The verbs 'said', 'asked' and 'exclaimed' used to report the words of the speaker, are referred to as the reporting verbs. These reporting verbs depend on the type of sentence reported. The verb 'said' or 'told' are used to report statements, 'asked' is used when the reported sentence happens to be a question, 'requested' or 'ordered' is used when it is a request or command, and 'exclaimed' is used in case of exclamatory sentences.

Besides the above commonly used reporting verbs, there are some other reporting verbs that are also used in different types of sentences:

- *Statements* (affirmative and negative): affirm, state, declare, assert, propose, assure, announce, protest, swear, agree, allege, promise, remark, remind, explain, etc.
- *Questions:* enquire(of someone), question, query, etc.
- *Commands and requests:* command, direct, forbid, warn, ask, beg, plead, pray, advise, etc.
- *Exclamations:* cry, scream, etc.

When the verb in the sentence in direct speech comes with the auxiliary verb 'will' (or 'shall') to indicate future action, the auxiliary changes to its past tense form 'would'.

Direct Speech: The secretary said, "The managing director will come."

Indirect Speech: The secretary said that the managing director would come.

When sentences are changed from direct to indirect speech, personal and possessive pronouns also change their form. The change depends on who the speaker, the person spoken to and the person reporting the speech are.

Direct Speech: The worker said to the supervisor, "Will you give me material?"

Indirect Speech: The worker asked the supervisor whether he would give him material.

Direct Speech: You said, "Raju, stop taking my things without asking me."

Indirect Speech: You ordered Raju to stop taking your things without asking you.

Direct Speech: She said, "My brother has gone out."

Indirect Speech: She said that her brother had gone out.

TRANSFORMATION OF SENTENCES

English Language is rich because of variety of sentences. The form of the sentence can be changed without changing the meaning of the sentence. A phrase can be expanded into a clause and a clause contacted into a phrase. Following are some of the listed examples of transformation of sentences.

1. Conversion of Simple Sentences to Compound Sentences

Simple : We must work very hard to achieve the target.

Compound : We must work very hard or we shall not achieve the target.

Simple : The supervisor complained against the worker to the highest authorities for showing disobedience.

Compound : The worker showed disobedience and the supervisor complained against him to the higher authorities.

2. Conversion of Simple Sentences to Complex

Simple : His silence proves his guilt.

Complex : The fact that he is silent proves his guilt.

Simple : The team worked very hard to meet the deadline.

Complex : The team worked very hard so that they might meet the deadline.

3. Conversion of compound sentences into complex sentences

Compound : The management aimed to achieve the target and worked hard.

Complex : The management worked hard so that they might achieve the target.

Compound : Do you best and You will never regret.

Complex : By doing your best, you will never regret.

Compound : Be diligent and you will succeed.

Complex : You will succeed if you are diligent.

Compound : Give me the book and I will read it.

Complex : If you give me the book, I will read it.

Compound : Be just, fear not.

Complex : If you are just, you need not fear.

Compound : Listen to me and I will tell you all.

Complex : If you listen to me, I will tell you all.

Compound : Be aware and alert to your surrounding circumstances, you will be wise.

Complex : If you are aware and alert to your surrounding circumstances, you will be wise.

4. Conversion of Complex sentences into Compound sentences

Complex : We can prove that the clerk has committed the fraud.

Compound : The clerk has committed the fraud and we can prove it.

Complex : I know what you told him.

Compound : You told him something. I know that.

Complex : We eat so that we may live.

Compound : We have to live so we have to eat.

Complex : He failed because he was so rash.

Compound : he was too rash and therefore failed.

Complex : He was educated in Management Institute where he learned to manage the things.

Compound : He was educated in Management Institute and there he learned to manage the things.

5. Sentences containing the adverbs too

- The products are too cheap to good.
  The products are so cheap that they cannot be good.
- The tree is too high for me to climb.
  The tree is so high that I cannot climb.
- He speaks too fast to be understood.
  He speaks so fast that he can not be understood.

6. Interchange of the degrees of Comparison

Positive	:	This razor is not as sharp as that one.
Comparative	:	This razor is sharper than that one.
Positive	:	No worker is as hardworking as Rahul.
Comparative	:	Rahul is more hardworking than all other workers.
Superlative	:	Rahul is the most hardworking worker.

7. Interchange of Active and Passive Voice

Active	:	The workers will elect Ram as their leader.
Passive	:	Ram will be elected by workers as their leader.
Active	:	Who taught you management ?
Passive	:	By whom was management taught to you ?
Active	:	The President gave award to the CEO.
Passive	:	The CEO was given the award by the President.
Active	:	One should keep one's promise.
Passive	:	Promise should be kept.
Active	:	I know the supervisor.
Passive	:	The supervisor is known to me.
Active	:	The audience loudly cheered the CEO's speech.
Passive	:	The CEO's speech was loudly cheered by the audience.

8. Interchange of Affirmative and Negative Sentences

Affirmative	:	I am doubtful whether the job has been done or not.
Negative	:	I am not sure whether the job has been done or not.
Affirmative	:	Dean Simonton is the most knowledgeable psychologist about creativity.
Negative	:	No other psychologist is as knowledgeable an Dean Simonton is.

9. Interchange of Interrogative and Assertive Sentences

Interrogative : Why waste time in reading trash ?

Assertive : It is foolish to waste time in reading trash.

Interrogative : Do we mean to work in organization just for getting money ?

Assertive : We do not work in organization just for getting money.

10. Transformation of Direct Speech to Indirect Speech Sentences

Direct : The worker said to the supervisor, "I am sick."

Indirect : The worker told the supervisor that he was sick.

Direct : The manager said, "The Board of Director is considering the declaration of dividend."

Indirect : The manager said that the Board of Director was considering the declaration of dividend.

Direct : The CEO said, "The government has cleared the project."

Indirect : The CEO said that the government had cleared the project.

Direct : He said, "I shall write the report"

Indirect : He said that he would write the report.

Direct : The manager said, "The worker died in the night."

Indirect : The manager said that the worker had died in the night.

Direct : The Teacher said, "The earth revolves around the sun."

Indirect : The Teacher said that the earth revolves around the sun.

Direct : The supervisor said, "I know the addresses of the workers."

Indirect : The supervisor said that he knows the addresses of the workers.

Direct : The Supervisor said, "I know the addresses of the workers".

Indirect : The Supervisor said that he knows the addresses of the workers.

Direct : The manager says, "The typist is typing the report."

Indirect : The manager says that the typist is typing the report.

Direct : The M.D. says, "The company has achieved the target."

Indirect : The M.D. says that the company has achieved the target.

Direct : He said to me, "I am going to Kolkata."

Indirect : He told me that he was going to Kolkata.

Direct : He said to me, "You will also go with me to Kolkata."

Indirect : He told me that I should also go with him to Kolkata.

Direct : Ramesh said, "I feel pleasure to be here this morning."

Indirect : Ramesh said that he felt pleasure to be there that morning.

Direct : The CEO said to the General Manager, "What is the profitability position of the company ?"

Indirect : The CEO enquired of the General Manager what the profitability position of the company was.

Direct : The Salesman said to the customer, "Please buy this cloth."

Indirect : The Salesman requested the customer to buy that cloth.

Direct : The manager said to the peon, "Call the clerk."

Indirect : The manager commanded the peon to call the clerk.

Direct : The CEO said to the managers, "Bravo ! You have done well."

Indirect : The CEO applauded the managers saying that they had done well.

REVIEW OF CHAPTER

Effective writing demands mastery over different types of sentences. For this, students are supposed to know the art of transforming sentences that covey the same sense. The English Language is rich because of variety of sentences. The form of the sentence can be changed without changing the meaning of the sentence. A phrase can be expanded into a clause and a clause contacted into a phrase. This requires mastery over grammatical rules, knowledge about the nature and types of sentences, knowledge of active and passive voice, etc. Students should master the art of transforming the sentences.

EXERCISE

1. Convert the following complex sentences into compound sentences:

(a) Unless you work hard you cannot pass.

(b) She left the hall when the lights went off

(c) Unless we run we shall miss the train.

(d) You may go when you have finished the job.

(e) Unless you state clearly, I cannot understand.

(f) You might admire a bad man though we cannot admire a weak one.

(g) Because you called me, I am here.

(h) If you are careful, you will be healthy.

Answers:

(a) You should work hard so that you may pass.

(b) The lights went off and she left the hall.

(c) We should run, otherwise we shall miss the train.

(d) Finish the job and you may go.

(e) You should speak clearly so that I may understand

(f) We cannot admire a weak man, but you might admire a bad man.

(g) You called me and I am here.

(h) Be careful and you will be healthy.

2. Convert the following compound sentences into complex sentences

(a) Work hard and you will be successful.

(b) The cyclist took rest and then went to his home.

(c) The earth is round, and we can prove it.

(d) You took rest now and you may go on for the work.

(e) He received a telegram and he left in taxi.

(f) He has recovered from illness, and I am glad of it.

(g) I have told him to be quiet, but he has taken no notice of it.

Answers :

(a) If you work hard, you will be successful.

(b) When the cyclist had taken rest, he went to his home.

(c) We can prove that the earth is round

(d) As you have taken rest, you may go on for the work.

(e) As he received a telegram, he left in taxi.

(f) I am glad because he has recovered from illness.

(g) Though I told him to be quiet, yet he took no notice of it.

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