Direct speech

Direct speech records the actual words that someone says.

Example: "Please may I borrow your pencil?" asked Carly.

Direct speech has special punctuation rules that must be followed. Only the words spoken by the person go inside the quotation marks.

Example: "No," replied Shaun, "I'm busy using it."

quotation marks

capital letter

comma

Note that the full stop is placed inside the quotation marks.

Help

Remember that in direct speech you are writing what the person said, so you must punctuate their sentence inside the quotation marks.

1. The sentences below are missing capital letters, quotation marks, full stops, commas and question marks. Rewrite them so that they are correct. The first one has been done for you.

   a) hello greeted Jade "Hello," greeted Jade.

   b) i'm tired yawned Miri

   _____

   c) don't touch me shouted Phindi

   _____

   d) are you feeling unwell asked Mrs Miya

   _____

   e) no warned mom don't touch that

   _____

2. Write the words in the speech bubbles as direct speech.

_____ _____ _____

_____ _____ _____

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Indirect speech

Indirect speech reports what someone has said. The conversation that is reported *has already happened,* so indirect speech must be written in the past tense.

There are five steps for changing direct speech into indirect speech.

Example: Carly asked, "Can I borrow a pencil?"

1 2 3 4 5

Carly asked if she could borrow a pencil.

1. Start with the person's name.
2. Use a verb that explains how the person said what they did, for example, *said*, *asked* and *whispered*.
3. Follow the verb with the words *that* or *if*.
4. Change the pronouns to make sense.
5. Change the sentence into the past tense.

1. Follow the five rules above and write the number of the rule above the correct word in the sentences below.

   a) Megan said that she passed her Geography test.

   b) Mzamo and Raj asked if they could leave the classroom.

   c) Mr Moodley shouted that they would stay in during break.

   d) Siya replied that he was scared of the dark.

   e) Brenda cried that she had stubbed her toe.

2. Rewrite the following direct speech examples as indirect speech.

   a) Dad asked, "Paul, are you going to choir practice?"

   _____

   b) "I am going to choir practice," replied Paul.

   _____

   c) "My toe is sore," explained Sarah.

   _____

   d) "My food is cold," complained Jess.

   _____

   e) Leon screamed, "Kris, watch out for the wall!"

   _____

Help

Indirect speech is also called *reported speech* as you are reporting what someone said.

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