

Reporting different kinds of sentences

Reporting statements

Put 'that' before the reported statement.

Use the reporting verb 'said' or 'told'. Note that the verb 'told' should be followed by an object. The verb 'said' cannot be followed by an object.

Direct speech: Rohan said, 'I like this music.'

Indirect speech: Rohan said that he liked that music.

Direct speech: Alice said, 'James, I want you to attend the function.'

Indirect speech: Alice told James that she wanted him to attend the function. (NOT Alice said James...)

Reporting WH-questions

Omit the question mark.

Put the subject of the question before the verb.

Use a reporting verb like asked, requested, or wanted to know.

Put an object after the reporting verb.

Direct speech: 'What are you doing?' asked his father.

Indirect speech: His father asked him what he was doing. (NOT His father asked him what was he doing.)

Reporting Yes-No questions

Omit the question mark.

Introduce the reported question with whether or if.

Reporting different kinds of sentences

Put the subject of the Yes-No question before the verb.

Use the reporting verb asked.

Direct speech: 'Are you happy?' he asked her.

Indirect speech: He asked her if she was happy.

Reporting imperative sentences

Put 'to' before the reported command or request.

Use a reporting verb like asked, told, ordered, requested, urged, advised or begged.

'Alice, bring me a chair,' said her father.

Alice's father asked her to bring him a chair.