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Beginner lessons for Reported Speech

Master Reported Speech for Effective Communication!

DEFINITION

> Reported speech is when we tell someone what another person said without quoting them directly. It often involves changing the tense and pronouns.

KEY CONCEPTS

Direct vs. Reported Speech

Direct speech quotes the exact words spoken, while reported speech paraphrases those words.

Tense Changes

When converting to reported speech, the tense usually shifts back (e.g., present to past).

Pronoun Adjustments

Pronouns often change to match the perspective of the speaker (e.g., 'I' becomes 'he' or 'she').

Reporting Verbs

Common verbs used in reported speech include 'say', 'tell', 'ask', and 'advise'.

Time Expressions

Time expressions may change (e.g., 'today' becomes 'that day').

EXAMPLES

→ 'She said, I am happy.' becomes 'She said that she was happy.'

→ 'He asked, Are you coming?' becomes 'He asked if I was coming.'

MEMORY TIPS

★ Remember: 'Direct quotes' are in quotation marks, 'reported speech' is not.

★ Think of 'backshift' for tense changes—tenses move back one step.

★ Use 'say' for statements and 'ask' for questions to differentiate.

COMMON MISTAKES

✗ Forgetting to change the tense when reporting.

✗ Not adjusting pronouns according to the speaker's perspective.

✗ Using direct quotes instead of paraphrasing.

QUICK RECAP

Reported speech is essential for summarizing conversations. Remember to adjust tenses and pronouns appropriately. Practice with different reporting verbs to enhance your skills.