

## Class Notes

Class: VIII

**TOPICS : DIRECT AND INDIRECT SPEECH ,  
DIALOGUE WRITING , POSTER MAKING**

Subject: ENGLISH

### What is Direct Speech?

Direct speech repeats or quotes the expressed or the words spoken. When we use direct speech, we place the words spoken between the quotation marks ("First-person"). Direct speech is directly conveyed either in speech or in writing.

### Examples of Direct Speech

He said, "I will work hard to succeed." The Commander said, "We will defeat all the enemies."

### What is Indirect Speech?

Indirect speech or Reported speech is usually used to talk about the past, so we normally change the tense of the words spoken into. We use reporting verbs like 'tell', 'say', 'ask' and we can use the word 'that' to introduce the reported in place of (" ") Direct and Indirect speech also introduces the concept of 'Reported speech' and 'Reported Verb'.

### Examples of Indirect Speech

He said that he will work hard to succeed. The Commander said that they will defeat all the enemies.

## How to convert Direct speech into Indirect Speech?

Direct Speech	Indirect Speech
Present Simple Tense <b>do /does V1</b>	Past Simple Tense <b>did + V1</b>
Present Progressive Tense <b>is/am/are + V4</b>	Past Progressive Tense <b>was /were + V4</b>
Present Perfect Tense <b>has /have + V3</b>	Past Perfect Tense <b>had + V3</b>
Present Perfect Progressive <b>has been /have been + V4</b>	Past Perfect Progressive <b>had been + V4</b>
Past Simple Tense <b>did + V1</b>	Past Perfect Tense <b>had + V3</b>
Past Perfect Tense <b>had + V3</b>	<b>NO CHANGE</b>
Past Perfect Progressive <b>had been + V4</b>	<b>NO CHANGE</b>

Future Simple Tense <b>will + V1</b>	<b>would + V1</b>
Future Progressive Tense <b>will be + V4</b>	<b>would be + V4</b>
Future Perfect Tense <b>will have + V3</b>	<b>would have + V3</b>
Future Perfect Progressive <b>will have been + V4</b>	<b>would have been + V4</b>

DIRECT SPEECH	INDIRECT SPEECH
<i>He said, "I <b>live</b> in the city center."</i> (present simple)	<i>He said he <b>lived</b> in the city center.</i>
<i>He said, "I'm <b>going</b> out."</i> (present continuous)	<i>He said he <b>was going</b> out.</i>
<i>He said, "I've <b>finished</b>."</i> (present perfect)	<i>He said he <b>had finished</b>.</i>
<i>He said, "I've <b>been studying</b> a lot."</i> (present perfect continuous)	<i>He said he <b>had been studying</b> a lot.</i>
<i>He said, "I <b>arrived</b> before you."</i> (past simple)	<i>He said he <b>had arrived</b> before you.</i>
<i>He said, "I <b>had already left</b>."</i> (past perfect)	<i>He said he <b>had already left</b>. (remains the same)</i>
<i>He said, "I'll <b>be</b> there at 2pm."</i> (future simple)	<i>He said he <b>would be</b> there at 2pm.</i>
<i>He said, "I'm <b>going to call</b> Alan."</i> (be going to)	<i>He said he <b>was going to call</b> Alan.</i>

**Rule #2:** If the reporting verb is given in **Present or Future Tense**, then there shall be **NO CHANGE** in the **TENSE** of reported speech in direct and indirect speech rules.

**Direct** – John says, "I don't play cricket."

**Indirect** – John says that he doesn't play cricket.

**Direct** - You will say, "I am ill."

**Indirect** - You will say that you are ill.

**Exceptions in Assertive sentences: If the Direct speech states a universal truth or a habitual fact, the tense of the verb in the reported speech is not changed.**

Examples:

Direct	Indirect
He said, "Honesty is the best policy."	He said that honesty is the best policy.
He said, "God is omnipresent."	He said that God is omnipresent.
He said, "I take bath in the Ganga every morning."	He said that he takes bath in the Ganga every morning.

### Changing the time expressions

Direct Speech	Indirect Speech
She said, "We need your assistance <b>now</b> ."	She said they needed my assistance <b>then</b> .
"I had a headache <b>yesterday</b> ."	You said you'd had a headache the <b>day before</b> .
She said, "He will bring the book <b>tomorrow</b> ."	She said that he would bring the book the <b>next day</b> .

### Changing Pronouns

Direct Speech	Indirect Speech
She said , "I want to meet <b>you</b> later".	<b>She</b> said that <b>she</b> wanted to meet <b>me</b> later.

Monika said to me “ <b>You</b> have to come back in the afternoon”	Monika told me I had to come back in the afternoon.
They said , “ <b>We</b> like it a lot”	They said <b>they</b> liked it a lot.
She said , “ <b>I</b> have been walking with <b>my</b> husband”	She said <b>she</b> had been walking with <b>her</b> husband.

### How to Convert Exclamatory Sentences into Indirect Speech?

The sentences that express our feelings and emotions are called exclamatory sentences. Exclamation marks are used at the end of an exclamatory sentence. For example:

1. **Hurray! We have won the match.**
2. **Alas! He failed the test.**
3. **How beautiful that dog is!**
4. **What a marvelous personality you have!**

**To change exclamatory sentences into indirect speech, follow the rules below along with the above-mentioned rules:**

- If there is an interjection, i.e., alas, aha, hurray, etc., in the reported speech, then they are omitted along with the exclamation point.
- The reporting verb, i.e., said, is always replaced with exclaimed with joy, exclaimed with sorrow, exclaimed joyfully, exclaimed sorrowfully, or exclaimed with great wonder or sorrow.
- If there is what or how at the beginning of the reported speech, then they are replaced with very or very great.
- In an indirect sentence, the exclamatory sentence becomes an assertive sentence.

## Examples of Exclamatory Sentences Converted into Indirect Speech

Interjection	Emotions
Hurrah	Joy/ happiness/joyful
Alas /sorry	Sorrow/regret
What/how	Surprise/wonder
Fie	Disgust/anger/contempt
Bravo	Applaud/ praise/ commend

Direct Speech	Indirect Speech
He said, "Alas! My cat died."	He exclaimed with sorrow that his cat had died.
She said, "How beautiful the night sky looks!"	She exclaimed with wonder that the night sky looked very beautiful.
The man said, "What an intelligent brain he has."	The man exclaimed with surprise that he had a very intelligent brain.
The commander said to them, "Bravo! You did well."	The commander applauded them that they had done well.
The woman said to them, "Fie! Go away from here."	The woman exclaimed in anger that they should go away from there.

Ritu said, "Hurrah! I won the lottery."	Ritu exclaimed with joy that she had won the lottery.
Rita Said, "Hurrah! I have passed the examination.	Rita exclaimed joyfully that she had passed



## Dialogue Writing

*Dialogue writing in English is a form of communication where two or more characters engage in a conversation. It's commonly used in literature, drama, film scripts, and other creative writing forms to make the interactions between characters feel natural and engaging.*

### Format of Dialogue writing

#### 1. New Paragraph for Every Speaker

Every speaker gets a new paragraph. Each time a speaker says something, you have to put in a fresh paragraph, even if it is just one word.

#### 2. Punctuations Come under Quotation Marks

All the punctuations used with dialogue must be put under the quotes.

#### 3. Remove End Quote if the Paragraph is Long

If the paragraph of dialogue is too long and you need to change the paragraph, then there is no need to put end quotes.

#### 4. Dialogue Tags

Dialogue tags i.e. He says/she says are always written outside the dialogue and is separated by a comma. When dialogue ends in a question or exclamation mark, tags that follow start in lower case.

For example- He says, "We should start our own business."

#### 5. Use Single Quotation Mark to Quote Something with a Dialogue

If you have to quote something within a dialogue, we should put single quotes as double quotes are already enclosing the main dialogue.

For example - Bill shouted, "'boo!' you lost the game.

#### 6. The Dialogue Ends with an Ellipsis

If the Dialogue ends with an ellipsis, we should not add a comma or any other punctuation. For example - She stared at the sunset. "I guess you'll go back to doing what you do and I will..." her voice drifted off.

**Here are the main rules for writing dialogue:**

1. **Each speaker gets a new paragraph.** Every time someone speaks, you show this by creating a new paragraph. Yes, even if your characters are only saying one word, they get new paragraphs.
2. **Each paragraph is indented.** The only exception for this is if it's the start of a chapter or after a scene break, where the first line is never indented, including with dialogue.
3. **Punctuation for what's said goes inside the quotation marks.** Any time the punctuation is a part of the person speaking, they go inside the quotes so the reader knows how the dialogue is said.
4. **Long speeches with several paragraphs don't have end quotations.** You'll see more on this below, but overall, if one character is speaking for so long they have separate paragraphs, the quotation marks on the end are removed, but you start the next paragraph with them.
5. **Use single quotes if the person speaking is quoting someone else.** If you have a character who says, "Man, don't you love it when girls say, 'I'm fine'?", the single quotes indicate what someone else says.
6. **Skip the small talk and focus on important information only.** Unless that small talk is relevant for character development, skip it and get to the point, this isn't real life and will actually feel *more* fake if you have too much.

**SAMPLE-1**

***A sample dialogue between a shopkeeper and a customer:***

Customer- Good afternoon, sir. I'm looking for a new backpack for school. Do you have any in stock?

Shopkeeper- Good afternoon! Yes, we do. We have a variety of backpacks to choose from. What size and color are you looking for?

Customer- I need a medium-sized one in black or dark blue, something sturdy for carrying my books and laptop.

Shopkeeper- Great choice! We have a durable black backpack over here, and it's perfect for laptops and books. Let me show you.

Customer- That looks nice. Can you tell me the price and if there's a warranty?

Shopkeeper- Of course, this one is priced at \$50, and it comes with a one-year warranty for any manufacturing defects. It's quite popular among students.

Customer- That sounds good. Can I take a closer look at it?

Shopkeeper- Certainly, feel free to inspect it. It has multiple compartments, padded straps for comfort, and a special pocket for your laptop. If you have any questions or need assistance, please don't hesitate to ask.

Customer- Thank you. I'm going to take this one. Do you accept credit cards?

Shopkeeper- Yes, we accept credit cards. I'll ring it up for you. Just insert your card here, please.

Customer- (Completes the transaction) Thank you for your help. I appreciate it.

Shopkeeper- You're welcome! If you ever encounter any issues or need help with anything else, please don't hesitate to return. Have a great day, and good luck with your studies!

Customer- Thank you. You too! Goodbye.

Shopkeeper- Goodbye, and take care! A sample dialogue between a shopkeeper and a customer:

Customer- Good afternoon, sir. I'm looking for a new backpack for school. Do you have any in stock?

Shopkeeper- Good afternoon! Yes, we do. We have a variety of backpacks to choose from. What size and color are you looking for?

Customer- I need a medium-sized one in black or dark blue, something sturdy for carrying my books and laptop.

Shopkeeper- Great choice! We have a durable black backpack over here, and it's perfect for laptops and books. Let me show you.

Customer- That looks nice. Can you tell me the price and if there's a warranty?

Shopkeeper- Of course, this one is priced at \$50, and it comes with a one-year warranty for any manufacturing defects. It's quite popular among students.

Customer- That sounds good. Can I take a closer look at it?

Shopkeeper- Certainly, feel free to inspect it. It has multiple compartments, padded straps for comfort, and a special pocket for your laptop. If you have any questions or need assistance, please don't hesitate to ask.

Customer- Thank you. I'm going to take this one. Do you accept credit cards?

Shopkeeper- Yes, we accept credit cards. I'll ring it up for you. Just insert your card here, please.

Customer- (Completes the transaction) Thank you for your help. I appreciate it.

Shopkeeper- You're welcome! If you ever encounter any issues or need help with anything else, please don't hesitate to return. Have a great day, and good luck with your studies!

Customer- Thank you. You too! Goodbye.

Shopkeeper- Goodbye, and take care!

## SAMPLE -2

### **1. Write a Dialogue between You and Your Teacher about which Course to Study at Vacations.**

Child- Good Morning Sir, how are you?

Teacher- I am completely fine. What about you?

Student- I was wondering which course to learn in my vacation.

Teacher- It can be confusing with so many options online. You should make a list and narrow it down as per your interest.

Student- I have tried that but still I am left with three options- Artificial Intelligence, Machine learning or Data science.

Teacher- Well! All of them are very interesting courses, but as far as I remember you have always been interested in Artificial Intelligence.

Student- Yes! I do because I feel it is our future.

Teacher- Well then its no harm in pursuing it and later if you find it less interesting you can always switch.

Student- Yes it sounds like a great idea. Thanks!

## Homework

### 1-Complete the following Dialogues-

Megha calls up Riya to make a plan for New years. Complete the dialogue between Megha and Riya by filling in the gaps.

Megha : (i) ..... this New year?

Riya: I don't have any plans.

Megha: How do you like the idea (ii) ..... the Sapna's party?

Riya: That sounds fantastic, But I (iii) .....my parent's permission.

Megha: I'll come to your house this evening and request your parents to allow you to join me to go to a party.

Riya: Ok.

Megha : (iv) ..... in the evening?

Riya: Yes. They will be at home.

Rohit: Then I'll surely come.

## Poster

Posters are visually attractive modes of creating awareness and communicating information or a message to a wider readership. Posters may include both textual and graphic elements.

### Posters can be classified into two kinds –

a) Awareness posters create awareness and campaign for an issue of general concern, such as illiteracy, health and environment etc., and motivate people to action.

b) Event posters announce a cultural event, a festival, a celebration, a camp etc.

## Features of a Poster

- **Title** – The title is displayed prominently in bold, catchy letters at the top. It should communicate the subject and the purpose right away.
- **Simple & precise language** – Crisp messages put up in simple words conveys the message effectively.
- **Creativity in terms of design and content** – Imagination and originality in terms of presentation of the facts draw the readers and motivate them to read on.
- **Appealing presentation** – Posters are more of a visual than a verbal display. Simple illustrations like graphics or sketches, relevant to the topic, make them easy to comprehend and eye-catching.
- **Catchy slogan or a jingle** – Often, a simple verse in rhyme condenses the message. This lends a musical quality to the message, which has a greater impact.

## SAMPLE 1

- *Being the President of Lions Club, Model Town, prepare a poster on 'Diwali Mela' to be held at Chhatrasal Stadium in not less than 50-60 words.*

**Lions Club, Model Town Organises a Diwali Mela**

**To Bring Out The Joy and Make This Festival a Sparkling One**

**Venue: Chhatrasal Stadium**

**Date: 29 February, 2022**

**Time: 5.00 PM – 10.00 PM**

**Entry Fee: Adults: 300, Children below 10: No fee**

**This Year Celebrate Eco-Friendly Diwali, Enjoy with Fun Games**

**For any query, Contact:**

**Mr. Anil Mehra**

**99107896217**

## SAMPLE 2

- *Design a poster in not more than 50-60 words, highlighting the importance of communal harmony.*

# COMMUNAL HARMONY

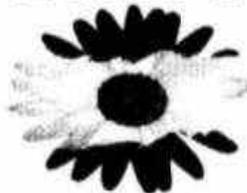
*the*

## NEED OF THE HOUR



- Brotherhood
- Friendliness
- Peace
- Unity
- Love

### UNITY



*The attitude of Indians*

No Religion Teaches hatred

Communal Harmony

Must Be Maintained In The Country

### Homework

- You are the Secretary of your colony, design a poster for the Cleanliness Drive in not less that 50-60 words.

