



ENGLISH GRAMMAR

(DIRECT & INDIRECT SPEECH)

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Direct & Indirect speech(Notes)

Direct and indirect (or reported speech)

There are two ways of relating what a person has said: direct and indirect. In direct speech we repeat the original speaker's words: *He said, 'I have lost my umbrella'*. Remarks thus repeated are placed between inverted commas. In indirect speech we give exact meaning without necessarily using exact words: *He said (that) he had lost his umbrella.*

Statements in indirect speech: tense change necessarily:

A Indirect speech can be introduced by a verb in a present tense: He says that..... This is usual when we are:

- (a) Reporting a conversation that is still going on.
- (b) Reading a letter and reporting what it says.
- (c) Reading instructions and reporting them.
- (d) Reporting a statement that someone makes very often, e.g: *Tom says that he'll never get married.*



When the introductory verb is in a present, present perfect or future tense we can report the direct speech without any change of tense:

PAUL (phoning from the station): *I'm trying to get the taxi.*

ANN (to Mary who is standing beside her) *Paul says he is trying to get a taxi.*

B But indirect speech is usually introduced by a verb in the past tense. Then tenses change correspondingly:

Direct speech	Indirect speech
Simple present: I never eat meat, 'he explained.	Simple past: He explained that he never ate meat.
Present continuous: 'I'm waiting for Ann' he said.	Past continuous: He said (that) he was waiting for Ann.
Present perfect: 'I have found a flat', he said.	Past perfect: He said (that) he had found a flat.
Present perfect continuous: He said, 'I have been waiting for ages'	Past perfect continuous: He said he had been waiting for ages.
Simple past: 'I took it home with me', she said.	Past perfect: She said she had taken it home with her.
Future: He said, 'I will/shall be in Paris on Monday	Conditional: He said he would be in Paris on Monday.
Future continuous: 'I will/shall be using the car myself on the 24 th ', she said.	Conditional continuous: She said she would be using the car herself on 24 th
But note, conditional: I said, 'I should/would like to see it'.	Conditional: I said I would/should like to see it. (no tense change)





C Note on I/we shall/should:

I/we shall normally becomes he/she/they would in indirect speech.

'I shall be 21 tomorrow', said bill. Bill said he would be 21 the following day.

But if the sentence is reported by the original speaker, I/we shall can become either I /we should or I/we would. Would is more common. Similarly, I/we should usually becomes he/she/they would in indirect speech. *'If I had the instruction manual I should/would know what to do', said Bill. Bill said that if he had the instruction manual he would know what to do.* But if the sentence is reported by the original speaker I/we should: can either remain unchanged or be reported by would. See last example in **B** above.

Past tenses sometimes remain unchanged:

A In theory the past tense changes to the past perfect, but in the spoken it is often left unchanged, provided this can be done without causing confusion about the relative times of actions. For example: *He said, 'I loved her'* must become *He said he had loved her* as otherwise there would be a change of meaning. But *He said, 'Ann arrived on Monday'* could be reported *He said Ann/had arrived on Monday.*

B The past continuous tense in theory changes to the past perfect but in practice usually remains unchanged except when it refers to a completed action: *She said, 'we were thinking of selling the house but we have decided not to'.* = *She said that they had been thinking of selling the house but had decided not to.* But, *He said, 'when I saw them they were playing tennis'* = *He said that when he saw them they were playing tennis.*

C In written English past tenses usually do change to past perfect but here are the following exceptions:
 1: Past/past continuous tenses in time clauses do not normally change: *He said, 'When we were living/lived in Paris..... He said that when they were living in Paris.* The main verb of such sentences can either remain unchanged or become past perfect: *He said, 'when we were living/lived in Paris we often saw Paul'* = *He said that when they were living in Paris they often saw/had often seen Paul.* 2: A past tense used to describe a state of affairs which still exists when the speech is reported remains unchanged: *She said, 'I decided not to buy the house because it was on a main road'* = *She said that she had decided not to buy the house because it was on a main road.*

Unreal past tenses:

A Unreal past tenses after **wish, would rather/sooner** and **it is time** do not change: *'We wish we didn't have to take exams', said the children* = *The children said they wished they didn't have to take exams.* *'Bill wants to go alone', said Ann, 'but I would rather he went with a group'* = *Ann said that bill wanted to go alone but that she would rather he went with a group.* *'It is time we began planning our holidays', he said* = *He said that it was time they began planning their holidays.*

B **I/he/she/we/they had better** remains unchanged. **You had better** can remain unchanged or be reported by **advise + object +infinitive**: *'The children had better go to bed early', said Tom* = *Tom said*



that the children had better go to bed early. 'You had better not drink the water', she said = She advised/warned us not to drink the water.

C Conditional sentences remain unchanged: 'If my children were older I would emigrate', he said = He said that if his children were older he would emigrate.

Might, ought to, should, would, used to in indirect statements:

- (A) **Might** remains unchanged except when used as a request form: *He said, 'Ann might ring today' = He said that Ann might ring (that day).* But, *'You might post these for me', he said = He asked me to post them for him.*
- (B) **Ought to/should** for obligation or assumption remains unchanged: *'They ought to/should widen this road, 'I said. = I said that they ought to/should widen this road. I said, 'I should be back by six' (I assume I will be) = I said I should be back by six.*
- (C) **You ought to/you should**, if used to express advice rather than obligation, can be reported by **advise + object + infinitive**. **You must** can also express advice and be reported similarly. *'You ought to/should/must read the instructions', said Ann = Ann advised/urged/warned me to read the instructions.*
- (D) The advice form **if I were you I would/should** is normally reported by **advise + object + infinitive**: *'if I were you I would wait', I said = I advised him to wait.*
- (E) The request form **'I should/ would be (very) grateful if you would** is normally reported by **ask + object + infinitive**: *'I would be very grateful if you keep me informed', he said = He asked me to keep him informed.*
- (F) **Used to** doesn't change: *'I know the place well because I used to live here', he explained = He explained that he knew the place well because he used to live there.*



Could in indirect statements:

- (A) **Could for ability:** **1** Could for present ability doesn't change: *'I can't/couldn't stand on my head', he said = He said he couldn't stand on his head.* **2** Could for future ability can remain unchanged or be reported by **would be able**: *He said, 'I could do it tomorrow' = He said he could do it/ would be able to do it the next day.* **3** Could in conditional sentences is reported similarly: *'If I had the tools I could mend it', he said = He said that if he had the tools he could/would be able to mend it.* (Would be here implies that the supposition may be fulfilled). **4** Could for past ability can remain unchanged or be reported by **Had been able**: *'I could read when I was three!', she boasted. = She boasted that she could/ had been able to read when she was three.*
- (B) **Could for permission:** **1** In conditional sentences could can remain unchanged or be reported by **would be allowed to**: *'If I paid my fine I could walk out of prison today, 'he said. = He said that if he paid his fine he could/would be allowed to walk out of prison.* **2** Could in past can remain unchanged or be reported by **was/were allowed to or had been allowed to**: *He said, 'when I was a boy I could stay up as long as I liked' = He said that when he was a boy he could/was*



allowed to stay up as long as he liked or *He said that as a boy he was/had been allowed to stay up as long as he liked.*

Indirect speech: pronoun and adjective:

A Pronouns and possessive adjectives usually change from first or second to third person except when the speaker is reporting his own words: *He said, 'I have forgotten the combination of my safe' = He said that he had forgotten the combination of his safe. I said, 'I like my new house' = I said that I liked my new house.* (Speaker reporting his own words) sometimes a noun must be inserted to avoid ambiguity. *Tom said, 'he came in through the window'* would not normally be reported *Tom said he had come in through the window* as this might imply that Tom himself had come in this way; but if we use a noun there can be no confusion: *Tom said that the man/burglar/cat had come in through the window.* Pronoun changes may affect the verb: *He says, 'I know her' = He says he knows her. He says, 'I shall be there' = He says that he will be there.*

B This and these. **This** used in the time expression usually becomes **that**: *He said, 'She is coming this week' = He said that she was coming that week.* Otherwise **this** and **that** used as adjective usually change to **the**: *He said, 'I bought this pearl/these pearls for my mother' = He said that he had bought the pearl/pearls for his mother.* **This, these** used as pronouns can become **it/they/them**:

He showed me two bullets, 'I found these embedded in the paneling', he said = He said he had found them embedded in the paneling. He said, 'we will discuss this tomorrow' = He said they would discuss it/the matter the next day. This or these (adjectives or pronouns), used to indicate choice or to distinguish some things from others, can become the **one(s) near him** or the statement can be reworded. *'I will have this (one)', he said to me = He said he would have the one near him or He pointed to/touched/showed me the one he wanted.*

Expressions of time and place in indirect speech:



A Adverbs or adverbial phrases of time change as follows:

Direct	Indirect
<i>Today</i>	<i>That day</i>
<i>Yesterday</i>	<i>The day before</i>
<i>The day before yesterday</i>	<i>Two days before</i>
<i>Tomorrow</i>	<i>The next day/the following day</i>
<i>The day after tomorrow</i>	<i>In two days' time</i>
<i>Next week/year</i>	<i>The following week/year</i>
<i>Last week/last year</i>	<i>The previous week/year</i>
<i>A year ago</i>	<i>A year before/the previous year</i>



B But if the speech is made and reported on the same day these time changes are not necessary: *At breakfast this morning he said, 'I will be very busy today' = At breakfast this morning he said that he would be very busy today.*

C Logical adjustments are of course necessary if a speech is reported one/two days after it is made. *On Monday Jack said to Tom, 'I am leaving the day after tomorrow'.* If Tom reports this speech on the next day (Tuesday) he will probably say: *Jack said he was leaving tomorrow.* If he reports it on Wednesday he will probably say: *Jack said he was leaving today.*

D **Here** can become **there** but only when it is clear what place is meant: *At the station he said, 'I will be here again tomorrow' = He said that he would be there again the next day.* Usually **here** has to be replaced by some phrase: *She said, 'you can sit here, Tom' = She told Tom to that he could sit beside her etc.* **But,** *He said, 'come here, boys'* would normally be reported: *He called the boys.*

Infinitive and gerund constructions in indirect speech:

A **Agree/refuse/offer/promise/threaten** + infinitive can sometimes be used instead of **say (that)**:

Ann: Would you wait half an hour? Tom: All right	Tom agreed to wait or Tom said he would wait
Ann: Would you lend me another 50\$? Tom: No, I won't lend you any more money.	Tom refused to lend her any more money or tom said that he wouldn't lend her any more money.
Paul: I'll help you if you like, Ann.	Paul offered to help her or Paul said that he would help her.
Ann: I'll pay you back next week. Really I will.	Ann promised to pay him back the following week or Ann said that she would pay him back or Ann assured him that she would pay him back.
Kidnappers: If you don't pay the ransom at once we will kill your daughter.	The kidnappers threatened to kill his daughter if he didn't pay the ransom at once or The kidnappers said that they would kill....

B **Accuse of/Admit/Apologize for/Deny/Insist on** +gerund can sometimes be used instead of **say that**:

<i>'You took the money!'</i>	<i>He accused me of taking the money</i>
<i>I stole/didn't steal it</i>	<i>I admitted/Denied stealing it.</i>
<i>I'm sorry I'm late, he said</i>	<i>He apologized for being late or He said he was sorry he was late.</i>
<i>Bill: Let me pay for myself. Tom: Certainly not! I will pay!</i>	<i>Tom insisted on paying.</i>



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Say, tell and alternative introductory verbs:

A Say and tell with direct speech.

1: Say can introduce a statement or follow it. *Tom said, 'I have just heard the news' OR 'I have just heard the news', Tom said.* Inversion of Say and noun subject is possible when Say follows the statement: *'I have just heard the news', said Tom.* Say + to + person addressed is possible, but this phrase must follow the direct statement; it cannot introduce it: *'I am leaving at once', Tom said to me.* (Inversion is not possible here)

2: Tell requires the person addressed: Tell me – He told us – I'll tell Tom – Except with **tell lies/stories/the truth**, when the person addressed need not be mentioned. He told (me) lies. I will tell (you) a story. Tell used with direct speech must be placed after the direct statement: *'I am leaving at once', Tom told me.* (Inversion is not possible with tell)

B Say and tell with indirect speech

Indirect statements are normally introduced by **say**, or **tell + object**. Say + to + object is possible but much less usual than Tell + object: *He said he had just heard the news. He told me that he had just heard the news.* Note also tell.... How/about: *He told us how he had crossed the mountains. He told us about crossing the mountains. He told us about his journeys.*

C Other useful verbs are:

Add*	Complain*	Point out	Admit *	Deny*
Promise *	Answer *	Explain *	Protest *	Argue *
Grumble *	Remark *	Assure + object	Object *	Remind + object
Boast *	Observe *	Reply *		

These can be used with direct or indirect speech. With direct speech they follow direct statements: *'It won't cost more', Tom assured us.* Starred verbs can be inverted if the subject is a noun. *'But it will take longer', objected Bill/Bill objected. 'It will cost too much', Jack grumbled/grumbled Jack.* They can all introduce indirect statements. THAT should be placed after the verb. *Tom assured us that it wouldn't cost more. But Bill objected/pointed out that it would take longer.*

D Murmur, mutter, shout, stammer, and whisper can precede or follow direct statements or questions. With noun subjects the verb can be inverted as shown above: *'You are late', whispered Tom/Tom whispered.* They can introduce indirect statements. **That** is usually necessary: *Tom whispered that we were late.* Most of the verbs describing sounds are more common with direct speech than indirect speech.



Questions in indirect speech:

Direct question: He said, 'where is she going?' **Indirect question:** He asked where she was going.

A When we turn direct questions into indirect speech, the following changes are necessary: Tenses, pronouns and possessive adjectives, and adverbs of time and place change as in statements. The interrogative form of the verb changes into the affirmative form and the question mark does not apply.

B If the introductory verb is **say**, it must be changed to a verb of inquiry, e.g. **ask, inquire, wonder, want to know**, etc.

He said, 'where is the station' = He asked where the station was. Ask, inquire, wonder can also be used in direct speech. They are then usually placed at the end of the sentence. *'Where is the station', he inquired.*

C Ask can be followed by the person addressed (indirect object): *He asked, 'what have you got in your bag?' = He asked (me) what I had got in my bag.* But **inquire, wonder, want to know** cannot take an indirect object, so if we wish to report a question where the person addressed is mentioned we must use **ask**. *He said, 'Mary, when is the next train?' = He asked Mary when the next train was.* If we use **inquire, wonder, want to know** we must omit Mary.

D If the direct begins with a question word (when, where, who, how, why etc) the question word is repeated in the indirect question: *He said, 'why didn't you put on the brake?' = He asked (her) why she hadn't put on the brake. She said, 'What do you want?' = She asked (them) what they wanted.*

E If there is no question word, **if** or **whether** must be used: *'is anyone there?' he asked = He asked if/whether anyone was there.* **1:** Normally we can use either **if** or **whether**, **if** is more usual: *'Do you know Bill?', he said = He asked if/whether I knew Bill. 'Did you see the accident?', the policeman asked = The policeman asked if/whether I had seen the accident.*

2: **whether** can emphasize that a choice has to be made. *'Do you want to go by air or by sea?', the travel agent asked = The travel agent asked whether I wanted to go by air or by sea. Note whether or not: 'Do you want to insure your luggage or not?', the travel agent asked = The travel asked whether or not I wanted to insure my luggage OR He asked if I wanted to insure my luggage or not.*

3: **Whether + infinitive** is possible after **wonder, want to know**: *'shall/should I wait for them or go on?' he wondered = He wondered whether to wait for them or not OR He wondered whether he should wait for them or go on. Inquire + whether + infinitive* is possible but less usual. **4:** **whether** is neater if the question contains a conditional clause as otherwise there would be two ifs: *'If you get the job will you move to sukkur?' Bill asked = Bill asked whether, if I got the job, I'd move to sukkur.*



Questions beginning with Shall I/we in indirect speech:

Questions beginning with Shall I/We can be of four kinds:

A Speculations or requests for information about a future event. *'Shall I ever see them again?' he wondered. 'When shall I know the result of the test?' she asked.* These follow the ordinary rule about shall/will. Speculations are usually introduced by **wonder**. *He wondered if he would ever see them again. She asked when she would know the result of the test.*

B Requests for instructions or advice. *'What shall I do with it?' = Tell me what to do with it.* These are expressed in indirect speech by **ask, inquire** etc. with **should or the Be + infinitive** construction. Requests for advice are normally reported by **should**. *'Shall we post it sir?' he said = He asked the customer if they were to post it/if they should post it. 'What shall I say, mother?' she asked = She asked her mother what she should say. ← (Request for advice).* When a choice is required we normally use **whether** in indirect speech. Whether + infinitive is sometimes possible. *'Shall I lock the car or leave it unlocked?' he said = He asked whether he should/was to lock the car or leave it unlocked OR He asked whether to lock the car.*

C Offers: *'Shall I bring you some tea?' = He offered to bring me some tea.* Note that: **'would you like me to bring you some tea & I'll bring you some tea if you like could also be reported by offer.**

D Suggestions: *'Shall we meet at the theatre?' = He suggested meeting at the theatre.*

Questions beginning will you/would you/could you:

These may be ordinary question, but may also be requests, invitations or very occasionally commands:

He said, 'Will you be there tomorrow?' = He asked if she would be there the next day. 'Will you stand still!' he shouted = He shouted at me to stand still OR He told/ordered me to stand still. Would you like to live in new York?, he asked = He asked if I would like to live in new York. Will/would you file these letters? = He asked/told me to file the letters. Would you like a lift? Said Ann = Ann offered me a lift. Could/would you show me the photos?', she said = She asked me to show the photos OR she asked to see the photos. Could you live on 25\$ a week? = He asked if I could live on 25\$ a week.

Commands, requests, advice in indirect speech:

Direct command: He said, lie down, Tom. Indirect command: He told Tom to lie down. Indirect commands, request and advice are usually expressed by a verb of command/request/advice + object +infinitive.

A The following verbs can be used: Advise, ask, beg, command, encourage, entreat, forbid, implore, invite, order, recommend, remind, request, urge, tell, warn. *He said, 'Get your coat Tom!' = He told Tom to get his coat. 'You had better hurry, Bill' she said = She advised bill to hurry.*

B Negative commands, requests etc are usually reported by **not + infinitive**: 'Don't swim out too far boys' I said = I warned/told the boys not to swim out too far. Forbid can also be used for prohibitions, but it is more common in the passive than in the active.



C Verbs in **A** above require object + infinitive, they must be followed directly by the person addressed without preposition. The person addressed is often not mention in direct commands, requests. *He said, 'Go away!'* when reporting such commands/requests therefore we must add a noun or a pronoun. He told me/him/her/us/them/ the children to go away. **Ask** differs from the other verbs in **A** in that it can also be followed directly by the infinitive of certain verbs, e.g. **see, speak to, talk to**: He said, 'Could I see Tom, please?' = He asked to see Tom. But this is quite different from the ask + Object +infinitive type of request. Both **ask** and **beg** can be followed by the passive infinitive: '*Do, please, send me to a warm climate, he asked/begged = He asked/begged us to send him to a warm climate OR He asked/begged to be sent to a warm climate.*

D Examples of indirect commands, requests, advice. Note that direct commands are usually expressed by the imperative, but that requests and advice can be expressed in a variety of ways.

If I were you I'd stop taking tranquilizers.	I advised him to stop taking tranquilizers.
Why don't you take off your coat?	He advised me to take off my coat.
Would you/ could you show me your passport, please? He said	He asked me to show him my passport OR He asked to see my passport/he asked for the pass:
'You might post some letters for me', said my boss.	My boss asked me to post some letters for him.
If you'd just sign the register, said the receptionist.	The receptionist asked him to sign the register.
Do sit down.' Said my hostess	My hostess asked/invited me to sit down
Please, please don't take any risks, said his wife	His wife begged him not to take any risks.
Don't forget to order the wine, said Mrs Pitt	Mrs pitt reminded her husband to order the wine.
Go on, apply for the job, said Jack	Jack encouraged me to apply for the job

Will you sentences are normally treated as requests and reported by **ask**: Will all persons not travelling please go ashore, he said = He asked all persons not travelling to go ashore. But if a **will you** sentence is spoken sharply or irritably and the please is omitted, it might be reported by **tell or order**: Will you be quiet! / be quiet, will you! , he said = He told/ordered us to be quiet.



Other ways of expressing indirect (commands):

A Say/tell + subject + be + infinitive: *He said/told me that I was to wait.* This is a possible alternative to **tell + infinitive** construction. *He said, 'Don't open the door' = He told me not to open the door OR He said that I was not to open the door.* The **Be + infinitive** construction is particularly useful in the following cases. **1:** When the command is introduced by a verb in the present tense. **He says, 'meet me at the station' = He says that we are to meet him at the station.** **2:** When the command is preceded by a clause (usually of time or condition): *He said, 'if she leaves the house follow her' = He said that if she left the house I was to follow her. He told me to follow her if she left the house* would be equally possible here but note that if we use the **tell + infinitive construction** we must change the order of the sentence so as to put the command first. *'If you see Ann tell her to ring me' = He told me to tell Ann to ring me if I saw her.* Such requests can only be reported by the **be + infinitive construction:** *He said that if I saw Ann I was to tell her to ring him.*



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B Say/tell (+ that) + subject + should: 1 Say or tell with a **should** construction normally indicates advice rather than command. *He said, 'If your brakes are bad don't drive so fast' = He said/told me that if my brakes were bad I shouldn't drive so fast OR He advised me not to drive so fast if my brakes were bad.* 2: Advice can also be expressed by **advise, recommend and urge + that + should**. *'I advise cancelling the meeting', he said = He advised that a meeting should be cancelled.* 3: Command and order can also be used with **should** or passive infinitive: *'Evacuate the area!' ordered the cop = the cop ordered that everyone should leave the area OR ordered that the area should be evacuated OR ordered the area to be evacuated.* 4: Note that when an indirect command is expressed by an **object + infinitive construction**, there is normally the idea that the person who is to obey the command is addressed directly. But when the command is expressed by the **be + infinitive construction** (A above) or by a **should** construction (b3 above) the recipient of the command need not necessarily be addressed directly. The command may be conveyed to him by a third person.



Let's, Let us, Let him/them in indirect speech:

A 1: let's usually expresses a suggestion and is reported by **suggest** in indirect speech: *He said, 'Let's leave the case at the station' = He suggested leaving the case at the station OR He suggested that they/we should leave the case at the station. He said, 'Let's stop now and finish it later' = He suggested stopping then and finishing it later OR He suggested that they/we should stop then and finish it later.* Similarly in the negative: *He said, 'Let's not say anything about it till we hear the facts' = He suggested not saying anything till they heard the facts OR He suggested saying nothing till they heard the facts OR He suggested that they shouldn't say anything till they heard the facts.* But **let's not** used alone in answer to affirmative suggestion is often reported by some phrase such as **opposed the idea/was against it/objected**: *'Let's sell the house', said Tom. 'Let's not,' said Ann = Tom suggested selling the house but Ann was against it.* 2: **Let's/Let us** sometimes expresses a call to action. It is then usually reported by **urge/advise + object + infinitive**. *The strike leader said, 'Let's show the bosses that we are united' = The strike leader urged the workers to show the bosses that they were united.*

B Let him/them. 1: In theory **let him/them** expresses a command. But very often the speaker has no authority over the person who is to obey the command. *'It's not my business,' said the postman. 'Let the government do something about it'.* Here, the speaker is not issuing a command but expressing an obligation. Sentences of this type are therefore normally reported by **ought/should**: *He said that it wasn't his business and that the government ought to/should do something about it.* 2: Sometimes, however, **let him/them** does express a command. It is then usually reported by **say + be + infinitive**. *'Let the boys clear up this mess,' said the headmaster = The headmaster said that the boys were to clear up the mess. 'Let the guards be armed,' he ordered = He ordered that the guards should be armed.*

3: Sometimes **let him/them** is more a suggestion than a command. In such cases it is usually reported by **suggest**, or **say + should**: *She said, 'Let them go to their consul. He will be able to help them' = He suggested their going to their consul OR He suggested them going to their consul OR He suggested that they should go to their consul OR She said that they should go to their consul.* 4: **Let him/them** can also



indicate the speaker's indifference: *'The neighbors will complain', said Ann. 'let them(complain)', said Tom = Tom expressed indifference OR Tom said he didn't mind (if they complained).*

C Let there be: Here the speaker could be ordering, advising, urging or begging: *'Let there be no reprisals,' said the widow of the murdered man = The widow urged/begged that there should be no reprisals.*

D Let is also an ordinary verb meaning allow/permit: *'Let him come with us mother I will take care of him', I said = I asked my mother to let him come with us and promised to take care of him.*



Exclamations and yes and no:

A Exclamations usually become statements in indirect speech. The exclamation mark disappears. **1:** Exclamations beginning **What(a)** or **How** can be reported by **(a) exclaim/say that:** *He said, 'What a dreadful idea! OR How dreadful! = He exclaimed that it was a dreadful idea/he exclaimed that it was dreadful. (b) by give an exclamation of delight/disgust/horror/relief/surprise etc.* Alternatively, if the exclamation is followed by an action we can use the construction **(c) with an exclamation of delight/disgust etc + he/she etc + verb.** **2:** Other types of exclamation, such as Good! Marvelous! Splendid! Heavens! Oh! Ugh! Etc can be reported as in **(b) or (c) above:** *'Good!', he exclaimed = He gave an exclamation of pleasure/satisfaction. 'Ugh!' she exclaimed, and turned the program off = With an exclamation of disgust she turned the program off.* **3:** Note also:

He said, 'Thank you!'	He thanked me
He said, 'Curse this fog!'	He cursed the fog
He said, 'Good luck!'	He wished me luck
He said, 'Happy Christmas'	He wished me a happy Christmas
He said, 'Congratulations!'	He congratulated me
He said, 'liar'	He called me a liar
He said, 'Damn!'	He swore
The notice said: Welcome to Wales	The notice welcome visitors to Wales

Indirect speech: Mixed types: Direct speech may consist of statement + question, question + command, command + statement, or all three together.

A Normally each requires its own introductory verb:



'I don't know the way. Do you?' he asked	He said he didn't know the way and asked her if she did/if she knew it.
'Someone is coming', he said. 'Get behind the screen'	He said that someone was coming and told me to get behind the screen.
'I am going shopping. Can I get you anything?'	She said she was going shopping and asked if she could get me anything.
'I can hardly hear the radio', he said 'could you turn it up'	He said he could hardly hear the radio and asked her to turn it up



B But sometimes when the last clause is a statement which helps to explain the first, we can use as instead of a secondary introductory verb:

You had better wear a coat. It's very cold out, he said.	He advised me to wear a coat as it was very cold out.
You had better not walk across the park alone. People have been mugged there, 'he said.	He warned me not to walk across the park alone as people had been mugged there.

C Sometimes the second introductory verb can be participle:

Please, please, don't drink too much! Remember that you will have to drive home', she said	She begged him not to drink too much, reminding him that he would have to drive home.
'Let's shop on Friday. The supermarket will be very crowded on Saturday', she said	She suggested shopping on Friday, pointing out that the supermarket would be very crowded on Saturday.

Must & Needn't:

A Must used for permanent command/prohibitions and to express intention remains unchanged.

1 Permanent command. He said, 'This door must be kept locked' = He said that the door must be kept locked. **2 Must** used casually to express intention: He said, 'We must have a party to celebrate this' = He said that they must have a party to celebrate it.



B Must used for obligation can remain unchanged. Alternatively it can be reported by **would have to** OR **had to**.

1 I/We must reported by **would have to**. **Would have to** is used when the obligation depends on some future action, or when the fulfillment of the obligation appears remote or uncertain, i.e. when **must** is clearly replaceable by **will have to**:

If the floods get worse we must (will have to) leave the house, he said	He said that if the floods got worse they would have to leave the house
When it stops snowing we must start digging ourselves out, I said	I said that when it stopped snowing we would have to start digging ourselves out
We must mend the roof properly next year, he said.	He said that they would have to mend the roof properly the following year
'I have just received a letter', he said 'I must go home'	He said that he had just received a letter and would have to go home.(but had to would be more usual here if he went at once)

2 I/We must reported by **had to**. **Had to** is the usual form for obligations where times for fulfillment have been fixed, or plans made, or when the obligation is fulfilled fairly or at least by the time the speech is reported.

He said, 'I must wash my hands' (and presumably did so)	He said that he had to wash his hands
Tom said, 'I must be here by nine tomorrow'	Tom said that he had to be there by nine the next day

Would have to would be possible here also but would imply that the obligation was self imposed and that no outside authority was involved. **Had to** could express either an outside authority (that someone had told him to be there) or a self imposed obligation. All difficulties about **had to** and **would have to** can of course be avoided by keeping **must** unchanged. In both the above examples **must** could have been used instead of **had to/would have to**.

3 You/he/they must is reported similarly. He *said*, '**you must start at once**' = *He said that she must/had to/would have to start at once*. But note that **would have to** removes the idea of speaker's authority: *Tom said, 'If you want to stay on here you must work harder'* = *Tom said that if she wanted to stay on she must/would have to work harder*. **Must** implies that Tom himself insists on her working harder. **Would have to** implies that this will be necessary.

4 Must I/you/he? Can change similarly but as **must** in interrogative usually concerns the present or immediate future it usually becomes **had to**. '*Must you go so soon?*', *I said* = *I asked him if he had to go so soon*.



5 Must not. I must not usually remains unchanged **you/he must not** remains unchanged or is expressed as a negative command. *He said, 'you mustn't tell anyone' = He said that she mustn't/was not to tell anyone OR He told her not to tell anyone.*

C Needn't: **Needn't** can remain unchanged and usually does. Alternatively it can change to **didn't have to/wouldn't have to** just as **must** changes to **had to/would have to**:

He said, 'you needn't wait'	He said that I needn't wait.
I said, 'If you can lend me the money I needn't go to the bank'	I said that if he could lend me the money I needn't/wouldn't have to go to the bank.
He said, 'I needn't be in the office till ten tomorrow morning'	He said that he needn't/didn't have to be in the office till ten the next morning.

Need I/you/he? Behaves exactly in the same ways as **must I/you/he?** And normally becomes **had to**:
'Need I finish my pudding?', asked the small boy = *The small boy asked if he had to finish the pudding.*



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