

ENGLISH PRECIS & COMPOSITION

Lecture 02

Narration (Dialogue to Narration)

Jack: Hello, Swarup! Swatting away as usual. Come out, man; Shut up your old books, and come and have a game of tennis.

Jack greeted Swarup and after criticising his obsession with books asked him to close them and play tennis with him

Methods to write indirect speech from a direct speech

-----, "-----"; (Direct Speech)
Reporting Speech Reported Speech

Big Rule

While converting the direct speech into Indirect speech, always first look at the tense of Reporting speech and remember that the tense of the reporting speech NEVER changes. However, on the basis of the tense of Reporting speech, the tense of Reported speech is either changed or not. Means that

The tense of Reporting speech decides about the change or no change in the Reported Speech.

5 Methods

3 are time combination (Present, Past, Future)
3 methods \Rightarrow in 3 Steps

Step - 1 Time combination (Present, Past, Future - Future -- What resultant sentence structure would be, explained here)

Step 2 Common Points 3 Methods (Technical)

Step 3 Examples (of conversion from Direct speech into Indirect Speech)

Step 1

Time Combination (Present, Past & Future)

Method 01

Present / Future = Present / Future / Past

(While converting the direct speech into Indirect speech, the tense of Repeated speech will not change)

Example:

My manager has just announced that he will never allow any employees to attend the annual conference who does not attend regular weekly meetings.

Method 02

Past = Present / Future

(While converting the Direct speech into

these things are written in books why are you rewriting it????

Indirect speech, the tense will be changed into past tense)

What does this mean?

* This simply means that while making indirect speech, you must use the 2nd form of helping verb or verb used in the reported speech e.g.-

I am waiting for you = I was waiting for you.

I have waited for you = I had waited for you

I can wait for you = I could wait for you.

I will wait for you = I would wait for you.

Example:-

My manager announced he would not allow any employee to attend the annual conference who did not attend the regular weekly meetings.

Method 3

Past = Past

(While converting the direct speech into Indirect speech, the tense of Reported Speech will change into Past Perfect Tense)

What does this means?

* This means that Indefinite Tense will change into Perfect (I did not wait for you == I had not waited for you)

* Continuous tense ^{will} change into Perfect continuous (I was waiting for you == I had been waiting for you).

* Whereas Perfect tense or Perfect Continuous Tense given in the Reported speech will remains the same. They will not change because they are already Perfect / perfect Continuous.

Example:-

My manager announced that he would not allow any employee to attend the annual conference who had not attended the previous annual conference.

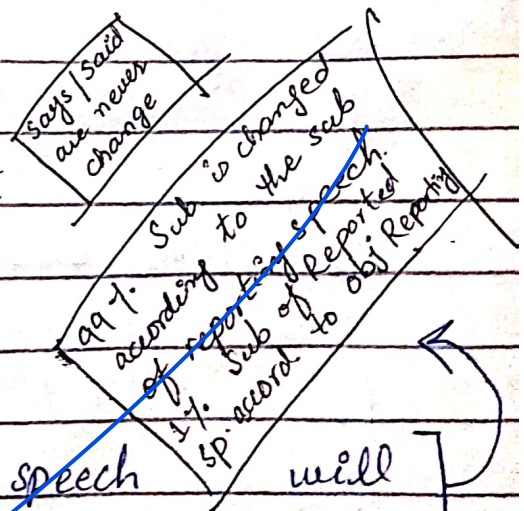
Step 2 (Common Point)

1. says to = tells

2. Central Commas = that

3. said to = told

4. The subject of Reported speech will either change according to subject / object



Step 3

Examples

Method 01

1. He says to me, "I did not complete my project."
He tells me that he did not complete his project.
2. She says to her brother, "You will not get another project because you have not completed my first project."
She tells her brother that he will not get another project because he has not completed her first project.

Method 02

3. He said to me, "I have not completed my project."
He told me that had not completed his project.
4. She said to her brother, "You will not get another project because you are not working on your first project."
She told ~~me~~ to her brother that he ^{would} ~~will~~ not get another project because he he was not working on his first project.

Method 03

5. He said to me, "I did not complete my project."

He told me that he had not completed his project.

6. She said to me, "You were working on this project."

She told me that I had been working on this project.

7. She said to me, "You had not completed your project."

She told me that I had not completed my project.

Method 4 + 5

I have not completed my project.

Have I not completed my project?

↳ Interrogative = 4th method

Why have I not completed my project?

↳ Complex Interrogative = 5th method

Common Points

says to = asks

said to = asked

Question form → Sentence form

Tense change as per method 1, 2, 3 -

Different Point

Central comma

M-4th = If/Whether

M-5th = just "I" will be removed and nothing will be added.

Step 3

Examples

Method 04

8. He said to me, "Have you completed your project?"

He asked me if I had completed my project.

9. He said to me, "When have you completed your task?"

He asked me when I had completed my task.

Practice Sentences

10. Boys said, "It has been raining since morning. We cannot play today."

Boys said that it had been raining since morning. They ^{could} ~~cannot~~ play today.

11. She said to him, "I am leaving now and shall return after two hours."

She told him that she was leaving ~~then~~ and would return after two hours.

12. The girl has said to me, "My

father went to the market and brought toys for me."

The girl ~~has~~ told me that her father ~~went~~ to the market and brought toys for ~~me~~

13. Her husband said to her, "I shall not go to the office today as I am not feeling well."

Her husband told her that he would not go to the office ~~today~~ as he was not feeling well

14. My father has said to me, "I fear that you have caught cold again."

My father ~~has~~ told me that he fears ~~that he have~~ he has caught cold again.

Practice work (From Grammar In Use by Raymond Murphy Pg 45)

1. You: When are you going away, Dan?

Dan: I'll let you know next week.

I ask Dan about his travel plans:

He said that he would let me know next week.

2. You: How's your job, Sue?

Sue: I am not enjoying it very much.

I asked Sue about her job. She said that she was not enjoying that very much.

3. You: What is the name of the cafe we went to?

Sarah: I don't know.

I asked Sarah the name of the cafe we went to but she said that she didn't know.

4. Sara said, "I am going to buy a car."
Sara said that she was going to buy a car.

5. Sarah said, "Let's go out tomorrow evening."
Sarah said that they would go out tomorrow evening.

6. Sarah said, "I've never spoken to Jane."
Sara said she had never spoken to Jane.

7. You: Shall we walk to the station?

Tom: No, it's too far. Let's get a taxi.

I asked Tom to walk to the station but Tom said it was very far. We would get a taxi.

8. John said, "I'll meet you at the park."

John said that he would meet me at the park.

9. "Don't forget to bring your phone." she reminded him.

She reminded him the he didn't forget to bring him phone.

10. "I am going to the gym tomorrow," he said.

He said that he would be going

to the gym tomorrow
The went

dear student no
need to write the
whole book in your
notes
this is not the way