



JECRC Foundation



**JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE**

JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE

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Subject –Communication Skills

Unit – II

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VISSION OF INSTITUTE

To become a renowned centre of outcome based learning, and work towards academic, professional, cultural and social enrichment of the lives of individuals and communities.

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- ❖ Focus on evaluation of learning outcomes and motivate students to inculcate research aptitude by project based learning.
- ❖ Identify, based on informed perception of Indian, regional and global needs, the areas of focus and provide platform to gain knowledge and solutions.
- ❖ Offer opportunities for interaction between academia and industry.
- ❖ Develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders may emerge.

INTRODUCTION TO SYLLABUS

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1. SPEECH

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Lecture-I (Unit-II GRAMMAR)

Reported Speech

Words spoken by a person can be reported to another person in two ways. These two ways of narration are called direct speech and indirect speech.

Direct speech

When we use direct speech we quote the actual words said by the speaker.

Indirect speech

When we use indirect speech, we do not quote the exact words said by the speaker. Instead, we express the idea in our own words.

Some important rules are given below

Normally we make the following changes in the personal pronoun of the reported speech.

- First personal pronoun of the reporting speech changes according to the subject of the reported speech.
- Second personal pronoun of the reporting speech changes according to the object of the reported speech.
- Third personal pronoun of the reporting speech doesn't undergo any change

Rules regarding the Change in Tenses

- **When the reporting verb is in the present or future tense...**
- If the reporting verb is in the present or future tense, the tense of the verb in the direct speech does not undergo any changes in the indirect speech.

Ex: She **says**, 'I **have done** my duty.' (Direct speech)

She **says** that she **has done** her duty. (Indirect speech)

When the reporting verb is in the past tense...

When the reporting verb is in the past tense, all present tenses inside the quotation marks will change to their corresponding past tenses.

The **simple present tense** will change into the **simple past tense**.

The **present continuous tense** will change into the **past continuous tense**.

The **past continuous tense** will change into the **past perfect continuous tense**.

The **present perfect tense** will change into the **past perfect tense**.

The **present perfect continuous tense** will change into the **past perfect continuous tense**.

Past perfect and **Past perfect continuous** do not change.

The simple past will change into the past perfect.

Direct: He **said**, 'Burglars **broke** into my house last night.'

Indirect: He **said** that burglars **had broken** into his house the previous night.

The past continuous will change into the past perfect continuous

Direct: She **said** to me, 'I **was waiting** for my sister.'

Indirect: She **told** me that she **had been waiting** for her sister.

The past perfect and past perfect continuous tenses will remain unchanged

Direct: She **said**, 'I **had never met** such people before.'

Indirect: She **said** that she **had never met** such people before

Rules for the change in adverbs in indirect speech

This will change into **that**.

These will change into **those**.

Here will change into **there**.

Now/just will change into **then**.

Today will change into **that day**.

Yesterday will change into **the previous day** or **the day before**.

Last night will change into **the previous night** or **the night before**.

Tomorrow will change into **the next day**.

Ago will change into **before**.

The next day/week/year will change into **the following day/week/year**.

Hence will change into **thence**.

Thus will change into **so** or **in that way**.

2: Interrogative Sentences

There are two main kinds of interrogative sentences. Those which start with an auxiliary verb and those which start with a question word such as what, why, when, where, how etc.

Interrogative sentences beginning with an auxiliary verb are changed into the indirect speech by using the connective **if** or **whether**.

The reporting verb **said** (or any other word used as the reporting verb) changes to **asked, queried, questioned, demanded of** or **enquired of** in the indirect speech. Note that **of** is used after **enquired** and **demanded** only when the reporting verb has an object

Contd...

The most common reporting verbs used to report a question are **asked** and **enquired of**. The reporting verb **queried** is somewhat investigative. **Demanded of** is the strongest of all reporting verbs mentioned above. It is used when an explanation is desired. Note that the indirect narration is always in the assertive form. In other words, the interrogative sentences in the direct speech will change into assertive sentences in the indirect speech.

Contd...

Ex:

a)Direct: She said to me, 'Are you coming with us?'

Indirect: She **asked** me **if I was going** with them. OR
She asked them if I was coming with them.

b)Direct: She **said** to him, '**Am I to wait** for you till
eternity?'

Indirect: She **enquired of him if she was** to wait for him
till eternity

Contd...

Note that the auxiliary verbs **should, could, would, ought to and might** do not change in the indirect speech.

Ex: Direct: The woman asked the stranger, 'Should I help you?'

Indirect: The woman **asked** the stranger **whether she should help** him

Interrogative part II

Interrogative sentences beginning with a question word

- When a question begins with a question word such as **what, who, whom, when, where, why, how** etc., the same word is used to introduce the question in the indirect speech. In other words, the question word becomes the joining word instead of **that, if or whether**.

Ex: Direct: Viola said to Rosalind, 'Where are you going?'

Indirect: Viola **asked** Rosalind where **she was going**.

3. Imperative Sentences

- An imperative sentence expresses ideas such as *advice, order, request, suggestion, instruction, permission, allowance* etc.
- In order to change an imperative sentence into the indirect speech, we use a **to-infinitive**. A **–that clause** is also possible in some cases. Note that instead of ‘**said**’ we use one of the following reporting verbs:
- *Advise, command, request, suggest, threaten, order, forbid, decree, propose, entreat, prompt, counsel, pardon, beg, persuade, instruct* etc.

Contd...

Ex: Direct: The old woman said to the boy, 'Please help me.'

Indirect: The old woman **requested the boy to help** her.

Direct: I said to him, 'Love and obey your parents.'

Indirect: I **advised him to love and obey** his parents.
OR I **advised that he should** love and obey his parents

4. Optative Sentence

It is sentence that indicates a wish, pray or desire.

If the reported speech begins with the word

“may”, we change the reporting verb into prayed.

Ex: a)direct: She said, “May my son stand first in the class!”

Indirect: She prayed that her son might stand first in the class.

b)direct: He said to them, “May you catch the train today!”

Direct: He prayed for them that they might catch the train that day.

Contd...

If the reported speech begins with the word “would”, we change the reporting verb into wished.

Ex: Direct: Mother said to me, “Would that your father were here today!”

Indirect: Mother wished that my father had been there that day

Direct The teacher said to the students, “Would that I were on leave today!”

Indirect The teacher wished that he had been on leave that day

5. Exclamatory Sentence

In reporting exclamations the indirect speech is introduced by some verb expressing *exclamation*.

Ex: Direct: He said, “Alas! My brother has met an accident.”

Indirect: He exclaimed with great sorrow that his brother had met with an accident.

Direct: He said, “Alas! I am undone.”

Indirect: He exclaimed sadly that he was undone

Practice Paper

Convert these sentences into indirect speech.

1. The doctor said to him, “you do not take rest”.
2. She said to her husband, “I am watching TV”.
3. He will say, “I prepared breakfast”.
4. My friend said, “I don’t eat rice”.
5. My wife said to me, “An empty vessel makes much voice”.

Suggested links from NPTEL & other Platforms:

- <https://nptel.ac.in/courses/105/106/105106119/>
- <https://www.youtube.com/watch?v=Sa0WfA9UG>



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*Thank
you!*