, etc.), it is changed as per the object of reporting speech.

<table>
<thead>
<tr>
<th>Direct Speech</th>
<th>Indirect Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>He said to her, &quot;You are an intelligent girl.&quot;</td>
<td>He said to her that she was an intelligent girl.</td>
</tr>
<tr>
<td>She said to him, &quot;You are not real.&quot;</td>
<td>She said to him that he was not real.</td>
</tr>
<tr>
<td>He said to me, &quot;You are a clever guy.&quot;</td>
<td>He said to me that I was a clever guy.</td>
</tr>
<tr>
<td>She said to Alex, &quot;You are cool guy.&quot;</td>
<td>She said to Alex that he was a cool guy.</td>
</tr>
</tbody>
</table>
### Third Person

The third person in the reporting speech is not changed in indirect speech

<table>
<thead>
<tr>
<th>DIRECT SPEECH</th>
<th>INDIRECT SPEECH</th>
</tr>
</thead>
<tbody>
<tr>
<td>He said, &quot;They prefer singing.&quot;</td>
<td>He said that they preferred singing.</td>
</tr>
<tr>
<td>They said, &quot;It is hard to bear cold.&quot;</td>
<td>They said that it was hard to bear cold.</td>
</tr>
<tr>
<td>Alex said, &quot;He likes chocolate.&quot;</td>
<td>Alex said that he liked chocolate.</td>
</tr>
<tr>
<td>They said, &quot;She is waiting for Alex.&quot;</td>
<td>They said that she was waiting for Alex.</td>
</tr>
</tbody>
</table>
The Golden Rule in Pronoun Use

❖ Change the pronoun in such a way that it ensures that the meaning of the sentence does not change.
❖ e.g. Mother said, “My family and I are going to Bloemfontein today.”
❖ Mother said that she and her family were going to Bloemfontein that day.
Rule #1

First person pronoun in direct speech (i.e. *I, we*) is changed according to the pronoun of the reporting verb if the pronoun in reporting verb is a third person pronoun (i.e. *he, she*)

For example:

• Direct speech: *He* said, “*I* don’t want to shock people.”
• Reported speech: *He* said that *he* didn’t want to shock people.
• Direct speech: *They* said, “*We’ll* look after Liam.”
• Reported speech: *They* said that *they* would look after Liam.
Rule #2

First person pronoun in direct speech (i.e. *I, we*) is not changed if the pronoun (Subject) of the reporting speech is also using the first-person pronoun (i.e. *I or we*).

For example:
- Direct speech: *I* said, “*I* do my homework.” Somebody asks: What did you say?
- Reported speech: *I* said that *I* did my homework.
- Direct speech: *We* said, “*We* buy our clothes.” (What did they say?)
- Reported speech: *We* said that *we* bought our clothes.
Rule #3
Second person pronoun in direct speech (i.e. you) is changed according to the “object” of the reporting verb.
For example:
• Direct speech: *He* said to *her, “You *are cute.”*
• Reported speech: *He* said to *her* that *she *was* cute.
  *(please note- the concord also changed to a singular verb)*
• Direct speech: *He* said to *me, “You are a generous person.”*
• Reported speech: *He* said to *me* that *I was a generous person.*
Rule #4

Third person pronoun in direct speech (i.e. he, she, it) is not changed in indirect speech.

Examples:
• Direct speech: They said, “She does not have the necessary qualifications.”
• Reported speech: They said that she did not have the necessary qualifications.
• Direct speech: She said, “It is raining.”
• Reported speech: She said that it was raining.
WHAT MUST I DO WITH QUESTION WORDS?

❖ If the first word of a reporting phrase is a QUESTION WORD like: Who, what, when, where, why, how e.g.
❖ “When can I get my new computer?” asked Vuyo.
❖ Vuyo asked when he could his new computer.
WHAT DO I DO WITH ADVERBS AND TIME

• ADVERBS OF PLACE AND TIME – IN PAST TENSE
  • here – there
  • this – that
  • now – then
  • yesterday – the previous day
  • the day before yesterday – two days ago
  • tomorrow – the following day/the next day
  • the day after tomorrow – in two days’ time
Imperatives ALSO CALLED COMMANDS

Reported Orders, Commands and Requests are formed using the "to-infinitive" and not the "to-infinitive".

* The reporting verbs for the orders/ commands/ requests are order, shout, demand, warn, beg, command, tell, insist, beseech, threaten, implore, ask, propose, forbid, instruct, ask

• When we change from direct to indirect speech, the pronoun and tense changes are also needed where applicable. See the following examples; you can find more on https://7esl.com/reported-commands-and-requests/

<table>
<thead>
<tr>
<th>Command</th>
<th>Reported Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Don’t answer the phone.”</td>
<td>She told me not to answer the phone.</td>
</tr>
<tr>
<td>“Open the door!”</td>
<td>He ordered me to open the door.</td>
</tr>
<tr>
<td>“Don’t be back late.”</td>
<td>He ordered me not to be back late.</td>
</tr>
<tr>
<td>He said to me “Come with me.”</td>
<td>He told me to go with him.</td>
</tr>
<tr>
<td>He said to me, “Don’t lie to me.”</td>
<td>He told me not to lie to him.</td>
</tr>
</tbody>
</table>
SO, WHAT ABOUT DIRECT SPEECH? ANY RULES

The first word within the quotation marks always begins with a capital letter e.g.

- Carel says, "This is really not so difficult."

Before you open or close quotation marks you always have a punctuation mark.

e.g. Mary said, "It is cold today."
      Mary asked, "Is it cold today?"
      "It is cold today," Mary said.
The general rules of direct speech are:

• Each new character's speech starts on a new line when you write a paragraph or essay.
• Speech is opened and closed with speech marks, also called quotation marks or inverted commas.
• Each line of direct speech starts with a capital letter.
• The line of speech ends with a comma, exclamation mark or question mark.
• A reporting clause is used at the beginning or the end.
  • (Jane said, /said Jane. // Paul shouted, / shouted Paul. // Mum replied,/, replied Mum.)
• A full stop goes after the reporting clause.
• If the direct speech in the sentence is broken up by information about who is speaking, add in a comma or question mark or exclamation mark to end the first piece of speech and a full stop or another comma before the second piece (before the speech marks), for example: "It's lovely," she sighed, "but I can't afford it right now." / "I agree!" said Kate, “let's go!“ the second part does not start with a capital letter.
When changing direct speech into indirect speech, changes have to be made to a sentence. For example:

• Verb tenses usually shift back a tense e.g. He said that he went to school. In direct speech: He said, “I go to school.”

• Word order often needs to change e.g. She instructed that he must do the work. In direct speech it changes to: She instructed, “Do the work!”

• Pronouns often need to change e.g. They said that they have to overcome the problems. In direct speech it changes to: They said, “We have to overcome the problems.”

• Words indicating place and time need to change e.g. He said that they had to do their work that day changes to; He said, “We have to do our work today.”

REMEMBER - YOU ARE WORKING WITH AN INVERTED PROCESS WHEN YOU NEED TO CHANGE FROM REPORTED SPEECH TO DIRECT SPEECH
A final thought: There is much more to explore about direct and indirect speech. Practise makes perfect. Why?

“So avoid using the word ‘very’ because it’s lazy. A man is not very tired, he is exhausted. Don’t use very sad, use morose. Language was invented for one reason, boys - to woo women - and, in that endeavor, laziness will not do. It also won’t do in your essays.”

— N.H. Kleinbaum, Dead Poets Society