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ई-पाठशाला
ENGLISH कक्षा-10
REPORTED SPEECH
ONE SHOT
LIVE | 24 SEP | 3 PM
Reported Speech
ENGLISH
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ONE SHOT LIVE



Reported Speech



Module 1

What is Reported Speech?

Reported Speech

When we tell someone what another person said, we can do it in two ways:

1. Direct Speech (प्रत्यक्ष कथन): Repeating the exact words spoken by the person. We put these words inside Quotation Marks (“ ”).
   - ❖ Example: Rahul said, “I am playing.”
   - ❖ राहुल बोला, “मैं खेल रहा हूँ”

Reported Speech / Indirect Speech

DS राहुल बोला "मैं खेल रहा हूँ।"

IS राहुल बोला कि वह खेल रहा था।

① " _ " → कि (inverted comma)

② मैं → वह (pronoun)

③ हूँ → था (tense)

Reported Speech

2. Indirect/Reported Speech (अप्रत्यक्ष कथन): Retelling what the person said in our own words without changing the meaning. We remove the quotation marks.

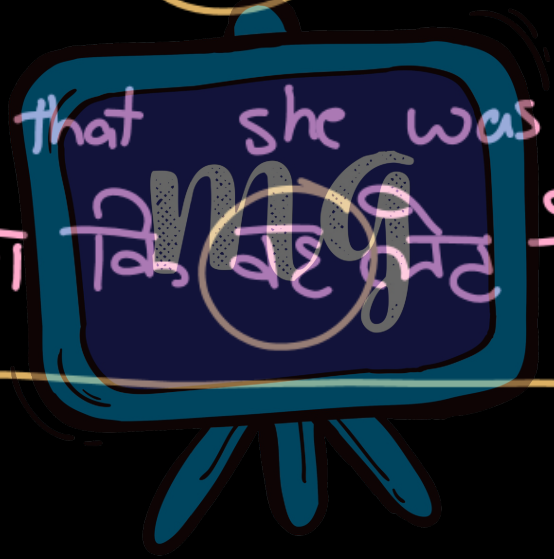
- Example: Rahul said that he was playing.
- राहुल ने बोला की वो खेल रहा था।

Usha : "I am late."

: मैं लेट हूँ।

Usha said that she was late.

Usha ने कहा कि वह लेट हो गई थी/है।



Mom : I have cooked (Mom to K)

K : Mom said that she had cooked. (K to You)

P1 - Mom

P2 - K

P3 — You (all)



Reported Speech

Parts of a Direct Speech Sentence

- **Reporting Verb (बोलने वाली क्रिया) :** The verb outside the quotes (e.g., said, says). कहा / बोला
- **Reported Speech (कही गई बात) :** The sentence inside the quotation marks “...”.

Reported Speech

Example: Ram said, “I want an apple.”

- said = Reporting Verb
- “I want an apple.” = Reported Speech



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(1) PS — "

(2) IS — " " — / Pronoun / Tense

(3) RV / RS



Reported Speech



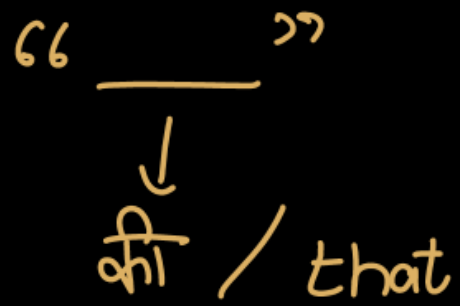
Miku to Jagdish : "I want an apple."

Jagdish to Ma'am : Miku said "I want an apple."

Miku said that he/she wanted an apple.



Reported Speech



Rule 1 : Removing Quotation Marks & Adding "That"

To change Direct Speech into Indirect Speech for simple statements

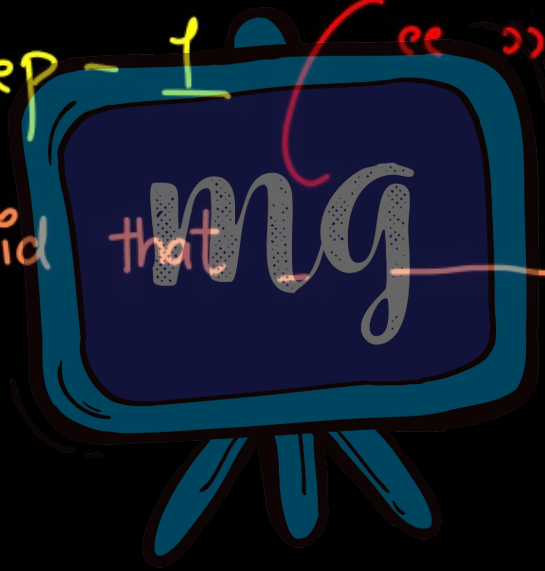
1. Remove the comma , and the quotation marks " ".
2. Connect the two parts using the joiner word that.

- Direct: She said, "I am happy."
- Indirect: She said that she was happy.

Radhika said , " I am feeling happy. "

Step - 1 (" " → that)

Radhika said that



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Direct S — " "

Indirect S — that



Reported Speech

Rule 2 : Changing the Reporting Verb

❖ Look at the verb outside the quotes :

Direct Reporting Verb	Indirect Reporting Verb (Without Object)	Indirect Reporting Verb (With Object)
says	says	tells
says to	-	tells
said	said	told
said to	-	told

Harish say

Says → says

Said → said

Says to → ~~tells~~

Said to → told

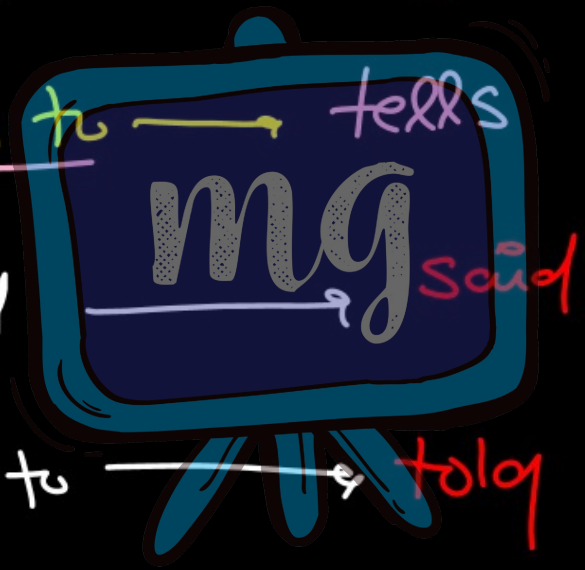


Harish says → says

Harish says to → tells

Harish said → said

Harish said to → told



Reported Speech

- Direct : He said to me, “I am tired.”
- Indirect : He told me that he was tired.



1) " " → that

2) says / said

3) tense



Reported Speech

Rule 3 : The Tense Change Rule

If the Reporting Verb is in the PAST TENSE (said / told), change the tense inside the quotes one step into the past!

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Tense

1. Simple

DS → ① Present

2. Cont — ing

3. Perfect — has / have

4. P.C. — been



Vishnu said "I am going home."

Present Cont

↓

Past Cont

Vishnu said that I was going home.



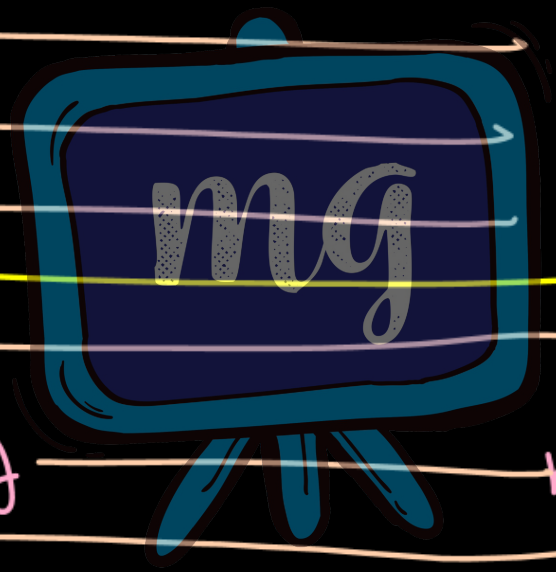
Reported Speech

Direct Speech Tense	Indirect Speech Tense	Direct Example	Indirect Example
Simple Present (V_1)	Simple Past (V_2)	"I play."	He said that he played.
Present Continuous (is/am/are)	Past Continuous (was/were)	"I am playing."	He said that he was playing.
Present Perfect (has/have)	Past Perfect (had)	"I has/have played."	He said that he had played.
Simple Past (V_2)	Past Perfect (had + V_3)	"I played."	He said that he had played.
Past Continuous (was/were)	Past Perfect Continuous (had been)	"I was playing."	He said that he had been playing.
Future (will/shall)	Conditional (would)	"I will play."	He said that he would play.
Can / May	Could / Might	"I can play."	He said that he could play.

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Direct	Indirect
is / am	was
are	were
has / have	had
V1	V2
V2	had + V3
was / were + ing	had been + ing
had	had
had been + ing	had been + ing
will	would



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① Simple Present ⟶ Simple Past

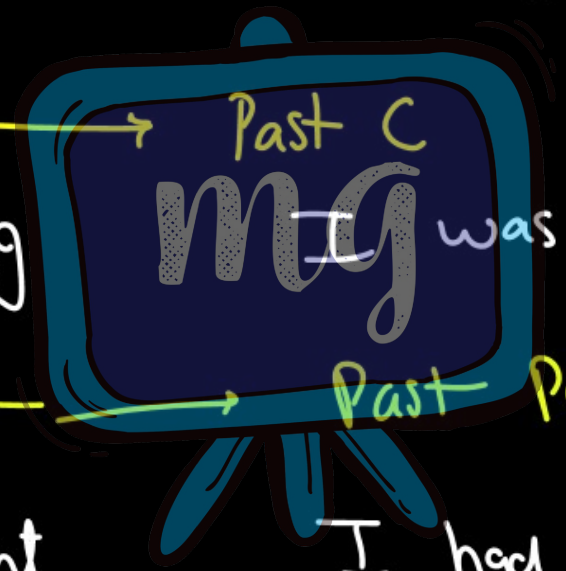
I teach — I taught

② Present C ⟶ Past C

I am teaching — I was teaching

③ Present Perfect ⟶ Past Perfect

I have taught — I had taught



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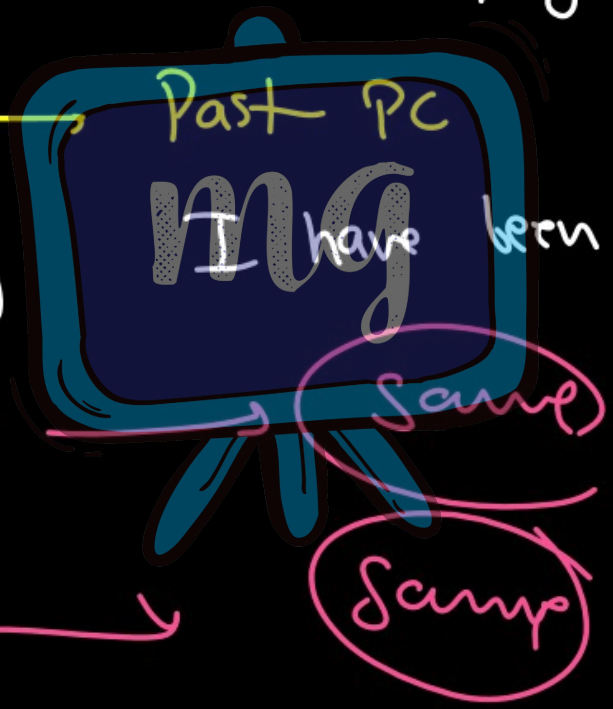
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(4) Simple Past ⟶ Past Perfect

I played — I had played

(5) Past C ⟶ Past PC

I was playing — I have been playing



(6) Past Perfect ⟶ Same

(7) Past PC ⟶ Same

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will



Khushi said, "I will go home."

Khushi said that I would go home.

Reported Speech

Rule 4 : Exceptions (When Tense DOES NOT Change!)

The tense inside the quotation marks REMAINS UNCHANGED in two cases:

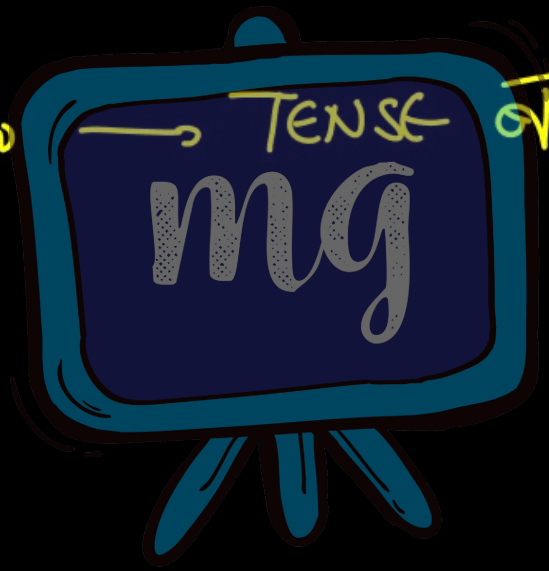
1. If the Reporting Verb is in Present or Future Tense (says, will say):
   - ❖ Direct: He says, "I like ice cream."
   - ❖ Indirect: He says that he likes ice cream. (Tense remains present!)

Reported Speech

2. If the statement is a Universal Truth or Daily Habit:
   - ❖ Direct: The teacher said, “The sun rises in the east.”
   - ❖ Indirect: The teacher said that the sun rises in the east. (Fact stays in simple present!)

Says / says to → Tense नहीं बदलेंगे

Said / said to → Tense बदलेंगे



Reported Speech

Rule 5 : Pronoun Shift (The "S-O-N" Rule)

Pronouns inside the speech change according to the S-O-N Formula:

- 1st Person (I, We) ---> Agrees with SUBJECT
- 2nd Person (You) ---> Agrees with OBJECT
- 3rd Person (He, She) ---> NO CHANGE

Reported Speech

I ⟶ He/She

my ⟶ his/her

we ⟶ us

Our ⟶ their

- 1st Person (I, My, We, Our) -> Subject of Reporting Verb:
  - Direct: Ram said, “I have a ball.” ->
  - Indirect: Ram said that he had a ball.



Reported Speech

- 2nd Person (You, Your) -> Object of Reporting Verb:
  - Direct: He said to me, “You are smart.” -> Indirect: He told me that I was smart.

You / your –
th

Reported Speech

- 3rd Person (He, She, It, They, Name) ->

  NO CHANGE:

  - Direct: Ram said, “She is singing.”

    -> Indirect: Ram said that she was singing.



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I am sleeping ⟶ He / She is sleeping

You ⟶ He / She / They

We — they

e.g. Vishnu said "I am going home."

Vishnu said that he was going home.

Khushi said "I am going home"

Khushi said that she was going home.

Reported Speech

Rule 6 : Changes in Time & Distance

Words showing closeness in time or place change into words showing distance:

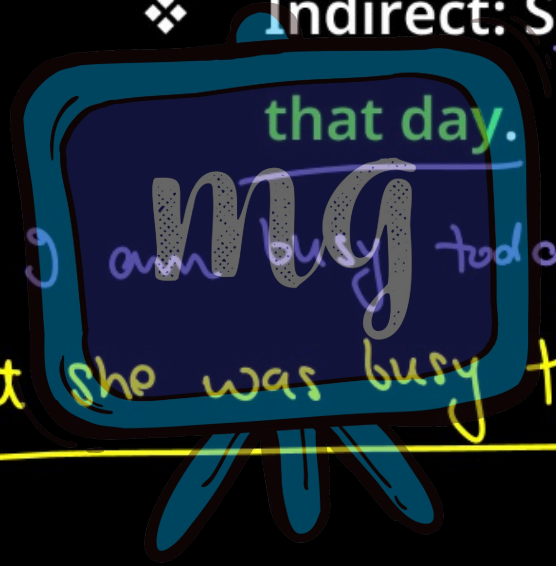


Reported Speech

Direct Speech Word	Indirect Speech Word
now	then
today	that day
tonight	that night
tomorrow	the next day / the following day
yesterday	the previous day / the day before
here	There
this	That
these	those
ago	before

Reported Speech

- Direct: She said, “I am busy today.”
- Indirect: She said that she was busy that day.



She said, "I am busy today."

She said that she was busy that day.

1. Vivek said, "Visnu has called me today."

⟹ Vivek said that Visnu had called him that day.

2. Tamanna said to me, "I was feeling happy."

⟹ Tamanna told me that she had been feeling happy.


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Reported Speech

प्रश्नवाचक

Rule 7 : Reporting Questions (Interrogative Sentences)

When converting questions:

1. Change said / said to -> asked.
2. Do NOT use 'that'!
3. For Yes/No Questions, use if or whether.

Reported Speech

- Direct: He said to me, “Are you going?” -> Indirect: He asked me if I was going.

4. For Wh- Questions (What, Where, Why, Who, How), keep the Wh- word!

- Direct: She said, “Where do you live?” -> Indirect: She asked where I lived.

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1) said / said to ⟶ asked !



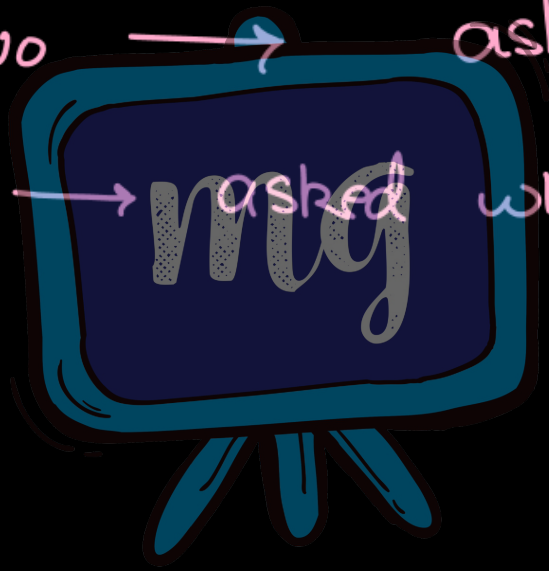
(1) Are you in class 10th ? — Y/N

(2) Which class are you in ? — WH

(3) What is you name ?

Yes/No → asked 'if'

Wh → asked wh



1. Mother said, "Are you coming home?"

Mother asked if I was coming home.

2. Father said, "What are you doing?"

Father asked what I was doing.



Reported Speech

Rule 8 : Reporting Commands & Requests (Imperative Sentences)

When reporting orders, requests, or advice:

1. Change said to -> ordered/requested /advised / told.
2. Replace quotation marks with to + V_1 (for positive) or not to + V_1 (for negative).

Reported Speech

3. Remove words like Please or Kindly.

- Direct (Order): The teacher said to the boys, “Sit down!”
- Indirect: The teacher ordered the boys to sit down.
- Direct (Request): She said to me, “Please help me.”
- Indirect: She requested me to help her.

Reported Speech

Rule 9 : Reporting Exclamations & Wishes

When reporting sudden emotions (Hurrah!, Alas!, Wow!):

1. Change said -> exclaimed with joy/ exclaimed with sorrow/wished.
2. Remove exclamation words (Hurrah, Alas) and add that.

Reported Speech

- Direct: They said, “Hurrah! We won the match!”
- Indirect: They exclaimed with joy that they had won the match



Reported Speech



Reported Speech

I - He/She

We - They

You - him/her/me

Trick 1 : The S-O-N Formula Chart

Remember the number 1-2-3 with S-O-N:

- 1 = S : 1st person (I, We) changes using Subject.
- 2 = O : 2nd person (You) changes using Object.
- 3 = N : 3rd person (He, She, They) has No change!

1 - 2 - 3

| | |

S - O - N

Reported Speech

Trick 2 : The "Past Step" Tense Rule

Think of Tenses as a staircase going down into the past :

- Present step -> Step down to Simple Past.
- Past step -> Step further down to Past Perfect (Had + V_3).

Reported Speech

Trick 3 : The "No Double Question" Trick ❓

When changing questions to reported speech:

- Turn the question back into a normal statement!
- Put the Subject BEFORE the Verb (Are you -> if I was).
- Remove the Question Mark ? and end with a Full Stop ..

Reported Speech



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Worksheet 1 : Practice Rules 1 to 3 (Basic Shifts & Tense Changes)

1. [Rule 1 & 3] Ram said, "I am very happy."

   Indirect : Ram said that he was very happy.

2. [Rule 2 & 3] She said to me, "I like chocolates."

   Indirect : She told me that she liked - - -

HW

3. [Rule 3] Rahul said, "They have played well."

   Indirect : _____

Reported Speech

4. [Rule 3] Amit said, "I wrote a story."

   Indirect : Amit said that he had written

V2 → had V3

5. [Rule 5] The girl said, "I will buy a dress."

   Indirect : _____

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Reported Speech

Worksheet 2 : Practice Rules 4 & 5 (Exceptions & S-O-N Pronoun Shifts)

(Choose or write the correct Indirect Speech sentence.)

1. [Rule 4] My father said, “The earth is round.”

   A. My father said that the earth was round.

   B. My father said that the earth is round.

Reported Speech

2. [Rule 4] She says, "I am reading."

   Indirect : She says that she was (is/was) reading.

3. [Rule 5] Rohan said to Priya, 'You are my best friend."

   Indirect : Rohan told Priya that she (she/I) was his (his/my) best friend.

Reported Speech

4. [Rule 5] They said, "We finished our homework."

   Indirect : They said that they (we/they) had finished their (their/our) homework.

5. [Rule 4] The teacher said, "Honesty is the best policy."

   Indirect : _____

Reported Speech

Worksheet 3 : Practice Rules 6 & 7 (Time/Place Shifts & Questions)

(Fill in the blanks or rewrite the sentences using Rules 6 and 7.)

1. [Rule 6] She said, "I am going to Delhi today."

   Indirect : She said that she was going to Delhi _____ (today/that day).

Reported Speech

2. [Rule 6] He said, "I bought a book yesterday."

   Indirect : He said that he had bought a book ____ (the previous day/ yesterday).

3. [Rule 7] The teacher said to me, "Are you feeling fine?"

   Indirect : The teacher asked me ____ (that/if) I was feeling fine.

Reported Speech

4. [Rule 7] Mother said to Rahul, "Where are your shoes?"

Indirect : Mother asked Rahul where _____ (were his shoes / his shoes were).

5. [Rule 7] Amit said to me, "~~Do~~ you have a pen?"

Indirect : Amit asked me if I had a pen:

Reported Speech

Worksheet 4 : Practice Rule 8 (Commands & Requests)

(Change the imperative sentences into Indirect Speech.)

1. [Rule 8] The doctor said to the patient, "Take this medicine daily."

   Indirect : The doctor advised the patient to take that medicine daily.

Reported Speech

2. [Rule 8] She said to her brother, "Please give me a glass of water."

Indirect : She requested her brother ~~to~~ give her a glass of water.

3. [Rule 8] The officer said to the soldiers, "March forward!"

Indirect : The officer ordered the soldiers to march forward.

Reported Speech

4. [Rule 8] Teacher said to the class, "Do not make a noise!"

   Indirect : Teacher ordered the class ____ (not to make/to not make) a noise.

5. [Rule 8] Father said to me, "Work hard for your exams."

   Indirect : Father advised me to work hard for my exams.

Reported Speech

Worksheet 5 : Rule-Matching Challenge!

(Match Direct-to-Indirect changes in Column A with the correct Rule in Column B.)

❖ Column A (Examples)

- ➤ "today" changes to "that day"
- ➤ "I" changes to "he/she" based on who spoke

Reported Speech

- “Are you ready?” changes using “if”
- “The sun is hot” does NOT change tense
- “said to” changes to “ordered” in commands



Reported Speech

❖ Column B (Rule Tag)

Hw

- A. Rule 5: S-O-N Pronoun Shift
- B. Rule 6: Time & Place Shifts
- C. Rule 8: Imperative Sentences
- D. Rule 7: Yes/No Questions use 'if'
- E. Rule 4: Universal Truth Exception


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Reported Speech

Worksheet 6 : Spot the Rule Error! (Find & Fix)

(Identify the incorrect word, state the broken rule, and write the correct sentence.)

1. Incorrect : She told to me that she was hungry.

   - Broken Rule : Rule 2 (told never takes to).
   - Correct Sentence: _____

     _____

Reported Speech

2. **Incorrect :** Ram asked me ~~that~~ where I was going.

- Broken Rule : Rule 7 (Do NOT use that with Wh- questions).
- Correct Sentence: _____

_____

Reported Speech

3. **Incorrect :** The teacher said that water boiled at 100°C.

- Broken Rule : Rule 4 (Universal truths stay in Simple Present).
- Correct Sentence: _____

boils

Reported Speech

4. **Incorrect :** He asked me if was I ready.

- Broken Rule : Rule 7 (In reported questions, subject comes before verb).
- Correct Sentence: He asked me if I was ready.

Reported Speech

5. **Incorrect :** Rohan said that he will call me tomorrow.

- **Broken Rule :** Rule 3 & 6 (will becomes would, tomorrow becomes next day).
- **Correct Sentence:** Rohan said that he would called me the next day.

W/h — wh

Y/N - if

Said — ? asked

" " — that

" " — asked if/wh

Pronoun

Tense

Said to — told



Please /say.

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I → He / She

You → I / He / She

He / She / It → same

They → They

We → They

Name → Name

Our → their

us → them

him / her → him / her

my → his / her

your → my / his / her

