



## Using reported speech

CAPS: Grade 4, Term 3

### Language Structures & Conventions

Begins to recognise and use reported speech

#### Note

In writing, when someone speaks, we use quotation marks to show what they say. This is called direct speech.

Reported speech is indirect speech. We take what the person says, and report it to someone else without using quotation marks.

### Using punctuation correctly in direct speech

#### Example

Busi says, "We need more books in our classroom."

Note that whatever Busi says is placed between **quotation marks**. There is always a **comma** after 'says', before the opening **quotation marks**. Start the quotation with a capital letter and end with a full stop, before closing the **quotation marks**.

There are certain rules to follow when changing from direct speech to reported speech:

#### Example

Busi says **that** they need more books in their classroom.

- \* Quotation marks disappear.
- \* The word **that** appears.
- \* Pronouns change: 'We' changes to 'they'.
- \* Possessive adjectives change: 'our' changes to 'their'.
- \* Therefore, first person direct speech changes to third person reported speech.



## Activity 1

Mrs Bheki says (to her class), "You must rewrite all the direct speech into reported speech in the space that I have provided for you."

Reported speech:

Mrs Bheki says (to her class) **that they** must rewrite all the direct speech into reported speech in the space that **she** has provided for **them**.



Rewrite into reported speech:

- ① Sibu says, "I want to learn more about reported speech."

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- ② Stella says, "We are very lucky."

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- ③ Katleho says, "I have to learn all my rules."

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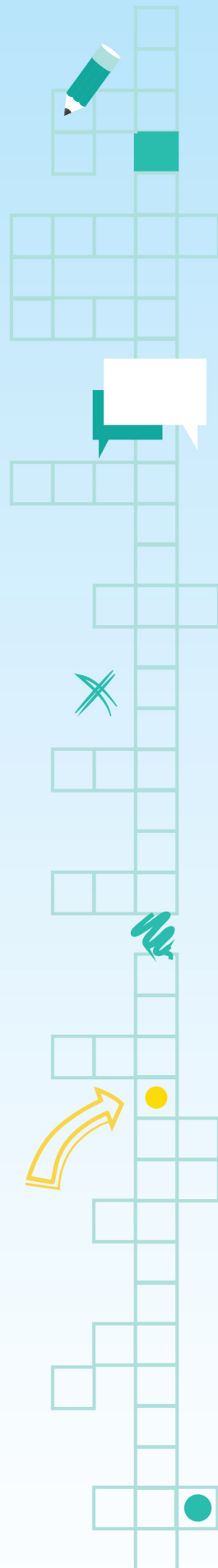
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- ④ Leticia says, "I have started remembering my rules for direct speech."

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## Activity 2

Choose the appropriate pronouns or possessive adjectives from the word well to complete the reported speech.

them  
she

his  
~~He~~

She  
her

they  
their

Themba's teacher has given the class a project. He says to his mom that

\_\_\_\_\_ and a friend have to complete the project by Friday. Themba's mom says that the boys should start straight away. \_\_\_\_\_ says that if \_\_\_\_\_ finish \_\_\_\_\_ project before Friday, \_\_\_\_\_ will take \_\_\_\_\_ to the farm with \_\_\_\_\_ on Friday afternoon.

### Teacher Tip



Reported speech is a difficult concept for pupils to grasp. Start with present tense direct speech, and change to reported speech. (This lesson revises all rules.) Only when pupils have practised changing from direct to reported speech – and vice versa – in the present tense should you introduce the past tense. For example: Lena said, "I understand the lesson." This changes to: Lena said that she understood the lesson.