

📖 NARRATION (DIRECT & INDIRECT SPEECH)

1. BASIC TERMINOLOGY

◆ Narration

The process of reporting what someone has said.

◆ Narrator

The person who reports the speech.

◆ Reported Speech

The actual words spoken.

◆ Types of Speech

Type	Definition	Example
Direct Speech	Exact words of speaker	He said, "I am happy."
Indirect Speech	Reported form	He said that he was happy.

2. STRUCTURE

◆ Direct Speech Structure

- Reporting Clause + "Reported Speech"

☞ He said, "I am tired."

◆ Indirect Speech Structure

- Reporting Clause + conjunction + clause

☞ He said that he was tired.

3. REPORTING VERBS

◆ Basic Forms

Direct Indirect

say say
says says
said said
say to tell
says to tells
said to told

☞ He said to me → He told me

☞ She says to him → She tells him

4. GENERAL RULES

◆ 1. Change of Tense

Direct Speech	Indirect Speech
Present Simple	Past Simple
Present Continuous	Past Continuous
Present Perfect	Past Perfect
Past Simple	Past Perfect
Will	Would
Can	Could

◆ Examples (5)

1. He said, "I eat mangoes."
→ He said that he **ate** mangoes.

2. She said, "I am working."
→ She said that she **was working**.
3. He said, "I have finished."
→ He said that he **had finished**.
4. He said, "I went there."
→ He said that he **had gone** there.
5. She said, "I will come."
→ She said that she **would come**.

◆ 2. NO CHANGE OF TENSE (IMPORTANT)

No tense change when:

- Universal truth
- Scientific fact
- Habitual fact
- Proverb
- Historical fact
- Two actions simultaneous (past)
- Hypothetical condition

◆ Examples (5)

1. He said, "The sun rises in the east."
→ He said that the sun rises in the east.
2. She said, "Honesty is the best policy."
→ She said that honesty is the best policy.
3. He said, "Water boils at 100°C."
→ He said that water boils at 100°C.
4. She said, "I always wake up early."
→ She said that she always wakes up early.
5. He said, "While I was walking, it was raining."
→ He said that while he was walking, it was raining.

5. CHANGE OF PERSON (PRONOUNS)

◆ Rule:

- 1st person → According to subject

- 2nd person → According to object
- 3rd person → No change

◆ Pronoun Table

Type	Direct	Indirect
Subject	I → he/she	
Object	me → him/her	
Possessive	my → his/her	

◆ Examples (5)

1. He said, "I am happy."
→ He said that **he** was happy.
2. She said to me, "You are late."
→ She told me that **I** was late.
3. He said, "My book is lost."
→ He said that **his** book was lost.
4. She said, "We are ready."
→ She said that **they** were ready.
5. He said to her, "You are wrong."
→ He told her that **she** was wrong.

6. CHANGE OF OTHER PARTS OF SPEECH

◆ Adverbs / Determiners

Direct	Indirect
now	then
today	that day
yesterday	the previous day
tomorrow	the next day
here	there
this	that
these	those

◆ Examples (5)

1. He said, "I will go tomorrow."
→ He said that he would go **the next day**.
2. She said, "I am here."
→ She said that she was **there**.
3. He said, "This is my book."
→ He said that **that** was his book.
4. She said, "We met yesterday."
→ She said that they had met **the previous day**.
5. He said, "I am busy now."
→ He said that he was busy **then**.

SPECIAL RULES

7. INTERROGATIVE SENTENCES

◆ Rules:

- Use **if/whether** (yes/no questions)
- Remove question form → make statement
- Use: asked, enquired, wanted to know

◆ Examples (5)

1. He said, "Are you happy?"
→ He asked if I was happy.
2. She said, "Do you like tea?"
→ She asked whether I liked tea.
3. He said, "Where are you going?"
→ He asked where I was going.
4. She said, "Why are you late?"
→ She asked why I was late.
5. He said, "Can you help me?"
→ He asked if I could help him.

8. IMPERATIVE SENTENCES

◆ Rules:

Use:

- ordered
- advised
- requested
- suggested
- told

Structure:

☞ to + verb

◆ Examples (5)

1. He said, "Open the door."
→ He told me to open the door.
2. She said, "Please help me."
→ She requested me to help her.
3. He said, "Work hard."
→ He advised me to work hard.
4. She said, "Don't waste time."
→ She advised me not to waste time.
5. He said, "Call the doctor."
→ He ordered me to call the doctor.

◆ Special: LET / LET US

Direct **Indirect**

Let us suggested/proposed

Let him told him to

◆ Examples

1. He said, "Let us go."
→ He suggested going.
2. She said, "Let him speak."
→ She told that he should speak.
3. He said, "Let me help you."
→ He offered to help.
4. She said, "Let's start."
→ She proposed starting.
5. He said, "Let them play."
→ He allowed them to play.

9. OPTATIVE SENTENCES

(Express wish, prayer, blessing, curse)

◆ Reporting verbs:

- wished
- prayed
- blessed
- cursed

◆ Examples (5)

1. He said, "May you succeed!"
→ He wished that I might succeed.
2. She said, "May God bless you."
→ She prayed that God might bless me.
3. He said, "May you live long."
→ He wished that I might live long.
4. She said, "May you fail!"
→ She cursed that I might fail.
5. He said, "Wish you success."
→ He wished me success.

10. EXCLAMATORY SENTENCES

◆ Rules:

- Remove “!”
- Use: exclaimed with joy/sorrow/surprise

◆ Examples (5)

1. He said, “Hurrah! We won!”
→ He exclaimed with joy that they had won.
2. She said, “Alas! He is dead.”
→ She exclaimed with sorrow that he was dead.
3. He said, “What a beautiful place!”
→ He exclaimed with admiration that it was a very beautiful place.
4. She said, “Oh! I lost my bag.”
→ She exclaimed with regret that she had lost her bag.
5. He said, “Wow! That’s amazing!”
→ He exclaimed with surprise that it was amazing.

NARRATION MCQs

◆ SECTION 1: BASIC RULES & TENSE CHANGE

Q1. He said, “I am reading a book.”

- A. He said that he reads a book
 - B. He said that he was reading a book
 - C. He said that he has been reading a book
 - D. He said that he is reading a book
-

Q2. She said, “I have completed my work.”

- A. She said that she completed her work
 - B. She said that she has completed her work
 - C. She said that she had completed her work
 - D. She said that she was completing her work
-

Q3. He said, “I will call you.”

- A. He said that he will call me
- B. He said that he would call me

- C. He said that he calls me
 - D. He said that he had called me
-

- Q4.** He said, "I went to Delhi."
- A. He said that he went to Delhi
 - B. He said that he has gone to Delhi
 - C. He said that he had gone to Delhi
 - D. He said that he was going to Delhi
-

- Q5.** She said, "I can solve this problem."
- A. She said that she could solve that problem
 - B. She said that she can solve that problem
 - C. She said that she could solve this problem
 - D. She said that she solves that problem
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◆ SECTION 2: NO CHANGE OF TENSE

- Q6.** He said, "The earth revolves around the sun."
- A. He said that the earth revolved around the sun
 - B. He said that the earth revolves around the sun
 - C. He said that the earth had revolved around the sun
 - D. He said that the earth is revolving around the sun
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- Q7.** She said, "Honesty is the best policy."
- A. She said that honesty was the best policy
 - B. She said that honesty is the best policy
 - C. She said that honesty had been the best policy
 - D. She said honesty being the best policy
-

◆ SECTION 3: PRONOUN CHANGE

- Q8.** He said, "I am happy."
- A. He said that I was happy
 - B. He said that he was happy

- C. He said that he is happy
 - D. He said that he had been happy
-

- Q9.** She said to me, "You are late."
- A. She told me that you were late
 - B. She told me that I was late
 - C. She said me that I was late
 - D. She said to me that I am late
-

- Q10.** He said, "My brother is here."
- A. He said that his brother was there
 - B. He said that my brother was here
 - C. He said that his brother is there
 - D. He said that his brother was here
-

◆ SECTION 4: ADVERBS & OTHER WORDS

- Q11.** He said, "I will go tomorrow."
- A. He said that he would go tomorrow
 - B. He said that he will go the next day
 - C. He said that he would go the next day
 - D. He said that he goes tomorrow
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- Q12.** She said, "I met him yesterday."
- A. She said that she met him yesterday
 - B. She said that she had met him the previous day
 - C. She said that she meets him yesterday
 - D. She said that she had met him yesterday
-

◆ SECTION 5: INTERROGATIVE SENTENCES

- Q13.** He said, "Are you coming?"
- A. He asked that I was coming
 - B. He asked if I was coming

- C. He asked whether was I coming
 - D. He said if I am coming
-

- Q14.** She said, “Where do you live?”
- A. She asked where I live
 - B. She asked where do I live
 - C. She asked where I lived
 - D. She asked where did I live
-

- Q15.** He said, “Can you help me?”
- A. He asked if I could help him
 - B. He said if I can help him
 - C. He asked whether can I help him
 - D. He asked that I could help him
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◆ SECTION 6: IMPERATIVE SENTENCES

- Q16.** He said, “Open the window.”
- A. He told to open the window
 - B. He told me to open the window
 - C. He said open the window
 - D. He ordered that open the window
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- Q17.** She said, “Please help me.”
- A. She requested me to help her
 - B. She told me help her
 - C. She said me to help her
 - D. She ordered me help her
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- Q18.** He said, “Don’t waste time.”
- A. He advised me not to waste time
 - B. He advised me to not waste time
 - C. He told me don’t waste time
 - D. He said not waste time

◆ SECTION 7: LET / SPECIAL CASES

Q19. He said, "Let us go for a walk."

- A. He told us to go for a walk
 - B. He suggested going for a walk
 - C. He ordered to go for a walk
 - D. He said that let us go
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Q20. She said, "Let him speak."

- A. She suggested him to speak
 - B. She told that he should speak
 - C. She ordered that he speaks
 - D. She asked him speaking
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◆ SECTION 8: OPTATIVE SENTENCES

Q21. He said, "May you succeed!"

- A. He wished that I might succeed
 - B. He prayed that I succeed
 - C. He wished me succeed
 - D. He said that I succeed
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Q22. She said, "May God bless you."

- A. She wished God bless me
 - B. She prayed that God might bless me
 - C. She said God bless me
 - D. She wished that God bless me
-

◆ SECTION 9: EXCLAMATORY SENTENCES

Q23. He said, "Hurrah! We won!"

- A. He exclaimed with joy that they had won
- B. He said that they won

- C. He exclaimed that we won
 - D. He told that they had won
-

- Q24.** She said, “Alas! He is dead.”
- A. She exclaimed with sorrow that he was dead
 - B. She said that he is dead
 - C. She exclaimed that he had died
 - D. She said sorrowfully he is dead
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◆ SECTION 10: MIXED / TRICKY

- Q25.** He said to me, “I am waiting for you here.”
- A. He told me that he was waiting for me there
 - B. He said me that he was waiting for me there
 - C. He told that he is waiting for me here
 - D. He said that he waited for me there
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- Q26.** She said, “This is my house.”
- A. She said that this was her house
 - B. She said that that was her house
 - C. She said that this is her house
 - D. She said that that is her house
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- Q27.** He said, “We are playing now.”
- A. He said that they were playing then
 - B. He said that we were playing now
 - C. He said that they are playing now
 - D. He said that they had played then
-

- Q28.** He said to her, “You are my friend.”
- A. He told her that she was his friend
 - B. He said her that she is his friend
 - C. He told that she is his friend
 - D. He said to her that she was his friend

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- Q29.** She said, "I always wake up early."
A. She said that she always woke up early
B. She said that she always wakes up early
C. She said that she had always woken up early
D. She said that she always waking up early
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- Q30.** He said, "While I was sleeping, it was raining."
A. He said that while he was sleeping, it was raining
B. He said that while he had been sleeping, it had been raining
C. He said that while he slept, it rained
D. He said that while he is sleeping, it is raining
-

ANSWER KEY TABLE

Q No Answer

1	B
2	C
3	B
4	C
5	A
6	B
7	B
8	B
9	B
10	A
11	C

Q No Answer

12 B

13 B

14 C

15 A

16 B

17 A

18 A

19 B

20 B

21 A

22 B

23 A

24 A

25 A

26 B

27 A

28 A

29 B

30 A