

Direct speech is when we write down the exact speech that a speaker uses. Indirect speech reports what was said.

Direct speech

"I have completed the work", said Ralph.
"It was a wonderful show", explained Emily.
"Can you move your car?" asked Geoff.

Indirect speech reports what was said, not using the exact words.

Ralph said that he had finished the work.
Emily explained that it was a wonderful show.
Geoff asked you to move the car.

Dashes — and hyphens -

The dash is used to show a distinct break in a sentence.

The ship was thrown onto the rocks, broke up and sank within a few minutes — not one survivor was found.

Hyphens are used in some compound words.
non-English speaking mother-in-law
five-eighths full-time work

1. Are these sentences direct or indirect speech?

a The man replied that he had been to the dentist.

b "Where did you put my axe?" asked the woodcutter.

c The woman complained that the boat was very uncomfortable.

2. Change the following to indirect speech.

a "I have done that many times", said Alan.

b The announcer said, "The game is under way".

The girl cried, "I think I've lost it".

3. Change from indirect to direct speech.

a The proud athlete claimed that he had never been beaten in a 5000 metre race.

b The woman next to Tim stated that the shop was the best in town.

c Without delay, Alan replied that he would finish the work.

4. Add punctuation to the following sentences.

a who walked on the wet paint asked the workman angrily
b how was the window broken asked the woman in the green house
c where enquired the tall stranger could I purchase a roll of film