

NARRATION / REPORTED SPEECH

Comprehensive Rules & Practical Examples

What is Narration?

Direct Speech repeats the exact words spoken by a person enclosed in quotation marks. **Indirect (Reported) Speech** reports what someone said without quoting their exact words, making necessary adjustments in tense, pronouns, and time/place references.

CORE RULES OF TRANSFORMATION

Grammar Aspect	Direct Speech	Indirect (Reported) Speech
Tense Change (If reporting verb is Past)	- Simple Present (work) - Present Continuous (is working) - Present Perfect (has worked) - Simple Past (worked)	→ Simple Past (worked) → Past Continuous (was working) → Past Perfect (had worked) → Past Perfect (had worked)
Modal Auxiliaries	will / shall / can / may	→ would / should / could / might
Time & Place Words	now / today / yesterday / tomorrow / here / this	→ then / that day / the previous day / the next day / there / that
Pronouns Rule (SON)	Subject (1st Person → Speaker) Object (2nd Person → Listener) No Change (3rd Person)	

1. Assertive Sentences (Statements)

Rules: Use reporting verbs like **said** / **told**. Replace comma and quotes with connecting conjunction **'that'**.

1. **DIRECT:** Aarav said, "I am studying for my CBSE board exams."

INDIRECT: Aarav said that he was studying for his CBSE board exams.

Present Continuous → Past Continuous

2. **DIRECT:** Priya told Rohan, "I have already booked the Shatabdi Express tickets."

INDIRECT: Priya told Rohan that she had already booked the Shatabdi Express tickets.

Present Perfect → Past Perfect

3. **DIRECT:** Uncle Sharma said, "It rained heavily in Mumbai yesterday."

INDIRECT: Uncle Sharma said that it had rained heavily in Mumbai the previous day.

Simple Past → Past Perfect | yesterday → the previous day

4. **DIRECT:** Ananya said, "We will visit the Taj Mahal next month."

INDIRECT: Ananya said that they would visit the Taj Mahal the following month.

will → would | next month → the following month

5. **DIRECT:** The teacher said, "The Earth revolves around the Sun."

INDIRECT: The teacher said that the Earth revolves around the Sun.

Universal Fact → No Tense Change

2. Interrogative Sentences (Questions)

Rules: Change reporting verb to **asked** / **inquired**. Use **'if/whether'** for Yes/No questions; keep **question word (wh-)** for WH-questions. Change question form to statement order (Subject + Verb). Remove question mark.

1. **DIRECT:** Vikram asked Sunita, "Are you coming to the Diwali mela?"

INDIRECT: Vikram asked Sunita if she was coming to the Diwali mela.

Yes/No Question → Use 'if' + Assertive structure

2. **DIRECT:** Rajesh asked the vendor, "How much do these Kashmiri apples cost?"

INDIRECT: Rajesh asked the vendor how much those Kashmiri apples cost.

WH-Question → Retain 'how much' | these → those

3. **DIRECT:** The TC asked Kabir, "Have you shown your ticket to the inspector?"

INDIRECT: The TC asked Kabir whether he had shown his ticket to the inspector.

Yes/No Question → Use 'whether' | Present Perfect → Past Perfect

4. **DIRECT:** Meera asked Dev, "Why were you absent from the coaching class?"

INDIRECT: Meera asked Dev why he had been absent from the coaching class.

WH-Question → Retain 'why' | Simple Past → Past Perfect

5. **DIRECT:** Grandfather asked Deepa, "Can you help me set up UPI on my phone?"

INDIRECT: Grandfather asked Deepa if she could help him set up UPI on his phone.

Modal Change → can → could | Use 'if'

3. Imperative Sentences (Commands & Instructions)

Rules: Change reporting verb to **ordered** / **commanded** / **instructed** / **warned**. Use infinitive **'to + verb'** (or **'not to + verb'** for negative commands).

1. **DIRECT:** The Traffic Police Officer said to the driver, "Show me your driving licence immediately."

INDIRECT: The Traffic Police Officer ordered the driver to show him his driving licence immediately.

Command → ordered + to show

2. **DIRECT:** The Cricket Coach said to the team, "Do not attempt risky singles in the last overs."

INDIRECT: The Cricket Coach instructed the team not to attempt risky singles in the last overs.

Negative Command → instructed + not to attempt

3. **DIRECT:** Mother said to Rahul, "Clean your room before the guests arrive!"

INDIRECT: Mother ordered Rahul to clean his room before the guests arrived.

Imperative → ordered + to clean

4. **DIRECT:** The Principal said to the students, "Maintain strict silence in the examination hall."

INDIRECT: The Principal commanded the students to maintain strict silence in the examination hall.

Official Instruction → commanded + to maintain

5. **DIRECT:** The Shopkeeper said to his assistant, "Don't leave the cash counter unattended."

INDIRECT: The Shopkeeper warned his assistant not to leave the cash counter unattended.

Negative Command → warned + not to leave

4. Imperative Sentences (Requests & Entreaties)

Rules: Change reporting verb to **requested** / **begged** / **pleaded** / **urged**. Remove polite words like 'Please' or 'Kindly', and use infinitive '**to + verb**'.

1. **DIRECT:** Pooja said to her colleague, "Please pass me the annual sales report."

INDIRECT: Pooja requested her colleague to pass her the annual sales report.

Polite Request → requested + remove 'Please'

2. **DIRECT:** The passenger said to the conductor, "Kindly tell me when the bus reaches Jaipur."

INDIRECT: The passenger requested the conductor to tell him when the bus reached Jaipur.

Request → requested + remove 'Kindly'

3. **DIRECT:** Little Suman said to her elder brother, "Please give me your laptop for my online class."

INDIRECT: Little Suman requested her elder brother to give her his laptop for her online class.

Request → requested + to give

4. **DIRECT:** The customer said to the bank manager, "Please grant me a loan for my higher studies."

INDIRECT: The customer requested the bank manager to grant him a loan for his higher studies.

Formal Request → requested + to grant

5. **DIRECT:** Neha said to her neighbor, "Could you please lower the music volume?"

INDIRECT: Neha politely requested her neighbor to lower the music volume.

Interrogative Request → requested + to lower