

## Grammar Explanations

## Examples

1. **Direct speech** states the exact words a speaker used. In writing, use quotation marks.

**Indirect speech** reports what a speaker said without using the exact words. There are no quotation marks.

■ "Come early and bring your insurance card," said the doctor.

■ The doctor told her **to come early and bring her insurance card**.

2. The **reporting verb** (such as **say** or **tell**) is usually in the simple past tense for both direct and indirect speech.

► **BE CAREFUL!** Use **say** when the listener is not mentioned. Do not use **tell**.

## DIRECT SPEECH

■ "Drink warm milk," he **said**.

## INDIRECT SPEECH

■ He **told** her to drink warm milk.

■ He **said** to call him in the morning.

NOT He ~~told to call him~~ in the morning.

3. Direct speech imperatives use the base form of the verb. **Indirect speech imperatives** use the **infinitive** to report:

- a. **instructions**
- b. **commands**
- c. **requests**
- d. **invitations**

## DIRECT SPEECH

"Come early," he said.

"Wait."

"Could you please **arrive** by 8:00?"

"Could you **join** us for lunch?"

## INDIRECT SPEECH

He said **to come** early.

He told me **to wait**.

She asked him **to arrive** by 8:00.

She invited me **to join** them for lunch.

4. Use a **negative infinitive** (**not** + infinitive) to report negative imperatives.

## DIRECT SPEECH

"Don't go."

## INDIRECT SPEECH

He told her **not to go**.

5. In **indirect speech**, make changes to keep the speaker's original meaning.

- a. Change **pronouns** and **possessives**.
- b. Change **time phrases**.
- c. Change **this** and **here**.

■ He said to Ann, "Tell **me your** problem."

■ He told Ann to tell **him her** problem.

■ "Call me **tomorrow**."

■ She said to call her **the next day**.

■ "Sign **this** form **here**."

■ She told him to sign **that** form **there**.

## Check it out!

For punctuation rules for direct speech, see Appendix 25 on page 347.

For a list of common reporting verbs, see Appendix 13 on page 340.

For a list of common time word changes in indirect speech, see Appendix 14 on page 340.