

Narration

Direct : He said to me, "I am waiting for you." A=Reporting verb(R.V), B= Inverted comma , C= Reported speech(R.S)

A B C

Indirect: He said to me that he was waiting for me.

To change from direct to indirect:

Step-1 (Sentence within inverted comma)	Step-2 Persons of reported speech	Step-3 Tense of reported speech																								
<p>a) Assertive: <u>Sub + verb + ext.</u> => R.V + that + R.S</p> <p>b) Interrogative: <u>Wh word/ A.V + sub + P.V + ext + ? => ... asked ... + if (a.v) / wh + sub + verb+ext. + .</u></p> <p>c) Imperative: <u>P.V/ Do not / Let ----.</u> =>sub + ordered / requested/ advised/ forbade / (told) / (proposed +that +sub +should/ might +verb +ext) + to + verb + ext.</p> <p>d) Optative :<u>May/ if/ had/ + sub + verb+ ext.</u>=> sub + wished/ prayed + that +sub (R.S) + might/ should + P.v+ext.</p> <p>e) Exclamatory: <u>How/ What/ Alas/ Hurrah/ fie/ bravo/ oh ----!</u> => Sub + exclaimed with joy / sorrow/ wonder/ shame/surprise + that + sub (r.s)+ verb + very +ext.+.</p>	<p>Persons of R.S will follow the person of R.V:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">R.S</th> <th style="width: 50%;">R.V:</th> </tr> </thead> <tbody> <tr> <td>1st person (I, we, me, us, my, our)</td> <td>Subject (1=1)</td> </tr> <tr> <td>2nd person (you, your)</td> <td>Object (2=2)</td> </tr> <tr> <td>3rd Person (he, she, him, her, his, they, them, their, it, name)</td> <td>X(3=0)</td> </tr> </tbody> </table>	R.S	R.V:	1 st person (I, we, me, us, my, our)	Subject (1=1)	2 nd person (you, your)	Object (2=2)	3 rd Person (he, she, him, her, his, they, them, their, it, name)	X(3=0)	<p>1.If the reporting verb is present / future tense, there will be no change of tense of reported speech.</p> <p>2. If the reporting verb is past tense, the reported speech will be correspondence past.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">If it is</th> <th style="width: 50%;">Will change to</th> </tr> </thead> <tbody> <tr> <td>Pre. Ind.</td> <td>Past. Ind.</td> </tr> <tr> <td>Pre. Con.</td> <td>Past. Con.</td> </tr> <tr> <td>Pre. Per.</td> <td>Past. Per.</td> </tr> <tr> <td>Pre. Per. Con</td> <td>Past. Per. Con</td> </tr> <tr> <td>Past. Ind.</td> <td>Past. Per.</td> </tr> <tr> <td>Past. Con.</td> <td>Past. Per. Con</td> </tr> <tr> <td><i>R.V. past</i></td> <td><i>Modals will be past</i></td> </tr> </tbody> </table> <p><i>If the R.V is past, make the past form of A. V.</i></p>	If it is	Will change to	Pre. Ind.	Past. Ind.	Pre. Con.	Past. Con.	Pre. Per.	Past. Per.	Pre. Per. Con	Past. Per. Con	Past. Ind.	Past. Per.	Past. Con.	Past. Per. Con	<i>R.V. past</i>	<i>Modals will be past</i>
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Word change:

This=that These = Those Here = there Ago= before	Come=go Thus =so Hither = thither	Today = that day Tomorrow = the next day Yesterday = the previous day Last month = the previous month	To night= that night Last night= the previous night Next week = the following week Now = then
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A) Sentence wise example: Assertive

Direct	Indirect
<ol style="list-style-type: none"> 1.He says to me, "I am a student. " 2. I will say to him, "You have not done it properly. " 3.You said to me, " You go to your school regularly. " 4. I said to him, "I am going to school to school tomorrow. " 5. You said to me, "I have seen you in the canteen today. " 6.Rana said to Sakib, "You have been reading my book since morning. " 7. I said to him , "I went to your house yesterday. " 8. You said to me , "I was waiting for you for a long time. " 9. He said to me, "Sakib had broken the glass. " 10. Raju said to me, "I will meet you tomorrow here. " 11.He said to me, "I will be playing with my friends, " 12. I said to him, "I can help you if you want. " 13. I said to him, " you might take my bag. 	<ol style="list-style-type: none"> 1.He says to me that he is a student. 2.I will say to him that he has not done it properly. 3. You said to me that I went to my school regularly. 4. I said to him that I am going to school the next day. 5.You said to me that you had seen me in the canteen that day. 6.Rana said to Sakib that he (S) had been reading his (R) book since morning. 7. I said to him that I had gone to his house the previous day. 8. You said to me that you had been waiting for me for a long time. 9.He said to me that Sakib had broken the glass. 10. Raju said to me that he would meet me the next day there. 11. He said to me that he would be playing with his friends. 12.I said to him that I could help him if he wanted. 13. I said to him that he might take my bag.

Examples of some other rules:

<ol style="list-style-type: none"> 1.He said to his friends, "it is time we left the place " 2.The teacher said to the students , "They ought to keep the class room neat and clean. " 3. The teacher said to the students , "You ought to / should / must pay attention to my lecture." 4. I said to him, "If I were you , I should wait. " 5.The teacher said , " We are mortal " 6.He said to me , "We should do our duty. " 7.The Daily Nation says, "We published that report on human trafficking. " 8.Razib said, "I must write a letter" 9. Rana said, "We must leave the house if the rent is increased. 10. Father said to his son , "You must obey your teachers." 11. He said to me , "You may stay here. " 12. He said to me , " Thank you. " 13. He said, "Good bye my friends. " 14. said to him, "Good morning. " 15. "I shall meet you tomorrow " 	<ol style="list-style-type: none"> 1. He said to his friends that it was time they left the place. 2. The teacher said to the students that they ought to keep the class room neat and clean 3.The teacher advised the students to pay attention to his lecture. 4. I advised him to wait. 5. The teacher said that we are mortal . 6.He said to me that we should do our duty. 7.The Daily Nation says that it published that report on human trafficking. 8.Razib said that he had to write a letter. 9.Rana said that they would have to leave the house if the rent was increased. 10.Father told his son that he must obey his teachers. 11. He said to me that I might stay with him. 12. He thanked me. 13. He bade his friends good bye. 14. I wished him good morning. 15. The speaker said to the person spoken to that he (s) would meet him the next day.
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B) Interrogative sentence:

<ol style="list-style-type: none"> 1. Raja said to his sister, " Do you prepare your lesson properly. " 2.Rahim said to Karim, "Will you go to school tomorrow? " 3.He said to me , "Who are you and what do you want?" 4.Sohel said to Rashel , " Where were you when I was looking for you for your help. " 	<ol style="list-style-type: none"> 1.Raja asked his sister if she prepared her lesson properly. 2.Rahim asked Karim if he would go to school the next day 3.He asked me who I was and what I wanted. 4. Sohel asked Rashel where he(R) had been when he (S) had been looking for him (R) for his(R) help.
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C) Imperative sentence

1. Raja said to his sister, " Prepare your lesson properly. "	1. Raja advised his sister to prepare her lesson properly.
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<p>2.Rahim said to Karim, "Please give me a glass of water. "</p> <p>3. I said to him , "Always speak the truth "</p> <p>4.He said to me , "Do not do this."</p> <p>5.Sohel said to Rashel , " Do not waste your time. "</p> <p>6.He said to them, " Friends , help me. "</p> <p>7.The boy said to the teacher, "Sir", lend me your book please. "</p> <p>8.He said to me, " Let us go out for a walk. "</p> <p>9. We said to the chairman, " Let us drop the matter. "</p> <p>10. I said to him , "Let us play. "</p>	<p>2.Rahim requested Karim to give him a glass of water.</p> <p>3.I advised him to speak the truth always.</p> <p>4.He forbade me to do that.</p> <p>5.Sohel advised Rashel not to waste his time.</p> <p>6.Addressing them as friends , he requested them to help him.</p> <p>7.The boy requested the teacher respectfully to lend him his book.</p> <p>8.He proposed me that we should go out for a walk.</p> <p>9.We proposed the chairman dropping the matter.</p> <p>10.I suggested him playing.</p>
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D) Optative sentence

<p>1. Raja said to his sister, " May you live long. "</p> <p>2.The teacher said to the students, "May Allah bless you. "</p> <p>3.Rina said to her teacher, "Good morning, madam. "</p>	<p>1. Raja prayed that her sister might live long.</p> <p>2. The teacher wished that Allah might bless the students.</p> <p>3. Rina respectfully wished her teacher good morning.</p>
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E) Exclamatory sentence

<p>1. The boys said, "Hurrah! Our team has won the game. "</p> <p>2. The man said , " Alas! I am undone. "</p> <p>3.Raju said , " What a fine bird it is! "</p> <p>4. Rakib said , "How nice the flower is! "</p>	<p>1. The boys exclaimed with joy that their team had won the game.</p> <p>2. The man exclaimed with sorrow that he was undone.</p> <p>3. Raju exclaimed with joy that it was a very fine bird.</p> <p>4. Rakib exclaimed with joy that the flower is very nice.</p>
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F) Some exceptionals to remember:

<p>1. Rahim said to Karim, "What class do you read in? " Karim said, class eight."</p> <p>2. Mamun said to Sakib , "Where are you going? "Sakib said, " Chittagong "</p> <p>3. D: He said to me, "You had better take an umbrella, it is raining heavily. "</p> <p>4. D: Rakib said to Habib , " I like to start a business. Would you like to share with me? "</p> <p>5. Matin said to Jamal , " Stop excessive eating . You are getting fat. "</p>	<p>1. Rahim asked Karim what class he read in. Karim replied that he read in class eight.</p> <p>2. Mamun asked Sakib where he was going . Sakib replied that he was going to Chittagong.</p> <p>3.He advised me to take an umbrella as it was raining heavily.</p> <p>4. Rakib told Habib that he liked to start a business and wanted to know if he would you like to share with him.</p> <p>5. Matin advised Jamal to stop excessive eating as he was getting fat.</p>
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G) Points for passage narration :

<p>1. Read the whole passage carefully.</p> <p>2. Find out the speaker, listener, spoken to and mood of the sentence. (For all the cases reporting verb will come at beginning of reported speech in indirect narration.)</p> <p>3. For more than one sentence in one inverted comma use <i>also / added / again / further</i> to join the 2nd or the rest of the sentences.</p> <p>4.Yes => replied in the affirmative</p> <p>5. No=> replied in the negative.</p> <p>6. Sir=> respectfully / with respect.</p>	<p>7. For any addressing word => <i>addressing them/ him/ her as----</i> comes at the beginning of the indirect speech.</p> <p>8. Present participle phrase at the end of reporting verb comes at the beginning of the indirect speech.</p> <p>9. Assertive sentence, but ? mark at the end of the sentence follows <i>being surprised</i> at the beginning of the indirect speech .</p> <p>10. If there is no speaker and listener then use <i>the speaker said / asked the person spoken to</i> - to make indirect speech.</p>
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Examples:

Direct	Indirect
<p>a) " Did you see the boy in the class, " I asked my assistant , "</p> <p>b) " You look a little bit like my brother , " Rahim said to Karim. "Especially in the field with the bat in hand. "</p> <p>c) My teacher said to me , " You can take the book today. You may return it tomorrow. "</p> <p>d)Asif said to Kamal, " Have you completed your assignment ? " " Yes , I will submit it tomorrow. " said Kamal.</p> <p>e) Sakib said to Akib, " Are you going to Dhaka tomorrow? " " No, I have changed my decision . " said Akib.</p> <p>f)The teacher said to the principal, " Sir , I need one day leave, "</p> <p>g) " Are you ready , friends," the leader said to the followers.</p> <p>h) " By Allah , " he replied. "I will not leave this place."</p> <p>i) She said to me, " you have remembered how she looked all these years? "</p> <p>j) " You have carried me a long way . How much pay you? " I said to the rickshaw puller. "Fifty taka? " " Anything is alright. "</p>	<p>a) I asked my assistant if he had seen the boy in the class.</p> <p>b) Rahim told Karim that he (K) looked a little bit like his (R) brother especially in the field with the bat in hand.</p> <p>c) My teacher told me that I might take the book that day . He added that I might return it the next day.</p> <p>d) Asif asked Kamal if he had completed his assignment . Kamal replied in the affirmative and said that he would submit that the next day.</p> <p>e)Sakib asked Akib if he was going to Dhaka the next day. Akib replied in negative and said that he had changed his decision.</p> <p>f) The teacher told the principal respectfully that he needed one day leave.</p> <p>g) Addressing them as friends the leader asked his followers if they were hungry.</p> <p>h)Swearing by Allah he replied that he would not leave that place.</p> <p>i) Being surprised she asked me if I had remembered how she had looked all those years.</p> <p>j) I told the rickshaw puller that he had carried me a long way. I also asked him how much I should pay him. I further asked him if fifty taka would do. He replied that anything was alright.</p>

Passage Narration :

<p>1.My father looked at me in anger and said to me, " Where have you been so long and why are you wasting your time? " After a moment, he said, " Will you not appear in the final examination? " I said , "I went to my friends house to borrow an essential book ; but he was not at home. So, I had to wait for him. "</p> <p>2. "Why are you putting up the food in your pocket, sir? Why don't you eat? " asked the nobleman. " I am doing the right thing . My dress deserve these rich dishes, " replied Sheikh Saadi. " I don't understand what you meant to say, " said the nobleman, " And I'm sorry. "</p>	<p>1. My father looked at me in anger and asked me where I had been so long and why I was wasting my time. After a moment he again asked me if I would not appear in the final examination. I replied that I had gone to my friends house to borrow an essential book but he had not been at home and so, I had to wait for him.</p> <p>2. Addressing as sir, the nobleman asked Sheikh Saadi why he was putting up the food in his pocket and why he didn't eat. Sheikh Saadi replied that he was doing the right thing because his dress deserved those rich dishes. Expressing his sorrow the nobleman said that he didn't understand what he (S) meant.</p>
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<p>3. "Sir, we want to ask you some questions," said the students. "Good," said Nasruddin. "What do you want to ask?" "Where do you come from and what do you do?"</p>	<p>3. Addressing as sir, the students said to Nasruddin that they wanted to ask him some questions. Nasruddin welcomed the idea and asked them what they wanted to ask. The students asked Nasruddin where he came from and what he did.</p>
<p>4. He asked me what the time by my watch was. I replied that it was half past nine. He said that he wanted to go to college. He also asked me politely if I would accompany him. I regretfully replied in the negative.</p>	<p>4. "What is the time by your watch?" he said. "It's half past nine," I replied. "I want to go to college," he said. "Would you accompany me, please?" "No, I am sorry," I said.</p>
<p>5. She said to me that she never ate anything for lunch. I answered generously not to say that. She again said that she never ate more than one thing. She added that she thought people ate far too much in those days. She also said that a little fish perhaps. She wondered if they had any salmon.</p>	<p>5. "I never eat anything for luncheon," she said. "Oh, don't say that," I answered generously. "I never eat more than one thing," she said. "I think people eat far too much now a days. A little fish, perhaps, I wonder if they have any salmon."</p>
<p>6. "Who are you? What do you want?" "We are," replied one of the friends. "Strangers, we shall go a long way. We want shelter for the night." "Where will you go?" said the old man. "To the hills," replied another friend. "To the hills!" shouted the old man, "Why will you go to the dangerous hill?"</p>	<p>An old man asked the person spoken to who they were and what they wanted. One of the friends replied that they were strangers and they would go a long way. They continued that they wanted shelter for that night. The old man asked where they would go. Another friend replied that they would go to the hills. The old man shouted with surprise that they would go to the hills. He also asked why they would go to the dangerous hills.</p>
<p>7. "Hold your tongue!" he muttered, glaring fiercely in their faces. "Have you not read the warning on the door?" "We pray for Allah's pardon!" cried the dervishes. "Our lives are at your mercy."</p>	<p>Glaring fiercely in their faces he muttered and ordered the dervishes to hold their tongues. He asked them if they had not read the warning on the door. The dervishes cried in fear that they prayed for Allah's pardon. They again said that their lives were at his mercy.</p>
<p>8. "You have cut off your hair?" asked Jim. "Cut it and sold it," said Della. "Don't you like me just as well anyhow? I am me without my hair, aren't I?" Jim looked about the room curiously. "You say your hair is gone?" he said, with an air almost of idiocy.</p>	<p>Jim asked Della if she had cut off her hair. Della replied that she had cut it and had sold it. She also asked Jim if he did not like her just as well anyhow. She also added that she was Della without her hair. She further asked if she was not. Jim looked about the room curiously. With an air almost of idiocy, he asked her if her hair was gone.</p>
<p>9. "Good morning, students," said the teacher. "How are you?" "Fine, sir, What about you?" "I am fine too. Please sit down. Have you prepared your lesson?" the teacher asked. "Sorry, sir. We were a little bit busy with our practical classes," they replied.</p>	<p>The teacher wished the student good morning. He also asked them how they were. The students respectfully replied that they were fine. They also asked him what was about him. The teacher replied that he was fine too and requested them to sit down. Then teacher asked them if they had prepared their lesson. The students respectfully replied that they were sorry and added that they had been a little bit busy with their practical classes.</p>
<p>10. "Good morning," said the tourist. "Have you any room vacant?" "Yes, sir, single or double," "Double," said the tourist. The receptionist said, "We have a double room in the second floor."</p>	<p>The tourist wished the receptionist good morning. He (t) also asked him (r) if they had any room vacant. The receptionist respectfully replied in the affirmative and asked him (t) if he needed a single or double room. The tourist replied that he needed a double room. Then the receptionist said that they had a double room in the second floor.</p>
<p>11. The other day, a man came here for me and asked, "If there is a God?" I said, "Do you exist?"- "Yes". I said, "There is something which is controlling you. As you exist. He also exists."</p>	<p>The other day, a man came here for me and asked if there was a God. I asked if he (man) existed. He replied in the affirmative. I told him that there was something which was controlling him (man). I added that as he (man) existed He (God) also existed.</p>