



# SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai

Accredited by NAAC-UGC with 'A++' Grade (Cycle III) &

Accredited by NBA (B.E - CSE, EEE, ECE, Mech & B.Tech.IT)

COIMBATORE-641 035, TAMIL NADU

DEPARTMENT OF MATHEMATICS



## UNIT IV – LINGUISTICS SKILLS-I

### Narration

#### Objectives:

- Understand narration in English Grammar.
- Why is narration used?
- Rules.

**NARRATION:** in writing or speech, the process of giving an account of a sequence of events, real or imagined; storytelling. The person who recounts the events is called a narrator. The account itself is called a narrative.

In narration, when we use reported speech, we usually talk about the past (because obviously the person who spoke originally spoke in the past). The verbs therefore usually have to be in the past too.

There are two ways of narrating events or story telling- **direct speech and indirect speech.**

In **Direct speech** the exact remarks or the speech of the narrator is presented by using the exact words or expression of the narrator.

In **Indirect speech** the exact meaning of the remark or the speech is presented without using the narrator's exact words.

For example- **Ravi said, "I am having lunch with my family."** [Direct Speech]

**Ravi said that he was having breakfast with his family.** [Indirect speech]

#### RULES:

1. **Pronouns and Adjectives** must change while transforming into a reported speech. First and second person pronouns and possessive adjectives normally change to the third person except when the speaker is reporting his own words. (I = he, she; me = him, her; my = his, her; mine = his, hers; we = they...)

Abhishek said, "**I am** a teacher." } **I** becomes **He**

Abhishek said that **he was** a teacher. } **Am** becomes

**was** She said, "Aditya **is my** son". } **Is** becomes **was**

She said that Aditya **was her** son. } **My** becomes **her**



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## 2. THIS / THESE/ THAT:

*This* used in time expressions becomes *that*.

For example- She said, "*She's* coming *this* week".

*that* She said that *she was* coming *that* week.

This becomes

*This* and *That* used as adjectives usually change to *The*.

For example- He said, "I bought *this* pearl/*these* pearls for my mother".

He said that *he* had bought *the* pearl/*the* pearls for his mother.

*This* and *These* used as pronouns can become *it*, *they/them*.

For example- He came back with two knives and said, "I found *these* beside the king's bed".

He came back with two knives and said he had found *them* beside the king's

bed. He said, "We will discuss *this* tomorrow".

He said that they would discuss *it* (the matter) the next day.

## 3. CHANGES IN THE VERB FORM:

<b>Simple present</b> Ravi said, " <i>I play</i> the guitar"	<b>Simple past</b> Ravi said that <i>he plays</i> the guitar.
<b>Present Continuous</b> S/he said, " <i>I am</i> writing a letter".	<b>Past continuous</b> She said that <i>s/he was</i> writing a letter.
<b>Present perfect simple</b> Mukul said, "I <i>have</i> received an invitation letter to attend a seminar."	<b>Past perfect simple</b> Mukul said that he <i>had</i> received an invitation letter to attend a seminar.
<b>Present perfect continuous</b> Shruti confided, " <i>I have been</i> busy writing a book on different food habits."	<b>Past perfect continuous</b> Shruti confided that <i>she had been</i> busy writing a book on different food habits.



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<b>Simple past</b> Madhu said, "I <i>went</i> to the school yesterday"	<b>Past perfect</b> Madhu said that she <i>had gone</i> to the school the previous day.
<b>Past continuous</b> Rudra said, "I was reading an article on the importance of life skills"	<b>Past perfect continuous</b> Rudra said that he had been reading an article on the importance of life skills.



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<p><b>Past perfect</b></p> <p>Raktim said, “ the play had started when I reached the theatre”</p>	<p><b>No Change in the verb.</b> Only the pronoun changes from <i>I</i> to <i>he</i> here.</p>
<p><b>Future Time (Simple)</b></p> <p>Rudra said, “ I <i>shall/ will</i> meet Suman on tuesday over dinner”</p>	<p><b>Conditional</b></p> <p>Rudra said that <i>would</i> meet Suman on tuesday over dinner.</p>
<p><b>Future Continuous</b></p> <p>“I <i>will/shall be using</i> the car myself on the 24h”, she said.</p>	<p><b>Conditional Continuous</b></p> <p>She <i>said (that) she'd be using</i> the car herself on the 24th.</p>

**NOTE:** All those changes represent the distancing effect of the reported speech. Context as well as the time aspect of the speaker(s)'s point of view must be taken into account while changing the narration.

#### 4. MODAL VERBS CHANGE:

<p><b>Will</b></p> <p>He said, “Ravi <i>will</i> speak on time”.</p>	<p><b>Would</b></p> <p>He said that Ravi <i>would</i> speak on the importance of English.</p>
<p><b>Can</b></p> <p>He said, “I <i>can</i> swim under water for two minutes.”</p>	<p><b>Could</b></p> <p>He said that he <i>could</i> swim under water for two minutes.</p>
<p><b>Must</b></p> <p>Smriti said, “ the books <i>must</i> be returned to the library co-ordinator”</p>	<p><b>Had to</b></p> <p>Smriti said that the books <i>had to</i> be returned to the library co-ordinator.</p>



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<b>Shall</b> He said, "We <i>shall</i> meet for lunch sometime soon."	<b>Should</b> He said that we <i>should</i> meet for lunch sometime soon.
<b>May</b> Rudra asked, " <i>May</i> I take the pictures?"	<b>Might</b> Rudra asked if <i>he might</i> take the pictures.

**NOTE:** Past modal verbs (could, might, ought to, should, used to, etc. ) do not normally change in reported speech.

He said, "I might come".  
He said that he might come.

He said, "I would help him if I could".  
He said that he would help him if he could.

He said, "You needn't wait".  
He said that I needn't wait.

## 5. IMPERATIVES:

<b>Positive imperative</b> Shut up!	<b>Tell + infinitive</b> He told me to shut up.
<b>Negative imperative</b> Don't do that again!	<b>Tell+ not +infinitive</b> He told me not to do that again.
<b>Imperatives as requests</b> Please give a glass of water.	<b>Ask + imperatives</b> He asked me to give him a glass of water.



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## 6. EXPRESSION OF **TIME** AND **PLACE** IN INDIRECT SPEECH:

Direct Speech	Indirect Speech
Today	That day
Yesterday	The day before
The day before yesterday	Two days before
Tomorrow	The next day/the following day
The day after tomorrow	In two day's time
Next week/year	The following week/ year
Last week/ year	The previous week/ year
A year ago	A year before/ the previous year
ago	Previously/ before
2 weeks ago	2 weeks previously/2 weeks before
tonight	that night
last Saturday	the previous Saturday/ the Saturday before
next Saturday	the following Saturday/ the Saturday after that Saturday

### Examples:

"I went to the theatre *last night*."

He said he had gone to the theatre *the night before*. "I'm having a party *next weekend*."

He said he was having a party *the next weekend*. "I'm staying here until *next week*."

He said he was staying there until *the following week*. "I came over from



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London *3 years ago*."

He said he had come over from London *3 years before*.

## 7. QUESTIONS IN INDIRECT SPEECH

Direct question: He said, "Where is

she going?"

Indirect question: He asked where

she was going. **RULES:**

1. When we turn direct questions into indirect speech, the following changes are necessary: a). *Tenses, Pronouns and Possessive Adjectives, and Adverbs of time and place* change as in statements.

b). The *interrogative form* of the verb changes to the *affirmative form*. c). *The question mark is omitted in indirect questions*.

2. If the introductory verb is *say*, it must be changed to a verb of *inquiry*, e.g. *ask, wonder, want to know etc.*

He *said*, "Where is the station?" He *asked* where the station was.

3. *Ask* can be *followed by the person addressed (indirect object)*: He *asked*, "What have you got in your bag?"

He *asked (me)* what I had got in my bag. (But *wonder* and *want to know cannot take an indirect object*, so if we wish to report a question where the person addressed is mentioned, we must use *ask*.)

He *said*, "Mary, when is the next train?" He *asked* Mary when the next train was.

4. If the direct question begins with a question word (*when, where, who, how, why* etc.) the question word is repeated in the indirect question:

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He said, "*Why* didn't you put on the brake?" He asked (her) *why* she hadn't put on the brake. She said, "*What* do you want?" She asked (them) *what* they wanted.

6. If there is no question word, *if* or *whether* must be used:

"Is anyone there?" *he asked*

He *asked if/whether* anyone was there.

## 8. COMMANDS, REQUESTS, ADVICE IN INDIRECT SPEECH:

Direct command: He *said*, "Lie down, Tom".

Indirect command: He *told* Tom to lie down.

*Indirect commands, requests, advice* are usually expressed by a verb of *command/request/advice + object + infinitive*.

A. The following verbs can be used: *advise, ask, beg, command, order, remind, tell, warn etc.*

For example- He *said*, "take your medicines

regularly, Tom." He *advised* Tom to

take his medicines regularly.

B. *Negative commands, requests etc.* are usually reported by *not + infinitive*:

"Don't swim out too far, boys", I *said*

I *warned/told* the boys not to swim out too far.

## 9. EXCLAMATIONS IN INDIRECT SPEECH:

i) Exclamations usually become statements in indirect speech. The exclamation mark disappears.

Exclamations beginning with *What (a) ... or How ...* can be reported by: - *exclaim/say* that:





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He *said*, "What a dreadful idea!" or "How dreadful!" He *exclaimed* that it was a dreadful idea/was dreadful.

*To give an exclamation of delight/disgust/horror/relief/surprise etc.* if the exclamation is followed by an action *we can use the construction with an exclamation of delight/disgust* etc.

*+ he/she etc. + verb.*

Other types of exclamation such as *Good! Marvellous! Splendid! Heavens! Oh! Ugh!* etc. can be reported as in (b) or (c) above:

"Good!" he *exclaimed*.

He gave an *exclamation of*

*pleasure/satisfaction*. "Ugh!" she

*exclaimed*, and turned the programme

off.

With an *exclamation of disgust* she turned the programme off.

Note also: He *said*, "Thank you!"

He *thanked me*.

He *said*,

"Good

luck!" He

*wished*

*me luck*.

He *said*, "Happy Christmas!"

He *wished me a happy Christmas*.

He *said*,



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*"Congratulation*

*s!"He*

*congratulated*

*me.*

He

*said,*

*"Liar!"*

He

*called*

*me a*

*liar.*

He

said,

*"Dam*

*n!"He*

*swore*

.

The *notice said: WELCOME*

*TO WALES!*The *notice*

*welcomed visitors to Wales.*

## 10. YES AND NO IN INDIRECT SPEECH

*"yes"* and *"no"* are expressed in indirect speech by **subject + appropriate**

**auxiliary verb.**He said, "*Can* you swim?" and I said "No"

He asked (me) if I *could* swim and I said I *couldn't*.

He said, "*Will you have* time to do it?" and I said "*Yes*"

He asked if *I would have* time to do it and I said that I *would*.

## 11. OFFERS AND SUGGESTIONS IN INDIRECT SPEECH

### A. OFFERS:



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“*Shall* I bring you some tea?” could be reported as He *offered* to bring me some tea.

## B. SUGGESTIONS:

“*Shall* we meet at the theatre?” could be reported He *suggested* meeting at the theatre.

## C. INDIRECT SPEECH: MIXED TYPES:

Direct speech may consist of **statement + question, question + command, command + statement, or all three together.**

Normally each requires its own introductory verb. “I **don’t know the way. Do you?**” he asked.

He said **he didn’t know the way and asked her if she did/if she knew it.**

He said, “Someone is coming. Get behind the screen.”

He said that someone was coming and told me to get behind the screen.

## D. SAY AND TELL AS INTRODUCTORY VERBS:

a. *say* and *tell* with direct speech.

1. *say* can introduce a statement or follow it.

Tom *said*, “I’ve just heard the news”.or

“I’ve just heard the news”, Tom *said*.

Inversion of *say* and *noun subject is possible when say follows*

*the statement*. “I’ve just heard the news”, said Tom.

*say + to + person addressed* is possible, but this phrase must follow the direct statement; *it cannot introduce it*.

“I’m leaving at once”, Tom said to me. Inversion is not possible here.



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2. *Tell* requires the person addressed. *Tell me. He told us. I'll tell Tom.*

Except with *tellies/stories/the truth/the time*, when the person addressed need not to be mentioned.

He told (me) lies.

I'll tell (you) a story.

*Tell* used with direct speech must be placed after the direct statement: "I'm leaving at once", Tom told me.

Inversion is not possible with tell.

*Say* and *Tell with indirect speech*, Indirect statements are normally introduced by say, or tell

+ object. Say + to + object is possible but less usual than

tell + object. He *said* he'd just heard the news.

He *told* me that he'd just heard the news.

**NOTE:** tell ... how/about:

He *told us how he had crossed*

the mountains. He *told us about*

*crossing* the mountains.

He *told us about his* journeys.

## TAKE AWAY POINTS:

1. There two ways to convey a message of a person, or the words spoken by a person to otherperson.
2. There are two types of - Direct Speech and Indirect Speech.
3. In direct speech the original words of person are narrated (no change is made) and are enclosed in quotation mark.
4. In indirect speech the statement of the person is not enclosed in quotation marks, the word "that" may be used before the statement to show that it is



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indirect speech.

## Change the Narration

### EXERCISES

1. These people are saying these things. Report them, using *says that*.

a. Paul: "Atlanta is a wonderful city."

---

b. Ruth: "I go jogging every morning."

---

2. People made these statements. Report them, using *said*.

a. "Mary works in a bank", Jane said.

---

b. "I'm staying with some friends", Jim said.

---

3. Report what the guests said at a wedding last Sunday.

a. Miss Moore: "They'll make a lovely couple."

---

b. Mr Smith: "They're going to live in Brighton."

---

4. Change the following statements into the reported speech.

a. "I must go to the dentist tomorrow", he said.

---

b. "I found an old Roman coin in the garden yesterday and I am going to take it to themuseum this afternoon", he said.

---



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5. Write these sentences in indirect speech.

a. "I'm very tired", she said.

---

b. "I'll see them soon", he said.

---

c. "I'm going to the cinema", she said.

---

d. "I see the children quite often", he said.

---

e. "I'm having a bath", she said.

---

## CHANGE THE VOICE:

**1. Complete the sentences with the correct passive form of the verbs in brackets. Use the Present Simple.**

a. English \_\_\_\_\_ (speak) in many countries.

b. The post \_\_\_\_\_ (deliver) at about 7 o'clock every morning.

c. \_\_\_\_\_ (the building/use) any more?

d. How often \_\_\_\_\_ (the Olympic Games/hold)?

e. How \_\_\_\_\_ (your name/spell)?

**2. Complete the sentences with the correct passive form of the verbs in brackets. Use the Past Simple.**

a. My car \_\_\_\_\_ (repair) last week.

b. This song \_\_\_\_\_ (not write) by John Lennon.

c. \_\_\_\_\_ (the phone/answer) by a young girl?



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d. The film \_\_\_\_\_ (make) ten years ago.

e. When \_\_\_\_\_ (tennis/invent)?

### 3. Change the following sentences into passive sentences using the words in brackets.

a. We sell tickets for all shows at the Box Office. (Tickets for all shows/sell/at the Box Office)

---

b. Thomas Edison invented the electric light bulb. (The electric light bulb/invent/by Thomas Edison)

---

c. Someone painted the office last week. (The office/paint/last week)

---

d. Several people saw the accident. (The accident/see/by several people)

---

e. Where do they make these video recorders? (Where/these video recorders/make)

---