

Define and explain reported speech

I'm not robot!

I. DEFINITION

- Reported speech (also known as indirect speech) refers to a sentence reporting what someone has said. It is almost always used in spoken English.
- Reported speech doesn't use quotation marks to enclose what the person said and it doesn't have to be word for word.
- When we use reported speech, we are usually talking about the past (because obviously the person who spoke originally spoke in the past). The verbs therefore usually have to be in the past too.

"I'm going to the cinema".
He said he was going to the cinema.



Data Processing Definition

- A working meaning of data processing normally incorporates all operations performed on data disclosure, management, use and accumulation of data are four examples of business data processing inside of an organization. The key objective of data processing is to change over crude data into meaningful information that enhances a present circumstance or determines a current issue. Data processing yields regularly taken different structures, for example, reports, charts and representation that make the data simpler to comprehend and break down.
- In late decades, associations have progressively depended on computer frameworks to offer them some assistance with streamlining business data processing operations nonetheless; talented human endeavors are still a basic segment in keeping up precision and other quality segments all through the progressions in business data processing.

now	then /at that time /immediately at that moment
today / tonight	that day /that night
here	there
this / these	that / those
tomorrow	the following day /the next day the day after
next week	the following week /the next week the week after
yesterday	the previous day /the day before
last week	the previous week /the week before
(a year) ago	(a year) before /earlier
the day before yesterday	two days before /earlier
the day after tomorrow	in two days' time
come	go



What is Nitrogen?

❖ Nitrogen makes up about 78%

of our atmosphere.

❖ Nitrogen in the atmosphere it is mostly in the form of N₂, which is a compound that plants and animals cannot use.

❖ The process of converting nitrogen into compounds that can be used by plants and animals is called the Nitrogen Cycle.

was walking is walking walked

"I am walking in the park with Tom"

Peter said that he was walking in the park with Tom.

next

内容 Adjectives and adverbs Adjectives Adverbs Adverbs Adverb phrases Adverbs and adverb phrases: position Adverbs and adverb phrases: typical errors Adverbs: forms Adverbs: functions Adverbs: types Comparison: adverbs (worse, more easily) Degree adverbs Time adverbs Adverbs as discourse markers (anyway, finally) Adverbs as short responses (definitely, certainly) Using adjectives and adverbs Easily confused words Above or over? Across, over or through? Advice or advise? Affect or effect? All or every? All or whole? Allow, permit or let? Almost or nearly? Alone, lonely, or lonesome? Along or alongside? Already, still or yet? Also, as well or too? Alternate(ly), alternative(ly) Although or though? Altogether or all together? Amount of, number of or quantity of? Any more or anymore? Anyone, anybody or anything? Apart from or except for? Arise or rise? Around or round? Arouse or rouse? As or like? As, because or since? As, when or while? Been or gone? Begin or start? Beside or besides? Between or among? Born or borne? Bring, take and fetch Can, could or may? Classic or classical? Come or go? Consider or regard? Consist, comprise or compose? Content or contents? Different from, different to or different than? Do or make? Down, downwards or downward? During or for? Each or every? East or eastern; north or northern? Economic or economical? Efficient or effective? Elder, eldest or older, oldest? End or finish? Especially or specially? Except or except for? Expect, hope or wait? Experience or experiment? Fall or fall down? Far or a long way? Farther, furthest or further, furthest? Fast, quick or quickly? Fall or felt? Female or feminine: male or masculine? Finally, at last, lastly or in the end? First, firstly or at first? Fit or suit? Following or the following? For or since? Forget or leave? Full or filled? Fun or funny? Get or go? Grateful or thankful? Hear or listen (to)? High or tall? Historic or historical? House or home? How is ...? or What is ... like? If or when? If or whether? Ill or sick? Imply or infer? In the way or on the way? It's or its? Late or lately? Lay or lie? Lend or borrow? Less or fewer? Look at, see or watch? Low or short? Man, mankind or people? Maybe or may be? Maybe or perhaps? Nearest or next? Never or not ... ever? Nice or sympathetic? No doubt or without doubt? No or not? Nowadays, these days or today? Open or opened? Opportunity or possibility? Opposite or in front of? Other, others, the other or another? Out or out of? Permit or permission? Person, persons or people? Pick or pick up? Play or game? Politics, political, politician or policy? Price or prize? Principal or principle? Quiet or quite? Raise or rise? Remember or remind? Right or rightly? Rob or steal? Say or tell? So that or in order that? Sometimes or sometime? Sound or noise? Speak or talk? Such or so? There, their or they're? Towards or toward? Wait or wait for? Wake, wake up or awaken? Worth or worthwhile? Nouns, pronouns and determiners Determiners Nouns Noun phrases Pronouns Pronouns Each other, one another Everyone, everybody, everything, everywhere It Gender No one, nobody, nothing, nowhere One One and one's Pronouns: personal (I, me, you, him, it, they, etc.) Pronouns: possessive (my, mine, your, yours, etc.) Pronouns: reflexive (myself, themselves, etc.) Pronouns: indefinite (-body, -one, -thing, -where) Pronouns: one, you, we, they Relative pronouns Questions: interrogative pronouns (what, who) Someone, somebody, something, somewhere That Quantifiers A bit All Any Both Either Enough Least, the least, at least Less Little, a little, few, a few Lots, a lot, plenty Many More Most, the most, mostly Much, many, a lot of, lots of: quantifiers No, none and none of Plenty Some Some and any Question words How What When Where Which Who, whom Whose Why Using nouns Propositions and particles Using English Collocation Using English Collocation Numbers Dates Measurements Number Time People and places Place and movement Abroad Away and away from Back Inside Nearby Outside Up Politeness Reported speech Sexist language Spoken English Types of English Useful phrases Writing Verbs Tenses and time Verb forms Verb patterns Phrasal verbs and multi-word verbs Passive voice Modal verbs and modality Conditionals and wishes Using verbs Words, sentences and clauses Word classes and phrase classes Word formation Word order and focus Conjunctions and linking words Clauses and sentences Relative clauses Negation Negation Neither, neither ... nor and not ... either Not Neither, neither ... nor and not ... either Not Forming negative statements, questions and imperatives Negation: two negatives Negative clauses with any, anybody, anyone, anything, anywhere Negation in non-finite clauses Negative prefixes and suffixes Negative adverbs: hardly, seldom, etc. Negation: emphasising Negation of think, believe, suppose, hope Questions In order to continue enjoying our site, we ask that you confirm your identity as a human. Thank you very much for your cooperation. Reported speech is the report of one speaker or writer on the words spoken, written, or thought by someone else. Also called reported discourse. Traditionally, two broad categories of reported speech have been recognized: direct speech (in which the original speaker's words are quoted word for word) and indirect speech (in which the original speaker's thoughts are conveyed without using the speaker's exact words). However, a number of linguists have challenged this distinction, noting (among other things) that there's significant overlap between the two categories. Deborah Tannen, for instance, has argued that "[w]hat is commonly referred to as reported speech or direct quotation in conversation is constructed dialogue." "Reported speech is not just a particular grammatical form or transformation, as some grammar books might suggest. We have to realize that reported speech represents, in fact, a kind of translation, a transposition that necessarily takes into account two different cognitive perspectives: the point of view of the person whose utterance is being reported, and that of a speaker who is actually reporting that utterance." (Teresa Dobrzyńska, "Rendering Metaphor in Reported Speech," in Relative Points of View: Linguistic Representation of Culture, ed. by Magda Strońska, Berghahn Books, 2001) "I wish to question the conventional American literal conception of 'reported speech' and claim instead that uttering dialogue in conversation is as much a creative act as is the creation of dialogue in fiction and drama. "The casting of thoughts and speech in dialogue creates particular scenes and characters-and ... it is the particular that moves readers by establishing and building on a sense of identification between speaker and hearer or reader. As teachers of creative writing exhort neophyte writers, the accurate representation of the particular communicates universality, whereas direct attempts to represent universality often communicate nothing." (Deborah Tannen, Talking Voices: Repetition, Dialogue, and Imagery in Conversational Discourse, 2nd ed. Cambridge University Press, 2007) "[Erving] Goffman's work has proven foundational in the investigation of reported speech itself. While Goffman is not in his own work concerned with the analysis of actual instances of interaction (for a critique, see Schlegel, 1988), it provides a framework for researchers concerned with investigating reported speech in its most basic environment of occurrence: ordinary conversation. . . ."Goffman . . . proposed that reported speech is a natural upshot of a more general phenomenon in interaction: shifts of 'footing,' defined as 'the alignment of an individual to a particular utterance . . .' (Forms of Talk, 1981: 227). Goffman is concerned to break down the roles of speaker and hearer into their constituent parts. . . . [O]ur ability to use reported speech stems from the fact that we can adopt different roles within the 'production format,' and it is one of the many ways in which we constantly change footing as we interact. . . ." (Rebecca Clift and Elizabeth Holt, Introduction. Reporting Talk: Reported Speech in Interaction. Cambridge University Press, 2007) "[R]eported speech occupies a prominent position in our use of language in the context of the law. Much of what is said in this context has to do with rendering people's sayings: we report the words that accompany other people's doings in order to put the latter in the correct perspective. As a consequence, much of our judiciary system, both in the theory and in the practice of law, turns around the ability to prove or disprove the correctness of a verbal account of a situation. The problem is how to summarize that account, from the initial police report to the final imposed sentence, in legally binding terms, so that it can go 'on the record,' that is to say, be reported in its definitive, forever immutable form as part of a 'case' in the books." (Jacob Mey, When Voices Clash: A Study in Literary Pragmatics. Walter de Gruyter, 1998) Note: Reported speech is also referred to as indirect speech or indirect discourse. Before explaining how to report a discourse, let us first distinguish between direct speech and reported speech. Direct speech vs reported speech. 1. We use direct speech to quote a speaker's exact words. We put their words within quotation marks. We add a reporting verb such as "he said" or "she asked" before or after the quote. Example: 2. Reported speech is a way of reporting what someone said without using quotation marks. We do not necessarily report the speaker's exact words. Some changes are necessary: the time expressions, the tense of the verbs, and the demonstratives. Example: He said: "I was happy. More examples: Direct speech: Reported speech: He said: "I like tuna fish." She says that she likes tuna fish. She said: "I'm visiting Paris next weekend." She said that she was visiting Paris the following weekend. He asked Betty: "Do you like cheese?" He wanted to know if Betty liked cheese. Different types of reported speech: When you use reported speech, you either report: Statements: Questions: Requests / commands: Other types: A. Reporting statements: When transforming statements, check whether you have to change: pronouns: tense: place and time expression: 1. Pronouns: in reported speech, you often have to change the pronoun depending on who says what. Example: She says, "My dad likes roast chicken." - She says that her dad likes roast chicken. 2. Tenses: If the sentence starts in the present, there is no backshift of tenses in reported speech. If the sentence starts in the past, there is often a backshift of tenses in reported speech. Shifting back tense: Direct speech: Reported speech (no backshift) "I write poems." - He says that he writes poems. (backshift) "I write poems." He said that he wrote poems. No backshift: Do not change the tense if the introductory clause (i.e., the reporting verb) is in the present tense (e.g., He says). Note, however, that you might have to change the form of the present tense verb (3rd person singular). Example: He says, "I am happy." - He says that he is happy. Examples of the main changes in verb tense: Direct Speech: Reported Speech: Simple Present: He said: "I am happy." Simple Past: He said that he was happy. Present Progressive: He said: "I'm looking for my keys." Past Progressive: He said that he was looking for his keys. Simple Past: He said: "I visited New York last year." Past Perfect Simple: He said that he had visited New York the previous year. Present Perfect: He said: "I've lived here for a long time." Past Perfect: He said that he had lived here for a long time. Past Perfect: He said: "They had finished the work when I arrived." Past Perfect: He said that they had finished the work when he had arrived. Past Progressive: He said: "I was playing football when the accident occurred." Past Perfect Progressive: He said that he had been playing football when the accident had occurred. Present Perfect Progressive: He said: "I have been playing football for two hours." Past Perfect Progressive: He said that he had been playing football for two hours. Past Perfect Progressive: He said: "I had been reading a newspaper when the light went off." Past Perfect Progressive: He said that he had been reading a newspaper when the light had gone off. Future Simple (will+verb): He said: "I will open the door." Conditional (would+verb): He said that he would open the door. Conditional (would+verb): He said: "I would buy Mercedes if I were rich." Conditional (would+verb): He said that he would buy Mercedes if he had been rich. The modal verbs could, should, would, might, needn't, ought to, and used to do not normally change. Example: He said: "She might be right." - He said that she might be right. He told her: "You needn't see a doctor." - He told her that she needn't see a doctor. Other modal verbs such as can, shall, will, must, and may change. Modal: Direct speech: Reported speech: He can do it. He said that he could do it. may: "May I go out?" He wanted to know if he might go out. must: "She must apply for the job." He said that she must/had to apply for the job. will: "They will call you." He told her that they would call her. 4. Place, demonstratives, and time expressions: Place, demonstratives, and time expressions change if the context of the reported statement (i.e. the location and/or the period of time) is different from that of the direct speech. In the following table, you will find the different changes of place; demonstratives, and time expressions. Direct Speech: Reported Speech: Time Expressions: today: that day / the day now: then / at that time / immediately at that moment yesterday: the day before / the day prior to this: that / those tomorrow: the following day / the next day / the day after next week: the following week / the next week / the week after last week: the previous week / the week before (a year) ago: (a year) before / earlier the day before / yesterday: two days before / earlier the day after tomorrow: in two days' time come: go

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