

Reported Speech Rules

Reported speech is a way of telling what someone else has said without using their exact words. Instead of writing the speaker's words inside quotation marks, we report them in our own sentence, usually changing pronouns, verb tenses, and time/place words to fit the new context.

Simple Example:

- **Direct speech:** Riya said, “I am reading a book.”
- **Reported speech:** Riya said that she was reading a book.

Key Idea:

- Direct speech = exact words, with quotation marks.
- Reported speech = indirect way of telling, no quotation marks, adjusted grammar.

1. Remove Quotation Marks

- Direct speech uses quotation marks (“...”).
- In reported speech, quotation marks are dropped.
- Example:
 - Direct: She said, “I am happy.”
 - Reported: She said that she was happy.

2. Use of Conjunction “that”

- Insert “that” between the reporting verb and the reported part.
- Example:
 - Direct: He said, “I like cricket.”
 - Reported: He said that he liked cricket.

3. Change of Pronouns

Pronoun Conversion Table for Reported Speech

Direct Speech Pronoun	Reported Speech Pronoun	Example Conversion
I →	he / she	Riya said, “I am tired.” → Riya said that she was tired.
me →	him / her	Arjun said, “Give it to me.” → Arjun said to give it to him.
my →	his / her	She said, “This is my book.” → She said that it was her book.
mine →	his / hers	He said, “This pen is mine.” → He said that the pen was his.
we →	they	They said, “We are going to the park.” → They said that they were going to the park.
us →	them	She said, “He gave it to us.” → She said that he gave it to them.
our →	their	They said, “This is our house.” → They said that it was their house.

Direct Speech Pronoun	Reported Speech Pronoun	Example Conversion
ours →	theirs	We said, "The victory is ours." → We said that the victory was theirs.
you →	I / we / he / she / they (depends on context)	Teacher said to Riya, "You are late." → Teacher told Riya that she was late.
your →	my / our / his / her / their (depends on context)	He said to me, "This is your bag." → He told me that it was my bag.

Teaching Tip

- Always check **who is speaking** and **who is listening** before changing pronouns.
- Example:
 - Direct: Mother said to me, "You should study."
 - Reported: Mother told me that I should study.
- Pronouns shift according to the speaker and listener.
- Example:
 - Direct: She said, "I will help you."
 - Reported: She said that she would help me.

4. Change of Tenses

- Rules:
 - **Simple Present → Simple Past**
 - **Present Continuous → Past Continuous**
 - **Present Perfect → Past Perfect**
 - **Simple Past → Past Perfect**
- Example:
 - Direct: He said, "I play football."
 - Reported: He said that he played football.

(Note: If the reporting verb is in present/future tense, the tense may stay the same.)

5. Change of Time and Place Words

Table for clarity:

Direct Speech	Reported Speech
today →	that day
tomorrow →	the next day / following day
yesterday →	the previous day
now →	then

Direct Speech	Reported Speech
here →	there
this →	that
these →	those

6. Reporting Questions

- **Drop the question mark.**
- Use “if/whether” for yes–no questions.
- **Keep wh-words (what, where, why, etc.) unchanged.**
- Example:
 - Direct: She asked, “Are you ready?”
 - Reported: She asked if I was ready.
 - Direct: He asked, “Where are you going?”
 - Reported: He asked where I was going.

7. Reporting Commands and Requests

- Use verbs like told, ordered, requested, advised, asked.
- Change the imperative into an infinitive (“to + verb”).
- Example:
 - Direct: She said, “Sit down.”
 - Reported: She told me to sit down.
 - Direct: He said, “Please help me.”
 - Reported: He requested me to help him.

8. Reporting Exclamations and Interjections

- Replace with verbs like exclaimed, wished, prayed, applauded.
- Example:
 - Direct: She said, “Wow! What a beautiful view!”
 - Reported: She exclaimed with wonder that it was a beautiful view.

❖ Classroom Tips for Grade 5

- **Step method: First remove quotes → add “that” → change pronouns → adjust tense → fix time/place words.**