



Live Coaching Classes Organised by BoS, ICAI

Foundation Level Paper 2B: Business Corresponding and Reporting

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Chapter 2 Sentence Types Active Passive Direct Indirect (...Part 3)

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Simple Understanding

- ▶ When the actual words of the speaker are reproduced, it is called **direct speech**.

Example: He said, 'I am going to school.'

- ▶ When the main idea of a speaker's words is reported by another person and the exact words are not quoted, it is called **indirect speech or reported speech**.

Example: He said that he was going to school.

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Some Basic Rules to Follow

- ▶ **Quotation marks or ‘inverted commas’ are used for direct speech.**

Example: ‘I have cut my finger!’ cried Mrs. Sharma.

- ▶ **Quotation marks are not used for indirect or reported speech.**

Example: Mrs. Sharma cried that she had cut her finger.

- ▶ **Question marks and exclamation marks are not used in reported speech.**

Examples: ‘Is it bleeding very much?’ Mr. Sharma asked.
(direct)

Mr. Sharma asked if it was bleeding very much. (indirect)

- ▶ **The conjunction ‘that’ is used before the indirect statement.**



Game of pronouns

- ▶ The pronouns are also changed in reported speech. **Pronouns of the first person are changed as below:**

Examples: He said, 'I am bored.' (direct) He said that he was bored. (indirect)

Mira said, 'We are going to the movies.' (direct) Mira said that they were going to the movies. (indirect)

- ▶ **Pronouns of the second person are changed as below:**

Examples: He said to her, 'You are beautiful.' (direct) He said to her that she was beautiful. (indirect)

'You must write neatly,' the teacher told her pupils. (direct) The teacher advised her pupils that they must write neatly. (indirect)

Pronouns of the third person do not change:

- ▶ Examples: I said, 'They have gone out.' (direct) I informed that they had gone out. (indirect)
- Leela said, 'These books are theirs.' (direct) Leela said that those books were theirs. (indirect)

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Reporting verbs

asked/enquired
commanded/ordered/requested
advised/suggested
exclaimed/shouted

****if the reporting verb is in the present tense, the tenses of the Direct Speech do not change.**

In reported speech, the reporting verbs like asked/enquired, commanded/ ordered/requested, advised/suggested, exclaimed/shouted, etc. are often used in place of the reporting verb 'said' to convey the mood of the spoken words.

Examples: Ramesh said, 'How hot the soup is!' (direct) Ramesh *exclaimed that* the soup was hot. (indirect)

'Stir it with your spoon,' his sister said. (direct)

His sister *advised him* to stir it with a spoon. (indirect)

The son said to his mother, 'I shall never be rude to you.' (direct)

The son *promised his mother that* he would never be rude to her. (indirect)

'Why has the clock stopped?' thought Peter. (direct)

Peter wondered why the clock had stopped. (indirect)

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Rules - How tenses play along?

Tense Rule	Direct Speech	Indirect Speech
Simple Present to Simple Past	He said, "He is a cricket player."	He said that he was a cricket player.
Present continuous to past continuous	I said, "Priya is going to Pune."	I said that Priya was going to Pune.
Present perfect to past perfect	Azhar said, "It is raining."	Azhar said that it has been raining.
Present perfect continuous to past perfect continuous	Ria said, "Rohan has been at work."	Ria said that Rohan had been at work.
Simple past to past perfect	"My mother arrived on Monday.", he told me.	He told me that his mother had arrived on Monday.

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Contd...

Tense Rule	Direct Speech	Indirect Speech
Past perfect remains past perfect	He explained, “The bread has gone stale.”	He explained that the bread had gone stale.
Past perfect continuous remains past perfect continuous	“We were living in London.”, Sia told me.	Sia told me that they had been living in London.
Future changes to present conditional	I will finish my report in two days.	He said that he would finish the reports in two days.
Future continuous changes to conditional continuous	My helper said, “I will be making the tea sometime.”	My helper said that She would be making tea sometime.

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When the tense reporting verb doesn't change?

•The tense of the verb in the reported speech is in the past tense. However, if the verb in the reported speech is stating a universal truth, a habit, a constant situation, the tense of that verb does not change:

Examples: The boy said, 'I brush my teeth every day.' (simple present tense)

The boy said that he brushes his teeth every day. (simple present tense)

The teacher said, 'The Sun rises in the east.' (direct)

The teacher said that the Sun rises in the east. (indirect)

She said, 'My son wants to be an actor.' (direct)

She said that her son wants to be an actor. (indirect)

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Interrogative sentences?

▶ Basic rules-

- ▶ Comma and inverted commas will be removed.
- ▶ Conjunction 'that' will not be used in indirect statement; instead we use if or whether wherever necessary.
- ▶ Interrogative sentence will be changed to assertive sentence.
- ▶ The reporting verb such as 'said', 'tell', 'told', etc. will be replaced by 'ask', 'asked', 'inquired', etc.

Example: Paul said, 'What time does the bus come?' (direct)

Paul asked what time the bus came. (indirect)

Sarah said, 'When does the show begin.' (direct)

Sarah asked when the show began. (indirect)

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Changes in Modals

► **Can into Could**

For example: Direct speech: *I **can** speak English.*

Reported speech: *She said she **could** speak English.*

► **Could (The verb remains unchanged)**

For example: Direct speech: *He **could** play in the match.*

Reported speech: *They said he **could** play in the match.*

► **Must into Must/Had to**

For example: Direct speech: *I must go to the bank and get some money.*

Reported speech: *She said she must/had to go to the bank and get some money.*

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Modals in indirect speech

► **May into Might**

For example: Direct speech: *I **may** invite them to dinner.*

Reported speech: *She said that she **might** invite them to the dinner.*

► **Might (The verb remains unchanged)**

For example: Direct speech: *He **might** get a flight tomorrow.*

Reported speech: *She said he **might** get a flight the next day.*

► **Should (The verb remains unchanged)**

For example: Direct speech: *I **should** start a job.*

Reported speech: *She said that she **should** start a job.*

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Words indicating 'nearness' of time and place are changed to words indicating 'distance' of time and place:

This — that

These — those

Here — there

Now — then

Today — that day

Tomorrow — the next/following day

Yesterday — the day before/the previous day

Examples: The interviewer said to the young man, 'We will let you know our decision by tomorrow.' (direct)

The interviewer said to the young man that they would let him know their decision by the next day. (indirect)

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Imperative sentences?

- ▶ Understand the mood of the sentence whether it is command or advice or request, etc.
- ▶ Change the reporting verb into ‘requested or advised or commanded or suggested, etc.’
- ▶ If the reported speech starts from ‘please’ change that into requested.
- ▶ E.g.: Father said to his son, “Bring me you result card.”
 - ▶ Father ordered his son to bring him his result card.

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Exclamatory sentences?

- ▶ In reported speech, the word/words or the sound used by the speaker to express an emotion is omitted.
- ▶ Examples: ‘Wow! What a handsome man he is!’ the girls said. (direct)
The girls exclaimed what a handsome man he was. (indirect)
‘Hello!’ my friend said to me. ‘How are you?’ (direct)
My friend greeted me and asked how I was. (indirect)

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Let's practise!

- ▶ The commander said, “March one, soldiers!”
- ▶ Father said, “Do you still intend to leave your job?”
- ▶ Ali said to him, “Go away.”
- ▶ She said to me, “Work hard at your studies.”
- ▶ He said to me, “Can you speak English?”
- ▶ I said, “What a lovely girl she is!”
- ▶ He said to me, “Be Punctual.”
- ▶ He said, “What is the street number of your house?”
- ▶ He says to me, “Where were you yesterday?”
- ▶ She said, “Hurrah! My brother has got the first position in the Exam.
- ▶ He said, “What a mistake you have made!”