**Grammar Study Sheet|** Lower Secondary

1st Semester 2023/2024 Stage (6-8)

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| **Name:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Subject: English – Grammar – Reported Speech** |
| **Unit 3** |
| **Date:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Class: Grade 8CS – Section: \_\_\_\_\_\_\_\_\_\_** |

**Objective:**

* Differentiate reported speech from direct speech by comparing their features and use at the text level to enhance the clarity and focus of your writing or communication. **­­­**

**Reported Speech**

What Is Reported Speech? Reported speech is the form in which one can convey a message said by oneself or someone else, mostly in the past. It can also be said to be the **third person view** of what someone has said. In this form of speech, you do not need to use quotation marks as you are **not quoting the exact words** spoken by the speaker, but just **conveying the message.**

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| **Table 1 – Change of Pronouns**   |  |  | | --- | --- | | **Direct Speech** | **Reported Speech** | | I | he, she | | me | him, her | | we | they | | us | them | | you | he, she, they | | you | him, her, them | | my | his, her | | mine | his, hers | | our | their | | ours | theirs | | your | his, her, their | | yours | his, hers, theirs | | **Table 2 – Change of Adverbs of Place and**  **Adverbs of Time**   |  |  | | --- | --- | | **Direct Speech** | **Reported Speech** | | this | that | | these | those | | **Adverbs of Place** | | | here | there | | **Adverbs of Time** | | | now | then | | today | that day | | tomorrow | the next day / the following day | | yesterday | the previous day | | tonight | that night | | last week | the week before | | next week | the week after | | last month | the previous month | | next month | the following month | | last year | the previous year | | next year | the following year | |

**Table 3 – Change of Modal Verbs**

|  |  |
| --- | --- |
| **Direct Speech** | **Reported Speech** |
| will | would |
| may | might |
| can | could |
| shall | should |
| has/have | had |

**Table 4 – Change of Tense**

|  |  |
| --- | --- |
| **Direct Speech** | **Reported Speech** |
| **Simple Present**  Example: Julie said, “I cook pasta.” | **Simple Past**  Example: Julie said that she cooked pasta. |
| **Present Continuous**  Example: Julie said, “I am cooking pasta.” | **Past Continuous**  Example: Julie said that she was cooking pasta. |
| **Present Perfect**  Example: Julie said, “I have cooked pasta.” | **Past Perfect**  Example: Julie said that she had cooked pasta. |
| **Present Perfect Continuous**  Example: Julie said, “I have been cooking pasta.” | **Past Perfect Continuous**  Example: Julie said that she had been cooking pasta. |
| **Simple Past**  Example: Julie said, “I cooked pasta.” | **Past Perfect**  Example: Julie said that she had cooked pasta. |
| **Past Continuous**  Example: Julie said, “I was cooking pasta.” | **Past Perfect Continuous**  Example: Julie said that she had been cooking pasta. |
| **Past Perfect**  Example: Julie said, “I had cooked pasta.” | **Past Perfect (No change)**  Example: Julie said that she had cooked pasta. |
| **Past Perfect Continuous**  Example: Julie said, “I had been cooking pasta.” | **Past Perfect Continuous (No change)**  Example: Julie said that she had been cooking pasta. |

**Practice 1: Complete the sentences below with the correct form of the verb.**

1. 1'I work in a bank.' ⇒ He said that he \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in a bank.
2. Top of Form
3. **2**'I am working today.' ⇒ She told us she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that day.
4. **3**'I've been ill for a couple of weeks.' ⇒ He told me he \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a couple of weeks.
5. **4**'I was at the doctor all morning.' ⇒ She told me that she\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the doctor all morning.
6. **5**'I'll lend you the money.' ⇒ He told me he\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ me the money.
7. **6**'I can't do it without your help.' ⇒ She said she\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it without my help.
8. **7**'The meeting may start early.' ⇒ He told us that the meeting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ early.
9. **8**'I must leave early today.' ⇒ He said that he\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ early that day.
10. **9**'You should talk to Jim.' ⇒ She said that I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to Jim.

**Practice 2: Change the direct speech *questions* into reported speech. Use ' she asked' at the beginning of each answer.**

1. "What time is the meeting?"

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. "Have you seen my keys?"

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. "Did she call you yesterday?"

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. "Are they coming to the party?"

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. "How often do you go to the gym?"

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. "Where is your favorite place to travel?"

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. "Why did you quit your job?"

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Practice 3: Put in 'said' or 'told'**

* 1. Julie \_\_\_\_\_\_\_\_\_\_\_\_\_that she would join us after work. (say/tell)
  2. She \_\_\_\_\_\_\_\_\_\_\_\_\_ me that she was going running this evening. (say/tell)
  3. John \_\_\_\_\_\_\_\_\_\_\_\_\_ us that he couldn't come to the party. (say/tell)
  4. John\_\_\_\_\_\_\_\_\_\_\_\_\_ that he had been to the cinema at the weekend. (say/tell)
  5. She \_\_\_\_\_\_\_\_\_\_\_\_\_ them she wanted to quit.

**Practice 4: Change this direct speech into reported speech.**

1. "He works in a bank"

She said

1. "We went out last night"

She told me

1. "I'm coming!"

She said

1. "I was waiting for the bus when he arrived"

She told me

1. "I'd never been there before"

She said

1. "I didn't go to the party"

She told me

1. "Lucy will come later"

She said

1. "He hasn't eaten breakfast"

She told me

1. "I can help you tomorrow"

She said

1. "You should go to bed early"

She told me

1. "I don't like chocolate"

She told me

1. "I won't see you tomorrow"

She said

1. "She's living in Paris for a few months"

She said

1. "I visited my parents at the weekend"

She told me

1. "She hasn't eaten sushi before"

She said

1. "I hadn't travelled by underground before I came to London"

She said

1. "They would help if they could"

She said

1. "I'll do the washing-up later"

She told me

1. "He could read when he was three"

She said

1. "I was sleeping when Julie called"

She said