**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**

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| --- | --- |
| **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'I work in a bank.' ⇒ He said that he \_\_\_\_\_\_\_\_\_\_\_\_\_\_worked\_\_\_\_\_\_\_in a bank.

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**2**'I am working today.' ⇒ She told us she \_\_\_\_\_\_\_\_\_\_was working\_\_\_\_\_\_\_\_\_\_\_ that day.

**3**'I've been ill for a couple of weeks.' ⇒ He told me he \_\_\_\_\_\_\_\_had been\_\_\_\_\_\_\_\_\_ill for a couple of weeks.

**4**'I was at the doctor all morning.' ⇒ She told me that she\_\_\_\_\_\_\_\_\_had been\_\_\_\_\_\_\_\_\_\_\_\_ at the doctor all morning.

**5**'I'll lend you the money.' ⇒ He told me he\_\_\_\_\_\_\_\_would lend\_\_\_\_\_\_\_\_\_\_\_\_\_ me the money.

**6**'I can't do it without your help.' ⇒ She said she\_\_\_\_\_\_\_\_couldnot do \_\_\_\_\_\_\_\_\_\_\_\_\_ it without my help.

**7**'The meeting may start early.' ⇒ He told us that the meeting\_\_\_\_\_\_\_might \_start\_\_\_\_\_\_\_ early.

**8**'I must leave early today.' ⇒ He said that he\_\_\_\_\_\_\_\_\_\_\_must leave\_\_\_\_\_\_\_\_\_\_ early that day.

**9**'You should talk to Jim.' ⇒ She said that I\_\_\_\_\_\_\_should talk\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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?"

She asked what time the meeting was.

1. "Have you seen my keys?"

She asked if she had seen her keys.

1. "Did she call you yesterday?"

She asked if she had called the day before.

1. "Are they coming to the party?"

She asked if they were coming to the party.

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

She asked how often I went to the gym.

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

She asked where my favorite place to travel was.

1. "Why did you quit your job?"

She asked why I had quit my job.

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

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

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

1. "He works in a bank"

She said he worked in a bank.

1. "We went out last night"

She told me they had gone out the previous night.

1. "I'm coming!"

She said she was coming.

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

She told me she had been waiting for the bus when he arrived.

1. "I'd never been there before"

She said she had never been there before.

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

She told me she hadn't gone to the party.

1. "Lucy will come later"

She said Lucy would come later.

1. "He hasn't eaten breakfast"

She told me he hadn't eaten breakfast.

1. "I can help you tomorrow"

She said she could help me the next day.

1. "You should go to bed early"

She told me I should go to bed early.

1. "I don't like chocolate"

She told me she didn't like chocolate.

1. "I won't see you tomorrow"

She said she wouldn't see me the next day.

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

She said she was living in Paris for a few months.

1. "I visited my parents at the weekend"

She told me she had visited her parents at the weekend.

1. "She hasn't eaten sushi before"

She said she hadn't eaten sushi before.

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

She said she hadn't travelled by underground before coming to London.

1. "They would help if they could"

She said they would help if they could.

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

She told me she would do the washing-up later.

1. "He could read when he was three"

She said he could read when he was three.

1. "I was sleeping when Julie called"

She said she had been sleeping when Julie called.