

#### 4.4. GRAMMAR: REPORTED SPEECH AND MODALS

##### DIRECT AND INDIRECT SPEECH (OR) CHANGE INTO REPORTED SPEECH

Reported speech plays a major role in report writing. While changing from direct into indirect form certain changes are needed in the case of Tense, person, pronoun, adverbials and demonstrative adjectives.

Change in Tense (verb form)

S.No	Direct	Indirect
1.	Simple present E.g. He plays	Simple past E.g. He played
2.	Simple past E.g. He played	Past perfect E.g. He had played
3.	Present Perfect E.g. He has played	Past perfect E.g. He had played
4.	Present Continuous E.g. am/is/are playing	Past continuous E.g. was/were playing
5	Past Continuous E.g. was/were playing	Past perfect continuous E.g. had been playing
6.	Present perfect continuous E.g. have been playing	Past perfect continuous E.g. had been playing

##### A) Changes in auxiliaries

S.No	Direct	Indirect
11	Am/is	Was
22	Are	Were
33	Have,has	Had
44	Had	Had

C) For each person (I, II and III) there are three forms (subjective, objective and possessive)

	Subject	Objective	Possessive
I Person	I	Me	My
	We	Us	Our
	You	You	Your
II Person	He	Him	His
	She	Her	Her
	It	It	Its
III Person	They	Them	Their

D) Change in modals

S.No	Direct	Indirect
1.	Will	Would
2.	Shall	Should
3.	Can	Could
4.	May	Might
5.	Must	had to

**D) Changes in Persons and Pronoun**

Direct	Indirect
I	He/She
Me	Him/Her
My	His/Her
We	They
Us	Them
Ours	Their
You	He/She/They
Your	His/Her/Their

**E) Change in adverbs and adjectives**

S.No.	Direct	Indirect
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1.	Today/tonight	That day/That night
2.	Tomorrow	The next day/the following day
3.	Yesterday	The previous day
4.	This	That
5.	These	Those
6.	Now	Then
7.	Thus	So
8.	Ago	Before /earlier
9.	Last Week	The Previous week
10.	Next Year	The Following Year
11.	Here	There

Sentences are of four types, i.e. Statements, Questions, Exclamations and Imperatives. A part from the above said common rules, tabulated form, care should be taken to follow the specific rules for various sentence pattern.

### I) Statement

E.g.: (Direct form)

Raja said, “I am going to Chennai today”.

Raja said to Ramesh, “I will help you”.

(Indirect form)

Raja said that he was going to Chennai that day

Raja told that he would help him.

Specified rules:

While changing into indirect form

- 1) All commands and quotations should be removed.
- 2) Connecting word is 'that'
- 3) 'said to' is changing into 'told'.
- 4) Changes denoted in the tabular columns should be followed
- 5) Exceptions

A) If the reporting verb is in present form, there is no need to change the verb (tense) in the reported form

E.g.: He says "I am a student"

He says that he is a student (present form)

B) If the statement is an universal truth, there is no need to change the verb form (tense)

E.g: Raju said, "The earth is round"

Raju said that the earth is round.

Exercises:

The chairman said to the secretary, "We have to arrange a meeting tomorrow".

The chairman told the secretary that they had to arrange a meeting the next day.

1) Reghu said, "I must finish my project today".

Reghu said that he had to finish his project that day.

2) Ram said to Raghavan, "I am trying to get a job abroad".

Ram told Raghavan that he was trying to get a job abroad.

3) Sita said, “I will do the work now”.

Sita said that she would do the work then

4) Teacher said to the students, “Jupiter is the largest planet”

Teacher told the students that Jupiter is the largest planet.

## II) Questions (Interrogations)

Questions are of two types. ‘Wh’ Questions and Auxillary Questions  
(Yes / No Questions)

‘Wh’ Questions: (QW+ S+V)

E.g : Questions : ( QW+ S+V)

1) Sita said to Mala, “Where did you finish your degree”

Sita asked Mala where she had finished her degree

2) Raghu said, “What is the problem with the vehicle now”

Raghu asked what the problem was with the vehicle then

Rules:

- 1) Comma, Quotation and question and question mark should be changed
- 2) Connecting word is the question word itself.
- 3) Said/said to is converted into asked.

4) While changing the Question in indirect form the pattern (Question word + Subject + Verb) should be followed.

5) Rules specified in tabular column are also to be adopted

6) 'Said and 'Said to' are changed into asked

**Change the following into indirect forms.**

- 1) Balu says, "I wake up at 5' O clock daily".
- 2) The girls said, "Hurrah! We have won the football match".
- 3) Mother said to Ram, "Do you like to have a cup of tea."
- 4) He said to me, "Kindly lend me your book".
- 5) Raghu said to his son, "Do not go outside at night".
- 6) The students said to the principal, "May I come in, sir?"
- 7) Dravid said, "Sachin came to meet me yesterday".
- 8) The principal said to Ravi, "Can you attend the interview tomorrow?"
- 9) The teacher said, "The sun rises in the east."
- 10) Kamal said, "What a beautiful bird it is!"
- 11) He said, "What a beautiful bird it is!"
- 12) The principal said to the peon, "Go to the post office at once".
- 13) The old man said to the boy, "Please, help me to cross the road".
- 14) The student said to the teacher "We have already completed the project"
- 15) Murugan said to Jothi, "How much rice did you buy?"
- 16) Gokul said to his friends, "Have you prepared all lessons?"
- 17) Thampi said to his friend "Where do you live?"
- 18) Akilan said to Kabilan, "Did you bring my book?"
- 19) He said to her, "Alas! I am dying of thirst"

20) He said to his wife, “Bring me a cup of water”

**MODAL VERBS**

Shall, should, will, would, can, could, may, might and must are modal auxiliaries. Ought to, used to, need and dare are quasi or semi modals. Let us study the usage of modal verbs.

S.No.	MODAL	MEANINGS /FUNCTIONS	EXAMPLES
1	Will	To express the simple future timewith the second and third person.  Invitation Request Command	He will go to Chennai tomorrow.  Will you come to my house tomorrow? Will you please close the window? You will attend a special classtomorrow
2	Would	Willingness Habitual action in the past Request Preference Improbable	I would get you water from the pot. He would go to Ooty during summer.  Would you please lend me your camera? He would rather starve than beg.If I were a bird I would fly.
3	Shall	Futurity  Suggestion Command A promise	I shall go to Chennai tomorrow. Shall we go to a movie? Thou shall not steal. You shall have a holiday tomorrow.
4	Should	Duty or obligation	We should obey our superiors.



		Purpose	Walk fast lest you should miss the train.
5	Can	Ability Permission	I can speak English You can go now.
6	Could	Ability in the past.  Formal request	When he was young he could run fast.  Could you switch on the fan, please?

QUASI OR SEMI MODALS

1	Ought to	Duty or moral obligation.	We ought to help the poor.
2	Used to	(discontinued) habit	He used to go for a walk when he was young.
3.	Need	Necessity Obligation	I need your help He need not run so fast
4	Dare	Boldness Challenge	He does not dare to oppose his boss How dare you open my box?

**Exercise:**

- 1.....you hear my words?
- 2.....You not worry about you future.
- 3.....I come in Sir,
4. If you work hard you..... get good marks.
5. You..... not worry about your future.
6. If I were a bird. I ..... fly.
7. I .....like to do something for the sake of you.

8. When he was young he.....go to gym.
9. You seem to be dull. .... help you?
10. You..... have prepared well before your examination.
- 11.....we go for a walk.
12. He.....come tomorrow.
13. Smoking is injurious to health. You.....stop it.
14. He.....plays in the evening when he was young.
15. You..... have a passport to go to foreign countries.
16. In the army soldiers..... obey their officers.
17. The sky is overcast, it ..... rain.
18. All citizens. .... obey the laws of the land.
19. He asked his boss,..... I ask you a favour

