

Core idea

Rule: Direct speech gives exact words; indirect speech reports the meaning without quotation marks.

SSC Shortcut: Shortcut: identify speaker, listener, reporting verb and sentence type first.

7 SSC Examples

1. He said, "I am tired." → He said that he was tired.
2. She said, "I like tea." → She said that she liked tea.
3. Ravi said, "I have a car." → Ravi said that he had a car.
4. They said, "We are ready." → They said that they were ready.
5. Meena said, "I can swim." → Meena said that she could swim.
6. Arun said, "I will come." → Arun said that he would come.
7. The boy said, "I lost my book." → The boy said that he had lost his book.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

3-step formula

Rule: Conversion follows Connector → Pronoun → Tense, followed by time/place changes.

SSC Shortcut: Shortcut: CPT = Connector, Pronoun, Tense.

7 SSC Examples

1. He said, "I am busy." → He said that he was busy.
2. She said to me, "I know you." → She told me that she knew me.
3. Ravi said, "I will finish tomorrow." → Ravi said that he would finish the next day.
4. She asked, "Are you ready?" → She asked if I was ready.
5. He said, "Open the gate." → He told me to open the gate.
6. Mother said, "Do not waste time." → Mother told me not to waste time.
7. Ali said, "I met him yesterday." → Ali said that he had met him the previous day.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Present reporting verb

Rule: With says/say/will say, tense usually remains unchanged.

SSC Shortcut: Example: He says, "I am ready." → He says that he is ready.

7 SSC Examples

1. He says, "I am ready." → He says that he is ready.
2. She says, "I work here." → She says that she works there.
3. Ravi says, "I have finished." → Ravi says that he has finished.
4. They say, "We are studying." → They say that they are studying.
5. He will say, "I know the answer." → He will say that he knows the answer.
6. She says, "I can help." → She says that she can help.
7. Mother says, "I will return soon." → Mother says that she will return soon.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Past reporting verb

Rule: With said/told/asked in the past, tense normally moves one step back.

SSC Shortcut: Shortcut: past reporting verb = check every tense for backshift.

7 SSC Examples

1. He said, "I am tired." → He said that he was tired.
2. She said, "I work hard." → She said that she worked hard.
3. He said, "I have finished." → He said that he had finished.
4. Ravi said, "I saw him." → Ravi said that he had seen him.
5. She said, "I was sleeping." → She said that she had been sleeping.
6. He said, "I will come." → He said that he would come.
7. They said, "We can win." → They said that they could win.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

First-person pronouns

Rule: I/me/my/mine/myself generally follow the subject of the reporting verb.

SSC Shortcut: Shortcut: first person = speaker.

7 SSC Examples

1. Ravi said, "I am ready." → Ravi said that he was ready.
2. Neha said, "My bag is new." → Neha said that her bag was new.
3. Arun said, "I lost my phone." → Arun said that he had lost his phone.
4. She said, "Give me my book." → She asked him to give her her book.
5. Rahul said, "I hurt myself." → Rahul said that he had hurt himself.
6. Priya said, "My brother helps me." → Priya said that her brother helped her.
7. The man said, "I know my duty." → The man said that he knew his duty.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Second-person pronouns

Rule: you/your/yours/yourself generally follow the object of the reporting verb.

SSC Shortcut: Shortcut: second person = listener.

7 SSC Examples

1. She said to me, "You are late." → She told me that I was late.
2. He said to Ravi, "You know me." → He told Ravi that Ravi knew him.
3. Mother said to me, "Your room is clean." → Mother told me that my room was clean.
4. She said to him, "I like your car." → She told him that she liked his car.
5. The teacher said to us, "You are improving." → The teacher told us that we were improving.
6. Ravi said to me, "I will help you." → Ravi told me that he would help me.
7. She said to them, "I need your support." → She told them that she needed their support.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Third-person pronouns

Rule: he/she/they and related forms normally remain unchanged unless context requires a change.

SSC Shortcut: Shortcut: third person = usually unchanged.

7 SSC Examples

1. He said, "She is honest." → He said that she was honest.
2. Ravi said, "They are ready." → Ravi said that they were ready.
3. She said, "He helped me." → She said that he had helped her.
4. Anita said, "They will come." → Anita said that they would come.
5. He said, "It is useful." → He said that it was useful.
6. She said, "His car is new." → She said that his car was new.
7. They said, "Her answer is correct." → They said that her answer was correct.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Pronoun triangle

Rule: First person follows speaker; second follows listener; third usually stays unchanged.

SSC Shortcut: SSC trap: never change pronouns mechanically.

7 SSC Examples

1. Ravi said to me, "I will help you." → Ravi told me that he would help me.
2. She said to him, "I know your brother." → She told him that she knew his brother.
3. He said, "My friend likes them." → He said that his friend liked them.
4. Neha said to me, "You can use my pen." → Neha told me that I could use her pen.
5. Arun said, "We finished our work." → Arun said that they had finished their work.
6. She said to us, "I trust you." → She told us that she trusted us.
7. They said, "We know him." → They said that they knew him.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Statement connector

Rule: Ordinary statements commonly take that.

SSC Shortcut: Shortcut: statement = that.

7 SSC Examples

1. He said, "I am happy." → He said that he was happy.
2. She said, "I know him." → She said that she knew him.
3. Ravi said, "I have a plan." → Ravi said that he had a plan.
4. They said, "We are ready." → They said that they were ready.
5. She said to me, "I like this book." → She told me that she liked that book.
6. He said, "I will return." → He said that he would return.
7. Mother said, "Dinner is ready." → Mother said that dinner was ready.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Said versus told

Rule: Said can stand without an object; told normally needs an object.

SSC Shortcut: Wrong: He told that... Correct: He told me that...

7 SSC Examples

1. He said, "I am ill." → He said that he was ill.
2. He told me, "I am ill." → He told me that he was ill.
3. She said to Ravi, "I am ready." → She told Ravi that she was ready.
4. They said, "We agree." → They said that they agreed.
5. The teacher told us, "Work hard." → The teacher told us to work hard.
6. Ravi said to me, "I know you." → Ravi told me that he knew me.
7. She said, "I need help." → She said that she needed help.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Said to conversion

Rule: Said to + person commonly becomes told + person for statements.

SSC Shortcut: Shortcut: said to Ravi → told Ravi.

7 SSC Examples

1. He said to me, "I am busy." → He told me that he was busy.
2. She said to Ravi, "I know you." → She told Ravi that she knew him.
3. Father said to me, "You are late." → Father told me that I was late.
4. Teacher said to the boys, "Work hard." → Teacher told the boys to work hard.
5. She said to him, "I will help you." → She told him that she would help him.
6. He said to her, "You are right." → He told her that she was right.
7. Mother said to me, "Do not worry." → Mother told me not to worry.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Present simple

Rule: Present Simple normally becomes Past Simple after a past reporting verb.

SSC Shortcut: Shortcut: V1 → V2.

7 SSC Examples

1. She said, "I work hard." → She said that she worked hard.
2. He said, "I play cricket." → He said that he played cricket.
3. Ravi said, "I live here." → Ravi said that he lived there.
4. She said, "I do not smoke." → She said that she did not smoke.
5. They said, "We like music." → They said that they liked music.
6. Anita said, "I teach English." → Anita said that she taught English.
7. He said, "I know the answer." → He said that he knew the answer.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Present continuous

Rule: Present Continuous normally becomes Past Continuous.

SSC Shortcut: Shortcut: am/is/are + ing → was/were + ing.

7 SSC Examples

1. He said, "I am reading." → He said that he was reading.
2. She said, "I am cooking." → She said that she was cooking.
3. They said, "We are waiting." → They said that they were waiting.
4. Ravi said, "I am studying." → Ravi said that he was studying.
5. She said, "They are playing." → She said that they were playing.
6. He said, "You are working." → He said that I was working.
7. Mother said, "The children are sleeping." → Mother said that the children were sleeping.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Present perfect

Rule: Present Perfect normally becomes Past Perfect.

SSC Shortcut: Shortcut: has/have + V3 → had + V3.

7 SSC Examples

1. She said, "I have finished." → She said that she had finished.
2. He said, "I have seen him." → He said that he had seen him.
3. Ravi said, "I have lost my pen." → Ravi said that he had lost his pen.
4. They said, "We have completed the task." → They said that they had completed the task.
5. She said, "He has arrived." → She said that he had arrived.
6. Mother said, "Dinner has been prepared." → Mother said that dinner had been prepared.
7. He said, "I have never tried it." → He said that he had never tried it.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Present perfect continuous

Rule: Present Perfect Continuous normally becomes Past Perfect Continuous.

SSC Shortcut: Shortcut: **has/have been + ing** → **had been + ing**.

7 SSC Examples

1. He said, "I have been waiting." → He said that he had been waiting.
2. She said, "I have been studying." → She said that she had been studying.
3. Ravi said, "I have been working here." → Ravi said that he had been working there.
4. They said, "We have been travelling." → They said that they had been travelling.
5. She said, "I have been learning English." → She said that she had been learning English.
6. He said, "I have been looking for you." → He said that he had been looking for me.
7. Mother said, "I have been cooking for an hour." → Mother said that she had been cooking for an hour.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Past simple

Rule: Past Simple normally becomes Past Perfect in standard narration conversion.

SSC Shortcut: Shortcut: V2 → had + V3.

7 SSC Examples

1. He said, "I saw him." → He said that he had seen him.
2. She said, "I bought a dress." → She said that she had bought a dress.
3. Ravi said, "I finished the work." → Ravi said that he had finished the work.
4. They said, "We won the match." → They said that they had won the match.
5. She said, "I met her." → She said that she had met her.
6. He said, "I wrote a letter." → He said that he had written a letter.
7. Anita said, "I lost my keys." → Anita said that she had lost her keys.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Past continuous

Rule: Past Continuous normally becomes Past Perfect Continuous.

SSC Shortcut: Shortcut: was/were + ing → had been + ing.

7 SSC Examples

1. She said, "I was sleeping." → She said that she had been sleeping.
2. He said, "I was working." → He said that he had been working.
3. They said, "We were playing." → They said that they had been playing.
4. Ravi said, "I was waiting." → Ravi said that he had been waiting.
5. She said, "They were talking." → She said that they had been talking.
6. He said, "You were crying." → He said that I had been crying.
7. Mother said, "The children were studying." → Mother said that the children had been studying.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Past perfect

Rule: Past Perfect normally remains Past Perfect.

SSC Shortcut: Shortcut: had + V3 stays had + V3.

7 SSC Examples

1. He said, "I had finished." → He said that he had finished.
2. She said, "I had seen him." → She said that she had seen him.
3. Ravi said, "I had lost my bag." → Ravi said that he had lost his bag.
4. They said, "We had won." → They said that they had won.
5. She said, "He had left." → She said that he had left.
6. He said, "I had completed the task." → He said that he had completed the task.
7. Mother said, "I had cooked dinner." → Mother said that she had cooked dinner.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Past perfect continuous

Rule: Past Perfect Continuous normally remains unchanged.

SSC Shortcut: Shortcut: had been + ing stays the same.

7 SSC Examples

1. He said, "I had been waiting." → He said that he had been waiting.
2. She said, "I had been studying." → She said that she had been studying.
3. Ravi said, "I had been working." → Ravi said that he had been working.
4. They said, "We had been travelling." → They said that they had been travelling.
5. She said, "I had been living there." → She said that she had been living there.
6. He said, "I had been searching for you." → He said that he had been searching for me.
7. Mother said, "I had been cooking." → Mother said that she had been cooking.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Future simple

Rule: Will + V1 normally becomes would + V1.

SSC Shortcut: Shortcut: will → would.

7 SSC Examples

1. He said, "I will come." → He said that he would come.
2. She said, "I will help you." → She said that she would help me.
3. Ravi said, "I will finish tomorrow." → Ravi said that he would finish the next day.
4. They said, "We will win." → They said that they would win.
5. She said, "I will call him." → She said that she would call him.
6. He said, "I will buy a car." → He said that he would buy a car.
7. Mother said, "I will return soon." → Mother said that she would return soon.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Future continuous

Rule: Will be + ing normally becomes would be + ing.

SSC Shortcut: Shortcut: will be → would be.

7 SSC Examples

1. She said, "I will be travelling." → She said that she would be travelling.
2. He said, "I will be working." → He said that he would be working.
3. Ravi said, "I will be studying." → Ravi said that he would be studying.
4. They said, "We will be waiting." → They said that they would be waiting.
5. She said, "I will be sleeping." → She said that she would be sleeping.
6. He said, "I will be attending the meeting." → He said that he would be attending the meeting.
7. Mother said, "I will be cooking at six." → Mother said that she would be cooking at six.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Future perfect

Rule: Will have + V3 normally becomes would have + V3.

SSC Shortcut: Shortcut: will have → would have.

7 SSC Examples

1. He said, "I will have finished." → He said that he would have finished.
2. She said, "I will have arrived." → She said that she would have arrived.
3. Ravi said, "I will have completed it." → Ravi said that he would have completed it.
4. They said, "We will have won." → They said that they would have won.
5. She said, "I will have left by then." → She said that she would have left by then.
6. He said, "I will have learned it." → He said that he would have learned it.
7. Mother said, "I will have cooked dinner." → Mother said that she would have cooked dinner.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Future perfect continuous

Rule: Will have been + ing normally becomes would have been + ing.

SSC Shortcut: Shortcut: change will to would.

7 SSC Examples

1. He said, "I will have been working for ten years." → He said that he would have been working for ten years.
2. She said, "I will have been studying for two hours." → She said that she would have been studying for two hours.
3. Ravi said, "I will have been living here for five years." → Ravi said that he would have been living there for five years.
4. They said, "We will have been travelling for a month." → They said that they would have been travelling for a month.
5. She said, "I will have been waiting for an hour." → She said that she would have been waiting for an hour.
6. He said, "I will have been teaching for ten years." → He said that he would have been teaching for ten years.
7. Mother said, "I will have been working all day." → Mother said that she would have been working all day.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Can

Rule: Can generally becomes could after a past reporting verb.

SSC Shortcut: Shortcut: can → could.

7 SSC Examples

1. He said, "I can swim." → He said that he could swim.
2. She said, "I can help." → She said that she could help.
3. Ravi said, "I can solve it." → Ravi said that he could solve it.
4. They said, "We can win." → They said that they could win.
5. She said, "I can drive." → She said that she could drive.
6. He said, "You can use my pen." → He said that I could use his pen.
7. Mother said, "You can go now." → Mother said that I could go then.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

May

Rule: May generally becomes might after a past reporting verb.

SSC Shortcut: Shortcut: may → might.

7 SSC Examples

1. She said, "I may go." → She said that she might go.
2. He said, "It may rain." → He said that it might rain.
3. Ravi said, "I may help you." → Ravi said that he might help me.
4. They said, "We may win." → They said that they might win.
5. She said, "He may come." → She said that he might come.
6. He said, "I may buy it." → He said that he might buy it.
7. Mother said, "You may leave." → Mother said that I might leave.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Must

Rule: Must may remain must for continuing obligation; had to can express past necessity.

SSC Shortcut: Shortcut: use meaning to decide must versus had to.

7 SSC Examples

1. He said, "I must leave." → He said that he must leave.
2. She said, "I must work." → She said that she must work.
3. Ravi said, "I must finish this today." → Ravi said that he had to finish that that day.
4. They said, "We must obey." → They said that they must obey.
5. She said, "I must go now." → She said that she had to go then.
6. He said, "You must study." → He said that I must study.
7. Mother said, "You must be careful." → Mother said that I must be careful.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Should

Rule: Should normally remains should.

SSC Shortcut: Shortcut: should = unchanged.

7 SSC Examples

1. He said, "You should study." → He said that I should study.
2. She said, "You should rest." → She said that I should rest.
3. Ravi said, "I should leave." → Ravi said that he should leave.
4. They said, "We should help." → They said that they should help.
5. Mother said, "You should eat." → Mother said that I should eat.
6. He said, "We should wait." → He said that they should wait.
7. She said, "He should come." → She said that he should come.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Could

Rule: Could normally remains could.

SSC Shortcut: Shortcut: do not force could back to can.

7 SSC Examples

1. He said, "I could swim." → He said that he could swim.
2. She said, "I could help." → She said that she could help.
3. Ravi said, "I could solve it." → Ravi said that he could solve it.
4. They said, "We could win." → They said that they could win.
5. He said, "You could try again." → He said that I could try again.
6. She said, "He could come." → She said that he could come.
7. Mother said, "I could not sleep." → Mother said that she could not sleep.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Would

Rule: Would normally remains would.

SSC Shortcut: Shortcut: would = unchanged.

7 SSC Examples

1. He said, "I would help." → He said that he would help.
2. She said, "I would go." → She said that she would go.
3. Ravi said, "I would try." → Ravi said that he would try.
4. They said, "We would agree." → They said that they would agree.
5. He said, "I would never lie." → He said that he would never lie.
6. She said, "I would help you." → She said that she would help me.
7. Mother said, "I would wait." → Mother said that she would wait.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Might

Rule: Might normally remains might.

SSC Shortcut: Shortcut: might = unchanged.

7 SSC Examples

1. She said, "It might rain." → She said that it might rain.
2. He said, "I might go." → He said that he might go.
3. Ravi said, "I might help." → Ravi said that he might help.
4. They said, "We might win." → They said that they might win.
5. She said, "He might come." → She said that he might come.
6. He said, "I might buy it." → He said that he might buy it.
7. Mother said, "It might work." → Mother said that it might work.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Ought to

Rule: Ought to normally remains ought to.

SSC Shortcut: Shortcut: ought to = unchanged.

7 SSC Examples

1. He said, "You ought to work hard." → He said that I ought to work hard.
2. She said, "You ought to rest." → She said that I ought to rest.
3. Ravi said, "We ought to help." → Ravi said that they ought to help.
4. They said, "We ought to leave." → They said that they ought to leave.
5. Mother said, "You ought to study." → Mother said that I ought to study.
6. He said, "He ought to apologize." → He said that he ought to apologize.
7. She said, "I ought to go." → She said that she ought to go.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Universal truth

Rule: A universal or scientific truth can retain present tense even after a past reporting verb.

SSC Shortcut: Shortcut: permanent truth may block backshift.

7 SSC Examples

1. The teacher said, "The Earth moves round the Sun." → The teacher said that the Earth moves round the Sun.
2. He said, "Water boils at 100°C." → He said that water boils at 100°C.
3. She said, "The Sun rises in the east." → She said that the Sun rises in the east.
4. Ravi said, "Two and two make four." → Ravi said that two and two make four.
5. The scientist said, "Light travels fast." → The scientist said that light travels fast.
6. Teacher said, "Plants need sunlight." → Teacher said that plants need sunlight.
7. He said, "Ice melts in heat." → He said that ice melts in heat.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Permanent fact

Rule: A fact that is still valid can sometimes remain in present tense.

SSC Shortcut: SSC idea: truth and context matter more than blind tense shifting.

7 SSC Examples

1. He said, "Delhi is the capital of India." → He said that Delhi is the capital of India.
2. She said, "Gold is a metal." → She said that gold is a metal.
3. Ravi said, "The moon has no light of its own." → Ravi said that the moon has no light of its own.
4. The teacher said, "Honesty is a virtue." → The teacher said that honesty is a virtue.
5. He said, "A triangle has three sides." → He said that a triangle has three sides.
6. She said, "Water freezes at 0°C." → She said that water freezes at 0°C.
7. They said, "The Earth is round." → They said that the Earth is round.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Habitual statement

Rule: A continuing habit may be reported in past or, when context stresses present validity, retain present.

SSC Shortcut: Shortcut: choose the form that preserves the intended time.

7 SSC Examples

1. He said, "I go for a walk every morning." → He said that he went for a walk every morning.
2. She said, "I read every night." → She said that she read every night.
3. Ravi said, "I play cricket on Sundays." → Ravi said that he played cricket on Sundays.
4. She said, "I drink tea every morning." → She said that she drank tea every morning.
5. He said, "I visit my parents every month." → He said that he visited his parents every month.
6. They said, "We exercise daily." → They said that they exercised daily.
7. Mother said, "I cook every evening." → Mother said that she cooked every evening.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Now

Rule: Now commonly becomes then when the reporting time is different.

SSC Shortcut: Shortcut: now → then.

7 SSC Examples

1. He said, "I am busy now." → He said that he was busy then.
2. She said, "I am leaving now." → She said that she was leaving then.
3. Ravi said, "I need it now." → Ravi said that he needed it then.
4. They said, "We are ready now." → They said that they were ready then.
5. She said, "I cannot talk now." → She said that she could not talk then.
6. He said, "I will start now." → He said that he would start then.
7. Mother said, "Come here now." → Mother told me to come there then.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Today

Rule: Today commonly becomes that day.

SSC Shortcut: Shortcut: today → that day.

7 SSC Examples

1. He said, "I will finish today." → He said that he would finish that day.
2. She said, "I am busy today." → She said that she was busy that day.
3. Ravi said, "I met him today." → Ravi said that he had met him that day.
4. They said, "We are leaving today." → They said that they were leaving that day.
5. She said, "I have work today." → She said that she had work that day.
6. He said, "I will call today." → He said that he would call that day.
7. Mother said, "I am cooking today." → Mother said that she was cooking that day.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Yesterday

Rule: Yesterday commonly becomes the previous day or the day before.

SSC Shortcut: Shortcut: yesterday → previous day.

7 SSC Examples

1. He said, "I met her yesterday." → He said that he had met her the previous day.
2. She said, "I came yesterday." → She said that she had come the previous day.
3. Ravi said, "I saw him yesterday." → Ravi said that he had seen him the previous day.
4. They said, "We arrived yesterday." → They said that they had arrived the day before.
5. She said, "I called you yesterday." → She said that she had called me the previous day.
6. He said, "I finished it yesterday." → He said that he had finished it the previous day.
7. Mother said, "I bought this yesterday." → Mother said that she had bought that the previous day.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Tomorrow

Rule: Tomorrow commonly becomes the next day or following day.

SSC Shortcut: Shortcut: tomorrow → next day.

7 SSC Examples

1. He said, "I will come tomorrow." → He said that he would come the next day.
2. She said, "I will call tomorrow." → She said that she would call the next day.
3. Ravi said, "I will leave tomorrow." → Ravi said that he would leave the following day.
4. They said, "We will meet tomorrow." → They said that they would meet the next day.
5. She said, "I will finish tomorrow." → She said that she would finish the next day.
6. He said, "I will start tomorrow." → He said that he would start the next day.
7. Mother said, "I will cook tomorrow." → Mother said that she would cook the next day.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Last night

Rule: Last night commonly becomes the previous night or night before.

SSC Shortcut: Shortcut: last → previous.

7 SSC Examples

1. He said, "I slept badly last night." → He said that he had slept badly the previous night.
2. She said, "I called him last night." → She said that she had called him the previous night.
3. Ravi said, "I studied last night." → Ravi said that he had studied the night before.
4. They said, "We arrived last night." → They said that they had arrived the previous night.
5. She said, "I saw her last night." → She said that she had seen her the previous night.
6. He said, "I worked last night." → He said that he had worked the night before.
7. Mother said, "I cooked last night." → Mother said that she had cooked the previous night.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Last week

Rule: Last week commonly becomes the previous week or week before.

SSC Shortcut: Shortcut: last week → previous week.

7 SSC Examples

1. He said, "I arrived last week." → He said that he had arrived the previous week.
2. She said, "I met him last week." → She said that she had met him the previous week.
3. Ravi said, "I bought it last week." → Ravi said that he had bought it the week before.
4. They said, "We travelled last week." → They said that they had travelled the previous week.
5. She said, "I started last week." → She said that she had started the previous week.
6. He said, "I finished last week." → He said that he had finished the previous week.
7. Mother said, "I visited Delhi last week." → Mother said that she had visited Delhi the previous week.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Next week

Rule: Next week commonly becomes the following week or week after.

SSC Shortcut: Shortcut: next → following.

7 SSC Examples

1. He said, "I will leave next week." → He said that he would leave the following week.
2. She said, "I will travel next week." → She said that she would travel the following week.
3. Ravi said, "I will start next week." → Ravi said that he would start the next week.
4. They said, "We will meet next week." → They said that they would meet the following week.
5. She said, "I will return next week." → She said that she would return the following week.
6. He said, "I will join next week." → He said that he would join the following week.
7. Mother said, "I will visit next week." → Mother said that she would visit the following week.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Ago

Rule: Ago commonly becomes before.

SSC Shortcut: Shortcut: two days ago → two days before.

7 SSC Examples

1. He said, "I met him two days ago." → He said that he had met him two days before.
2. She said, "I arrived a week ago." → She said that she had arrived a week before.
3. Ravi said, "I saw her three days ago." → Ravi said that he had seen her three days before.
4. They said, "We left an hour ago." → They said that they had left an hour before.
5. She said, "I bought it a month ago." → She said that she had bought it a month before.
6. He said, "I called yesterday." → He said that he had called the day before.
7. Mother said, "I met him years ago." → Mother said that she had met him years before.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

This

Rule: This may become that when the reference point shifts.

SSC Shortcut: Shortcut: **this** → **that** when distance/viewpoint changes.

7 SSC Examples

1. She said, "I like this book." → She said that she liked that book.
2. He said, "This car is mine." → He said that that car was his.
3. Ravi said, "I bought this phone." → Ravi said that he had bought that phone.
4. She said, "This is useful." → She said that that was useful.
5. He said, "I want this pen." → He said that he wanted that pen.
6. Mother said, "This room is clean." → Mother said that that room was clean.
7. They said, "This idea is good." → They said that that idea was good.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

These

Rule: These may become those when the reference point shifts.

SSC Shortcut: Shortcut: these → those when needed.

7 SSC Examples

1. He said, "These books are useful." → He said that those books were useful.
2. She said, "These are mine." → She said that those were hers.
3. Ravi said, "I bought these shoes." → Ravi said that he had bought those shoes.
4. They said, "These houses are old." → They said that those houses were old.
5. She said, "These questions are easy." → She said that those questions were easy.
6. He said, "I like these flowers." → He said that he liked those flowers.
7. Mother said, "These plates are clean." → Mother said that those plates were clean.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Here

Rule: Here may become there when the place is reported from another location.

SSC Shortcut: Shortcut: here → there.

7 SSC Examples

1. He said, "I live here." → He said that he lived there.
2. She said, "Come here." → She told me to go there.
3. Ravi said, "I work here." → Ravi said that he worked there.
4. They said, "We study here." → They said that they studied there.
5. She said, "I left my bag here." → She said that she had left her bag there.
6. He said, "There is a shop here." → He said that there was a shop there.
7. Mother said, "Wait here." → Mother told me to wait there.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Come/go

Rule: Movement verbs depend on the reporter's viewpoint, so they are not changed by a blind formula.

SSC Shortcut: Shortcut: ask whether the destination is toward or away from the reporting viewpoint.

7 SSC Examples

1. He said, "I will come to Delhi." → He said that he would go to Delhi.
2. She said, "Come to my house." → She told me to go to her house.
3. Ravi said, "I will come tomorrow." → Ravi said that he would go the next day.
4. He said, "I am coming to you." → He said that he was going to me.
5. She said, "Come here." → She told me to go there.
6. Mother said, "I will come home." → Mother said that she would go home.
7. He said, "I came here yesterday." → He said that he had gone there the previous day.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Yes/no questions

Rule: Yes/no questions use if or whether as the connector.

SSC Shortcut: Shortcut: answer could be yes/no = if/whether.

7 SSC Examples

1. He said to me, "Are you ready?" → He asked me if I was ready.
2. She said, "Do you know him?" → She asked if I knew him.
3. Ravi said, "Can you swim?" → Ravi asked if I could swim.
4. He said, "Will you come?" → He asked whether I would come.
5. She said, "Is it true?" → She asked if it was true.
6. They said, "Have you finished?" → They asked if I had finished.
7. Mother said, "Did you eat?" → Mother asked if I had eaten.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Question reporting verb

Rule: Said to commonly changes to asked for a question.

SSC Shortcut: Shortcut: question = asked.

7 SSC Examples

1. He said to me, "Where do you live?" → He asked me where I lived.
2. She said to him, "Are you ready?" → She asked him if he was ready.
3. Ravi said to me, "Why are you late?" → Ravi asked me why I was late.
4. Teacher said to us, "Have you finished?" → Teacher asked us if we had finished.
5. She said to Ravi, "What do you want?" → She asked Ravi what he wanted.
6. He said, "Can you help?" → He asked if I could help.
7. Mother said to me, "When will you return?" → Mother asked me when I would return.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

No question mark

Rule: Indirect questions use normal statement punctuation, usually a full stop.

SSC Shortcut: Shortcut: quotation question mark disappears.

7 SSC Examples

1. He asked, "Where are you going?" → He asked where I was going.
2. She asked, "Are you ready?" → She asked if I was ready.
3. Ravi asked, "Why did you leave?" → Ravi asked why I had left.
4. He asked, "Can you swim?" → He asked if I could swim.
5. She asked, "When will you come?" → She asked when I would come.
6. They asked, "Who broke it?" → They asked who had broken it.
7. Mother asked, "Do you need help?" → Mother asked if I needed help.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Wh-questions

Rule: Keep what/why/when/where/who/how as the connector.

SSC Shortcut: Shortcut: wh-word stays; do not add that.

7 SSC Examples

1. He asked, "Where do you live?" → He asked where I lived.
2. She asked, "Why are you late?" → She asked why I was late.
3. Ravi asked, "When will you come?" → Ravi asked when I would come.
4. He asked, "What do you want?" → He asked what I wanted.
5. She asked, "Who broke the glass?" → She asked who had broken the glass.
6. They asked, "How did you solve it?" → They asked how I had solved it.
7. Mother asked, "Which book do you want?" → Mother asked which book I wanted.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

What question

Rule: What remains what, while question order changes to statement order.

SSC Shortcut: Shortcut: what + subject + verb.

7 SSC Examples

1. He asked, "What do you want?" → He asked what I wanted.
2. She asked, "What are you doing?" → She asked what I was doing.
3. Ravi asked, "What did you buy?" → Ravi asked what I had bought.
4. He asked, "What will you do?" → He asked what I would do.
5. She asked, "What have you finished?" → She asked what I had finished.
6. They asked, "What can you see?" → They asked what I could see.
7. Mother asked, "What is your name?" → Mother asked what my name was.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Why question

Rule: Why remains why; remove auxiliary inversion.

SSC Shortcut: Shortcut: **why + subject + verb.**

7 SSC Examples

1. He asked, "Why are you late?" → He asked why I was late.
2. She asked, "Why did you leave?" → She asked why I had left.
3. Ravi asked, "Why do you cry?" → Ravi asked why I cried.
4. He asked, "Why will you go?" → He asked why I would go.
5. She asked, "Why have you come?" → She asked why I had come.
6. They asked, "Why are they shouting?" → They asked why they were shouting.
7. Mother asked, "Why can't you wait?" → Mother asked why I could not wait.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

When question

Rule: When remains when; tense and pronouns still change as required.

SSC Shortcut: Shortcut: **when + subject + verb.**

7 SSC Examples

1. He asked, "When will you return?" → He asked when I would return.
2. She asked, "When did you arrive?" → She asked when I had arrived.
3. Ravi asked, "When are you leaving?" → Ravi asked when I was leaving.
4. He asked, "When do you study?" → He asked when I studied.
5. She asked, "When have you finished?" → She asked when I had finished.
6. They asked, "When can you come?" → They asked when I could come.
7. Mother asked, "When will dinner be ready?" → Mother asked when dinner would be ready.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Where question

Rule: Where remains where; use statement word order.

SSC Shortcut: Shortcut: where + subject + verb.

7 SSC Examples

1. He asked, "Where do you live?" → He asked where I lived.
2. She asked, "Where are you going?" → She asked where I was going.
3. Ravi asked, "Where did you buy it?" → Ravi asked where I had bought it.
4. He asked, "Where will you stay?" → He asked where I would stay.
5. She asked, "Where have you been?" → She asked where I had been.
6. They asked, "Where can we sit?" → They asked where they could sit.
7. Mother asked, "Where is my bag?" → Mother asked where her bag was.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Who question

Rule: Who remains who unless the grammatical role changes.

SSC Shortcut: Shortcut: preserve the question word.

7 SSC Examples

1. He asked, "Who broke the window?" → He asked who had broken the window.
2. She asked, "Who are you?" → She asked who I was.
3. Ravi asked, "Who called me?" → Ravi asked who had called him.
4. He asked, "Who will come?" → He asked who would come.
5. She asked, "Who can help?" → She asked who could help.
6. They asked, "Who did you meet?" → They asked who I had met.
7. Mother asked, "Who is at the door?" → Mother asked who was at the door.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

How question

Rule: How remains how; remove do/does/did inversion.

SSC Shortcut: Shortcut: how + subject + verb.

7 SSC Examples

1. She asked, "How did you solve it?" → She asked how I had solved it.
2. He asked, "How are you?" → He asked how I was.
3. Ravi asked, "How do you know?" → Ravi asked how I knew.
4. She asked, "How will you go?" → She asked how I would go.
5. He asked, "How have you done it?" → He asked how I had done it.
6. They asked, "How can we help?" → They asked how they could help.
7. Mother asked, "How long have you waited?" → Mother asked how long I had waited.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Do/does question

Rule: Do/does disappear in indirect speech and the main verb carries the tense.

SSC Shortcut: Shortcut: Do you know? → if I knew.

7 SSC Examples

1. He asked, "Do you know me?" → He asked if I knew him.
2. She asked, "Does he work here?" → She asked if he worked there.
3. Ravi asked, "Do you like tea?" → Ravi asked if I liked tea.
4. He asked, "Does she sing?" → He asked if she sang.
5. Mother asked, "Do you need help?" → Mother asked if I needed help.
6. Teacher asked, "Does this answer fit?" → Teacher asked if that answer fitted.
7. She asked, "Do they live here?" → She asked if they lived there.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Did question

Rule: Did disappears; the main verb generally shifts to past perfect after past reporting.

SSC Shortcut: Shortcut: did + V1 → had + V3.

7 SSC Examples

1. She asked, "Did you see him?" → She asked if I had seen him.
2. He asked, "Did you finish?" → He asked if I had finished.
3. Ravi asked, "Did you buy it?" → Ravi asked if I had bought it.
4. Mother asked, "Did you eat?" → Mother asked if I had eaten.
5. Teacher asked, "Did you understand?" → Teacher asked if I had understood.
6. She asked, "Did he come?" → She asked if he had come.
7. He asked, "Did they win?" → He asked if they had won.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Can question

Rule: Can generally becomes could in a past-reporting question.

SSC Shortcut: Shortcut: can → could.

7 SSC Examples

1. He asked, "Can you swim?" → He asked if I could swim.
2. She asked, "Can you help me?" → She asked if I could help her.
3. Ravi asked, "Can he come?" → Ravi asked if he could come.
4. He asked, "Can they finish?" → He asked if they could finish.
5. Mother asked, "Can you drive?" → Mother asked if I could drive.
6. Teacher asked, "Can you solve this?" → Teacher asked if I could solve that.
7. She asked, "Can I leave?" → She asked if she could leave.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Will question

Rule: Will generally becomes would in a past-reporting question.

SSC Shortcut: Shortcut: will → would.

7 SSC Examples

1. She asked, "Will you help me?" → She asked if I would help her.
2. He asked, "Will you come?" → He asked if I would come.
3. Ravi asked, "Will they arrive?" → Ravi asked whether they would arrive.
4. Mother asked, "Will you study?" → Mother asked if I would study.
5. She asked, "Will he join us?" → She asked if he would join them.
6. He asked, "Will it rain?" → He asked whether it would rain.
7. Teacher asked, "Will you finish today?" → Teacher asked if I would finish that day.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Alternative question

Rule: Questions with or commonly use whether/if while retaining the alternatives.

SSC Shortcut: Shortcut: keep both choices.

7 SSC Examples

1. He asked, "Do you want tea or coffee?" → He asked whether I wanted tea or coffee.
2. She asked, "Will you stay or leave?" → She asked whether I would stay or leave.
3. Ravi asked, "Is he at home or outside?" → Ravi asked whether he was at home or outside.
4. Mother asked, "Did you call him or her?" → Mother asked whether I had called him or her.
5. He asked, "Can we walk or take a bus?" → He asked whether they could walk or take a bus.
6. She asked, "Are you ready or tired?" → She asked whether I was ready or tired.
7. Teacher asked, "Will you write or speak?" → Teacher asked whether I would write or speak.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Positive imperative

Rule: Commands commonly become told/ordered + object + to + V1.

SSC Shortcut: Shortcut: command = object + to + V1.

7 SSC Examples

1. He said to me, "Open the door." → He told me to open the door.
2. She said to him, "Sit down." → She told him to sit down.
3. Teacher said to the boys, "Work hard." → Teacher told the boys to work hard.
4. Mother said to me, "Read this book." → Mother told me to read that book.
5. The officer said, "Stand here." → The officer ordered me to stand there.
6. He said, "Come with me." → He told me to go with him.
7. She said to Ravi, "Finish the task." → She told Ravi to finish the task.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Negative imperative

Rule: Do not/Don't becomes not to + V1.

SSC Shortcut: Shortcut: Don't run → not to run.

7 SSC Examples

1. He said to me, "Do not run." → He told me not to run.
2. She said, "Do not touch it." → She told me not to touch it.
3. Mother said to me, "Don't waste time." → Mother told me not to waste time.
4. Teacher said, "Do not talk." → Teacher told the students not to talk.
5. He said to him, "Don't open the door." → He told him not to open the door.
6. She said, "Do not be late." → She told me not to be late.
7. The guard said, "Don't enter." → The guard warned us not to enter.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Request

Rule: Polite commands can become requested/asked + object + to + V1.

SSC Shortcut: Shortcut: please often signals request.

7 SSC Examples

1. She said to me, "Please help me." → She requested me to help her.
2. He said, "Please sit down." → He requested me to sit down.
3. Mother said to me, "Please wait." → Mother requested me to wait.
4. She said to him, "Please call me." → She requested him to call her.
5. He said, "Please open the window." → He requested me to open the window.
6. Ravi said to me, "Please lend me your pen." → Ravi requested me to lend him my pen.
7. The boy said, "Please forgive me." → The boy requested me to forgive him.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Advice

Rule: Advice commonly becomes advised + object + to + V1.

SSC Shortcut: Shortcut: advice = advised + to.

7 SSC Examples

1. The doctor said to him, "Take rest." → The doctor advised him to take rest.
2. Teacher said to me, "Work hard." → The teacher advised me to work hard.
3. Mother said, "Eat healthy food." → Mother advised me to eat healthy food.
4. He said to her, "Save money." → He advised her to save money.
5. She said to me, "Study regularly." → She advised me to study regularly.
6. Father said, "Drive carefully." → Father advised me to drive carefully.
7. The coach said to the players, "Practise daily." → The coach advised the players to practise daily.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Order

Rule: A strong command can become ordered/commanded + object + to + V1.

SSC Shortcut: Shortcut: authority + command = ordered.

7 SSC Examples

1. The officer said to the soldier, "March on." → The officer ordered the soldier to march on.
2. He said to me, "Leave the room." → He ordered me to leave the room.
3. The teacher said, "Stand up." → The teacher ordered the students to stand up.
4. Mother said to the child, "Go to bed." → Mother ordered the child to go to bed.
5. The guard said, "Show your pass." → The guard ordered us to show our passes.
6. The captain said, "Move forward." → The captain ordered the troops to move forward.
7. The judge said, "Be silent." → The judge ordered everyone to be silent.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Warning

Rule: A danger warning commonly becomes warned + object + not to + V1.

SSC Shortcut: Shortcut: warning + prohibition = warned not to.

7 SSC Examples

1. He said to me, "Do not touch the wire." → He warned me not to touch the wire.
2. The guard said, "Do not enter." → The guard warned us not to enter.
3. Mother said, "Don't go near the fire." → Mother warned me not to go near the fire.
4. He said, "Do not drive fast." → He warned me not to drive fast.
5. The teacher said, "Don't copy." → The teacher warned the students not to copy.
6. The officer said, "Do not cross the line." → The officer warned us not to cross the line.
7. She said to him, "Don't trust that man." → She warned him not to trust that man.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Let us suggestion

Rule: Let us/Let's often expresses a suggestion.

SSC Shortcut: **Shortcut:** Let's go → suggested that we should go / suggested going.

7 SSC Examples

1. He said, "Let us go out." → He suggested that they should go out.
2. She said, "Let's have tea." → She suggested that they should have tea.
3. Ravi said, "Let us start now." → Ravi suggested that they should start then.
4. They said, "Let's play cricket." → They suggested playing cricket.
5. She said, "Let us help him." → She suggested that they should help him.
6. He said, "Let's wait here." → He suggested that they should wait there.
7. Mother said, "Let us take a break." → Mother suggested that they should take a break.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Let me permission

Rule: Let me may express a request for permission rather than a suggestion.

SSC Shortcut: Shortcut: distinguish Let me from Let us.

7 SSC Examples

1. He said, "Let me go." → He requested that he might be allowed to go.
2. She said, "Let me speak." → She requested permission to speak.
3. Ravi said, "Let me try." → Ravi requested permission to try.
4. He said, "Let me enter." → He requested that he might be allowed to enter.
5. She said, "Let me help you." → She requested permission to help me.
6. The boy said, "Let me sit here." → The boy requested permission to sit there.
7. He said, "Let me leave." → He requested permission to leave.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Joy exclamation

Rule: Hurrah or similar expressions can be reported with exclaimed with joy/delight.

SSC Shortcut: Hurrah = joy.

7 SSC Examples

1. She said, "Hurrah! We won." → She exclaimed with joy that they had won.
2. He said, "Hurrah! I am selected." → He exclaimed with joy that he was selected.
3. They said, "Hurrah! We have won." → They exclaimed with joy that they had won.
4. Ravi said, "Hurrah! I got the job." → Ravi exclaimed with joy that he had got the job.
5. She said, "Hurrah! My team won." → She exclaimed with joy that her team had won.
6. He said, "Hurrah! We are safe." → He exclaimed with joy that they were safe.
7. The boys said, "Hurrah! We have succeeded." → The boys exclaimed with joy that they had succeeded.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Sorrow exclamation

Rule: Alas expresses sorrow and can be reported with exclaimed with sorrow/grief.

SSC Shortcut: Shortcut: Alas = sorrow.

7 SSC Examples

1. He said, "Alas! I am ruined." → He exclaimed with sorrow that he was ruined.
2. She said, "Alas! I have lost my purse." → She exclaimed with sorrow that she had lost her purse.
3. Ravi said, "Alas! My friend died." → Ravi exclaimed with sorrow that his friend had died.
4. They said, "Alas! We failed." → They exclaimed with sorrow that they had failed.
5. She said, "Alas! I missed the train." → She exclaimed with sorrow that she had missed the train.
6. He said, "Alas! Our plan failed." → He exclaimed with sorrow that their plan had failed.
7. Mother said, "Alas! The bird is dead." → Mother exclaimed with sorrow that the bird was dead.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Surprise exclamation

Rule: Surprise can be reported with exclaimed with surprise/wonder.

SSC Shortcut: Shortcut: preserve emotion, not exclamation punctuation.

7 SSC Examples

1. She said, "What a beautiful scene!" → She exclaimed with surprise that it was a very beautiful scene.
2. He said, "What a huge building!" → He exclaimed with surprise that it was a very huge building.
3. Ravi said, "How clever he is!" → Ravi exclaimed with surprise that he was very clever.
4. She said, "What a wonderful result!" → She exclaimed with surprise that it was a very wonderful result.
5. He said, "How fast the car is!" → He exclaimed with surprise that the car was very fast.
6. They said, "What a strange story!" → They exclaimed with surprise that it was a very strange story.
7. Mother said, "How beautiful the garden is!" → Mother exclaimed with surprise that the garden was very beautiful.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Wish/prayer

Rule: May + subject can express a wish or prayer and may become wished/prayed that + might.

SSC Shortcut: **Shortcut:** May you succeed → wished that I might succeed.

7 SSC Examples

1. He said, "May you succeed!" → He wished that I might succeed.
2. She said, "May God bless you!" → She prayed that God might bless me.
3. Ravi said, "May you live long!" → Ravi wished that I might live long.
4. Mother said, "May you be happy!" → Mother wished that I might be happy.
5. He said, "May he recover soon!" → He prayed that he might recover soon.
6. She said, "May you win!" → She wished that I might win.
7. The priest said, "May God help us!" → The priest prayed that God might help them.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Bad wish

Rule: A harmful wish can be reported with cursed or wished ill, depending on meaning.

SSC Shortcut: Shortcut: identify the emotion before choosing the reporting verb.

7 SSC Examples

1. He said, "May you fail!" → He cursed that I might fail.
2. She said, "May you suffer!" → She cursed that I might suffer.
3. He said, "May he lose everything!" → He wished that he might lose everything.
4. She said, "May they be punished!" → She wished that they might be punished.
5. Ravi said, "May you regret this!" → Ravi wished that I might regret that.
6. He said, "May the thief be caught!" → He wished that the thief might be caught.
7. She said, "May he never succeed!" → She wished that he might never succeed.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Greeting

Rule: Good morning/evening can be reported with wished + object + greeting.

SSC Shortcut: Shortcut: greeting = wished.

7 SSC Examples

1. He said to me, "Good morning." → He wished me good morning.
2. She said to him, "Good evening." → She wished him good evening.
3. Ravi said to us, "Good morning, friends." → Ravi wished us good morning.
4. Mother said, "Good night." → Mother wished us good night.
5. He said to her, "Good afternoon." → He wished her good afternoon.
6. She said, "Good morning, everyone." → She wished everyone good morning.
7. The teacher said, "Good morning, students." → The teacher wished the students good morning.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Thanking

Rule: Thank you becomes thanked + object.

SSC Shortcut: Shortcut: thank you → thanked me/him/her.

7 SSC Examples

1. She said to me, "Thank you." → She thanked me.
2. He said to her, "Thank you." → He thanked her.
3. Ravi said to us, "Thank you." → Ravi thanked us.
4. Mother said to him, "Thank you." → Mother thanked him.
5. They said to the teacher, "Thank you." → They thanked the teacher.
6. She said to Ravi, "Thank you." → She thanked Ravi.
7. He said to them, "Thank you." → He thanked them.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Apology

Rule: Sorry can become apologized to + object.

SSC Shortcut: Shortcut: sorry → apologized to.

7 SSC Examples

1. He said to me, "I am sorry." → He apologized to me.
2. She said to him, "Sorry." → She apologized to him.
3. Ravi said to us, "I am sorry." → Ravi apologized to us.
4. Mother said to me, "I am sorry." → Mother apologized to me.
5. He said, "I am sorry for the mistake." → He apologized for the mistake.
6. She said to Ravi, "Sorry for being late." → She apologized to Ravi for being late.
7. The boy said, "I am sorry." → The boy apologized.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Congratulations

Rule: Congratulations becomes congratulated + object.

SSC Shortcut: Shortcut: congratulations → congratulated him/her.

7 SSC Examples

1. She said to him, "Congratulations!" → She congratulated him.
2. He said to her, "Congratulations!" → He congratulated her.
3. Ravi said to me, "Congratulations!" → Ravi congratulated me.
4. They said to us, "Congratulations!" → They congratulated us.
5. Mother said to him, "Congratulations on your success!" → Mother congratulated him on his success.
6. The teacher said to Ravi, "Congratulations!" → The teacher congratulated Ravi.
7. She said to them, "Congratulations on winning." → She congratulated them on winning.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Goodbye

Rule: Goodbye can become bade someone goodbye or said goodbye to someone.

SSC Shortcut: Shortcut: farewell = bade goodbye.

7 SSC Examples

1. He said to me, "Goodbye." → He bade me goodbye.
2. She said to her friends, "Goodbye." → She bade her friends goodbye.
3. Ravi said, "Goodbye, everyone." → Ravi bade everyone goodbye.
4. He said to us, "Goodbye." → He bade us goodbye.
5. She said, "Goodbye, friends." → She bade her friends goodbye.
6. The teacher said, "Goodbye, students." → The teacher bade the students goodbye.
7. He said to her, "Goodbye." → He bade her goodbye.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Apology with reason

Rule: Sorry for being late can become apologized to + object + for + gerund.

SSC Shortcut: Shortcut: apologized to me for being late.

7 SSC Examples

1. He said, "Sorry for being late." → He apologized for being late.
2. She said to me, "Sorry for troubling you." → She apologized to me for troubling me.
3. Ravi said, "I am sorry for the mistake." → Ravi apologized for the mistake.
4. Mother said to him, "Sorry for shouting." → Mother apologized to him for shouting.
5. He said to her, "Sorry for disturbing you." → He apologized to her for disturbing her.
6. She said, "I apologize for arriving late." → She apologized for arriving late.
7. The boy said to the teacher, "Sorry for my mistake." → The boy apologized to the teacher for his mistake.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

What a/an exclamation

Rule: What a/an + adjective + noun can become exclaimed that it was a very + adjective + noun.

SSC Shortcut: Shortcut: **What a beautiful day!** → **exclaimed that it was a very beautiful day.**

7 SSC Examples

1. Direct: He said, "I am ready." → Indirect: He said that he was ready.
2. Direct: She said, "I have finished." → Indirect: She said that she had finished.
3. Direct: Ravi said, "I will come." → Indirect: Ravi said that he would come.
4. Direct: He asked, "Are you ready?" → Indirect: He asked if I was ready.
5. Direct: She asked, "Where do you live?" → Indirect: She asked where I lived.
6. Direct: Mother said, "Work hard." → Indirect: Mother advised me to work hard.
7. Direct: He said, "Do not run." → Indirect: He told me not to run.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

How exclamation

Rule: How + adjective/adverb can become exclaimed that something was very + adjective/adverb.

SSC Shortcut: Shortcut: How beautiful! → exclaimed that it was very beautiful.

7 SSC Examples

1. She said, "How beautiful the view is!" → She exclaimed that the view was very beautiful.
2. He said, "How fast he runs!" → He exclaimed that he ran very fast.
3. Ravi said, "How clever she is!" → Ravi exclaimed that she was very clever.
4. She said, "How cold it is!" → She exclaimed that it was very cold.
5. He said, "How bright the stars are!" → He exclaimed that the stars were very bright.
6. They said, "How wonderful the result is!" → They exclaimed that the result was very wonderful.
7. Mother said, "How lovely the child is!" → Mother exclaimed that the child was very lovely.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Mixed statement

Rule: A statement may require simultaneous changes in reporting verb, pronouns, tense and time.

SSC Shortcut: Shortcut: make a four-column check: verb / pronoun / tense / time.

7 SSC Examples

1. Ravi said to me, "I have completed my work today." → Ravi told me that he had completed his work that day.
2. She said, "I will meet you tomorrow." → She said that she would meet me the next day.
3. He said, "I saw him yesterday." → He said that he had seen him the previous day.
4. Mother said to me, "Your room is clean." → Mother told me that my room was clean.
5. They said, "We are waiting here." → They said that they were waiting there.
6. She said, "I can finish this." → She said that she could finish that.
7. He said, "My brother came last week." → He said that his brother had come the previous week.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Mixed question

Rule: A question may require asked + connector + statement order + tense/pronoun change.

SSC Shortcut: Shortcut: solve structure first, tense second.

7 SSC Examples

1. He said to me, "Do you know the answer?" → He asked me if I knew the answer.
2. She said, "Where are you going tomorrow?" → She asked where I was going the next day.
3. Ravi said, "Why did you leave?" → Ravi asked why I had left.
4. Mother said, "Can you help me?" → Mother asked if I could help her.
5. He said, "When will you return?" → He asked when I would return.
6. She said, "What have you done?" → She asked what I had done.
7. They said, "Will you come today?" → They asked if I would come that day.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Mixed imperative

Rule: An imperative may require a meaning-based reporting verb plus object + to-infinitive.

SSC Shortcut: Shortcut: identify command/request/advice before changing grammar.

7 SSC Examples

1. Teacher said, "Work hard." → Teacher advised the students to work hard.
2. He said, "Open the door." → He told me to open the door.
3. Mother said, "Do not run." → Mother told me not to run.
4. The officer said, "March forward." → The officer ordered the soldiers to march forward.
5. She said, "Please help me." → She requested me to help her.
6. He said, "Do not touch the wire." → He warned me not to touch the wire.
7. Ravi said, "Let us go." → Ravi suggested that they should go.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Mixed exclamation

Rule: An exclamation requires emotion identification plus ordinary indirect statement structure.

SSC Shortcut: Shortcut: emotion first, grammar second.

7 SSC Examples

1. She said, "Hurrah! We won." → She exclaimed with joy that they had won.
2. He said, "Alas! I am ruined." → He exclaimed with sorrow that he was ruined.
3. Ravi said, "What a beautiful place!" → Ravi exclaimed with surprise that it was a very beautiful place.
4. She said, "How clever he is!" → She exclaimed with surprise that he was very clever.
5. He said, "Hurrah! I got the job." → He exclaimed with joy that he had got the job.
6. Mother said, "Alas! The bird is dead." → Mother exclaimed with sorrow that the bird was dead.
7. They said, "What a strange story!" → They exclaimed with surprise that it was a very strange story.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Connector error

Rule: Do not use that before a wh-question.

SSC Shortcut: Wrong: asked me that where I lived. Correct: asked me where I lived.

7 SSC Examples

1. Wrong: He asked me that where I lived. → Correct: He asked me where I lived.
2. Wrong: She asked that why I was late. → Correct: She asked why I was late.
3. Wrong: Ravi asked me that when I would come. → Correct: Ravi asked me when I would come.
4. Wrong: He asked that what I wanted. → Correct: He asked what I wanted.
5. Wrong: She asked that how I solved it. → Correct: She asked how I solved it.
6. Wrong: They asked that who had called. → Correct: They asked who had called.
7. Wrong: Mother asked me that where I had gone. → Correct: Mother asked me where I had gone.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Question-order error

Rule: Indirect questions do not retain direct-question inversion.

SSC Shortcut: Wrong: asked where did I go. Correct: asked where I went.

7 SSC Examples

1. Wrong: He asked where did I live. → Correct: He asked where I lived.
2. Wrong: She asked why was I late. → Correct: She asked why I was late.
3. Wrong: Ravi asked when would I come. → Correct: Ravi asked when I would come.
4. Wrong: He asked what did I buy. → Correct: He asked what I had bought.
5. Wrong: She asked where had I gone. → Correct: She asked where I had gone.
6. Wrong: They asked how could I solve it. → Correct: They asked how I could solve it.
7. Wrong: Mother asked who was I. → Correct: Mother asked who I was.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Told-object error

Rule: Told normally needs an object.

SSC Shortcut: Wrong: He told that he was ill. Correct: He told me that he was ill.

7 SSC Examples

1. Wrong: He told that he was ill. → Correct: He said that he was ill.
2. Wrong: She told that she was ready. → Correct: She said that she was ready.
3. Wrong: Ravi told that he knew me. → Correct: Ravi said that he knew me.
4. Wrong: He told that he would come. → Correct: He said that he would come.
5. Wrong: Mother told that dinner was ready. → Correct: Mother said that dinner was ready.
6. Wrong: They told that they agreed. → Correct: They said that they agreed.
7. Wrong: She told that she had finished. → Correct: She said that she had finished.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Imperative connector error

Rule: Commands do not normally become that + imperative.

SSC Shortcut: Wrong: told me that open the door. Correct: told me to open the door.

7 SSC Examples

1. Wrong: He told me that open the door. → Correct: He told me to open the door.
2. Wrong: She advised me that work hard. → Correct: She advised me to work hard.
3. Wrong: Mother ordered me that sit down. → Correct: Mother ordered me to sit down.
4. Wrong: He told me that not to run. → Correct: He told me not to run.
5. Wrong: Teacher advised us that study daily. → Correct: Teacher advised us to study daily.
6. Wrong: The officer ordered him that leave. → Correct: The officer ordered him to leave.
7. Wrong: She requested me that help her. → Correct: She requested me to help her.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Negative imperative error

Rule: Use not to rather than keeping do not in the indirect form.

SSC Shortcut: Shortcut: do not + V1 → not to + V1.

7 SSC Examples

1. Wrong: He told me do not run. → Correct: He told me not to run.
2. Wrong: She ordered him do not enter. → Correct: She ordered him not to enter.
3. Wrong: Mother advised me do not waste time. → Correct: Mother advised me not to waste time.
4. Wrong: He warned us do not touch it. → Correct: He warned us not to touch it.
5. Wrong: Teacher told them don't talk. → Correct: Teacher told them not to talk.
6. Wrong: The guard ordered us do not cross. → Correct: The guard ordered us not to cross.
7. Wrong: She requested me do not leave. → Correct: She requested me not to leave.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Pronoun error

Rule: Pronoun changes must follow speaker and listener, not the position of the word alone.

SSC Shortcut: Shortcut: ask “Who said it?” and “To whom?”

7 SSC Examples

1. Direct: Ravi said to me, “You are my friend.” → Ravi told me that I was his friend.
2. Direct: She said to him, “I know your brother.” → She told him that she knew his brother.
3. Direct: He said, “My sister helps me.” → He said that his sister helped him.
4. Direct: Neha said to me, “I will help you.” → Neha told me that she would help me.
5. Direct: They said, “Our team won.” → They said that their team had won.
6. Direct: Mother said to me, “You lost your bag.” → Mother told me that I had lost my bag.
7. Direct: Ravi said, “I hurt myself.” → Ravi said that he had hurt himself.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Time-word error

Rule: Check now/today/yesterday/tomorrow/ago/last/next after tense conversion.

SSC Shortcut: Shortcut: tense first, time word second.

7 SSC Examples

1. Direct: He said, "I met her yesterday." → He said that he had met her the previous day.
2. Direct: She said, "I will come tomorrow." → She said that she would come the next day.
3. Direct: Ravi said, "I am busy now." → Ravi said that he was busy then.
4. Direct: He said, "I finished today." → He said that he had finished that day.
5. Direct: She said, "I saw him two days ago." → She said that she had seen him two days before.
6. Direct: He said, "I arrived last week." → He said that he had arrived the previous week.
7. Direct: She said, "I will leave next week." → She said that she would leave the following week.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Tense ladder

Rule: The core backshift ladder is Present Simple→Past Simple; Present Continuous→Past Continuous; Present Perfect→Past Perfect; Past Simple→Past Perfect.

SSC Shortcut: Memorise the ladder as one block for SSC.

7 SSC Examples

1. He said, "I work." → He said that he worked.
2. She said, "I am working." → She said that she was working.
3. He said, "I have worked." → He said that he had worked.
4. She said, "I saw him." → She said that she had seen him.
5. He said, "I was working." → He said that he had been working.
6. She said, "I had worked." → She said that she had worked.
7. He said, "I will work." → He said that he would work.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

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Modal ladder

Rule: Can→could; may→might; will→would; while could/would/should/might/ought to usually remain unchanged.

SSC Shortcut: Shortcut: learn the exceptions as a fixed unchanged group.

7 SSC Examples

1. He said, "I can swim." → He said that he could swim.
2. She said, "I may go." → She said that she might go.
3. He said, "I will come." → He said that he would come.
4. She said, "I could help." → She said that she could help.
5. He said, "I would help." → He said that he would help.
6. She said, "You should study." → She said that I should study.
7. He said, "It might rain." → He said that it might rain.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

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Time ladder

Rule: Now→then; today→that day; yesterday→previous day; tomorrow→next day; ago→before; last→previous; next→following.

SSC Shortcut: Shortcut: N-T-Y-T-A-L-N.

7 SSC Examples

1. He said, "I am busy now." → He said that he was busy then.
2. She said, "I will finish today." → She said that she would finish that day.
3. He said, "I met him yesterday." → He said that he had met him the previous day.
4. She said, "I will come tomorrow." → She said that she would come the next day.
5. He said, "I met her two days ago." → He said that he had met her two days before.
6. She said, "I arrived last week." → She said that she had arrived the previous week.
7. He said, "I will leave next week." → He said that he would leave the following week.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Question master

Rule: Yes/no→if/whether; wh-question→same wh-word; asked→reporting verb; statement order→final grammar.

SSC Shortcut: Shortcut: Connector + no inversion.

7 SSC Examples

1. He asked, "Are you ready?" → He asked if I was ready.
2. She asked, "Where do you live?" → She asked where I lived.
3. He asked, "Why did you leave?" → He asked why I had left.
4. Ravi asked, "Can you help?" → Ravi asked if I could help.
5. She asked, "When will you return?" → She asked when I would return.
6. He asked, "What did you buy?" → He asked what I had bought.
7. Mother asked, "Who called?" → Mother asked who had called.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Imperative master

Rule: Command→ordered/told; request→asked/requested; advice→advised; warning→warned; all commonly use object + to/not to.

SSC Shortcut: Shortcut: choose the reporting verb from the intention.

7 SSC Examples

1. He said, "Open the door." → He told me to open the door.
2. She said, "Please help me." → She requested me to help her.
3. Teacher said, "Work hard." → Teacher advised us to work hard.
4. The officer said, "Move forward." → The officer ordered the soldiers to move forward.
5. He said, "Do not touch it." → He warned me not to touch it.
6. Mother said, "Don't waste time." → Mother told me not to waste time.
7. Ravi said, "Let's go." → Ravi suggested that they should go.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

Exclamation master

Rule: Joy, sorrow, surprise and wish are meaning-based; then convert to an ordinary reported clause.

SSC Shortcut: Shortcut: emotion + that-clause.

7 SSC Examples

1. She said, "Hurrah! We won." → She exclaimed with joy that they had won.
2. He said, "Alas! I am ruined." → He exclaimed with sorrow that he was ruined.
3. Ravi said, "What a beautiful place!" → Ravi exclaimed with surprise that it was a very beautiful place.
4. She said, "How clever he is!" → She exclaimed with surprise that he was very clever.
5. He said, "Hurrah! I got the job." → He exclaimed with joy that he had got the job.
6. Mother said, "Alas! The bird is dead." → Mother exclaimed with sorrow that the bird was dead.
7. They said, "What a strange story!" → They exclaimed with surprise that it was a very strange story.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.

10-second SSC checklist

Rule: Identify type, choose reporting verb, choose connector, fix pronouns, backshift tense, change time/place, check word order, remove direct punctuation, reread meaning.

SSC Shortcut: Final shortcut: if two options remain, eliminate the one with wrong pronoun or wrong indirect-question order first.

7 SSC Examples

1. He said, "I am ready." → He said that he was ready.
2. She asked, "Are you busy?" → She asked if I was busy.
3. He asked, "Where do you live?" → He asked where I lived.
4. Mother said, "Work hard." → Mother advised me to work hard.
5. She said, "Do not run." → She told me not to run.
6. Ravi said, "I will come tomorrow." → Ravi said that he would come the next day.
7. He said, "Alas! I have failed." → He exclaimed with sorrow that he had failed.

Exam check: verify reporting verb → connector → pronoun → tense → time/place → final word order.