

Direct speech

Direct speech records the actual words that someone says.

Example: "Please may I borrow your pencil?" asked Carly.

Direct speech has special punctuation rules that must be followed. Only the words spoken by the person go inside the quotation marks.

Example: "No," replied Shaun, "I'm busy using it."

quotation marks

capital letter comma

Note that the full stop is placed inside the quotation marks.

★ Help

Remember that in direct speech you are writing what the person said, so you must punctuate their sentence inside the quotation marks.

1. The sentences below are missing capital letters, quotation marks, full stops, commas and question marks. Rewrite them so that they are correct. The first one has been done for you.

a) hello greeted Jade "Hello," greeted Jade.

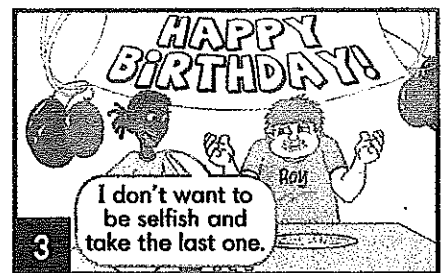
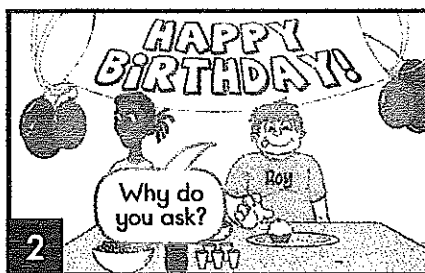
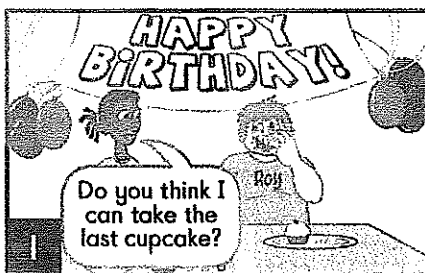
b) i'm tired yawned Miri

c) don't touch me shouted Phindi

d) are you feeling unwell asked Mrs Miya

e) no warned mom don't touch that

2. Write the words in the speech bubbles as direct speech.



Indirect speech

Indirect speech reports what someone has said. The conversation that is reported *has already happened*, so indirect speech must be written in the past tense.

There are five steps for changing direct speech into indirect speech.

Example: Carly asked, "Can I borrow a pencil?"

1	2	3	4	5
↓	↓	↓	↓	↓
Carly asked if she could borrow a pencil.				

1. Start with the person's name.
2. Use a verb that explains how the person said what they did, for example, *said*, *asked* and *whispered*.
3. Follow the verb with the words *that* or *if*.
4. Change the pronouns to make sense.
5. Change the sentence into the past tense.

Follow the five rules above and write the number of the rule above the correct word in the sentences below.

- a) Megan said that she passed her Geography test.
- b) Mzamo and Raj asked if they could leave the classroom.
- c) Mr Moodley shouted that they would stay in during break.
- d) Siya replied that he was scared of the dark.
- e) Brenda cried that she had stubbed her toe.

Rewrite the following direct speech examples as indirect speech.

- a) Dad asked, "Paul, are you going to choir practice?"

- b) "I am going to choir practice," replied Paul.

- c) "My toe is sore," explained Sarah.

- d) "My food is cold," complained Jess.

- e) Leon screamed, "Kris, watch out for the wall!"



Indirect speech is also called *reported speech* as you are reporting what someone said.

Finite verbs

A **finite verb** is a verb that agrees with its subject and shows tense and number. A finite verb, together with its subject, makes sense and can stand alone in a clause or sentence.

Example: She sings.

Diagram: An arrow points from the word "sings" to the word "She". A bracket above "She" is labeled "subject". An arrow below "sings" is labeled "finite verb".

To find out the subject of the finite verb, ask *who* or *what* does the action. Who sings? She sings, so *she* is the subject.

Every clause or sentence must have a finite verb.

Example: The ball flew over the wall.

Diagram: An arrow points from the word "flew" to the words "The ball". A bracket above "The ball" is labeled "subject". An arrow below "flew" is labeled "finite verb".

To test if a verb is finite, see whether it can stand on its own with a subject. Look at the following examples.

Examples: He laughs. ← This is a complete sentence. It makes sense, therefore the verb is finite.

He laughing. ← This is not a complete sentence. It does not make sense. The verb is not finite because the word *is* needs to be added for it to make sense.

A complete sentence must have a finite verb and a subject.

1. Underline the finite verb in each sentence. Circle the subject that links to each finite verb.

- I am hungry.
- She plays tennis every Saturday.
- They travel to the coast in the holidays.
- The dog chews his bone.
- My grandfather grows his own vegetables.
- My brother sings in the shower.
- Nomfundo swims on Friday nights.
- The athletes run past very quickly.

★ Remember

A **subject** is the thing or person who carries out the action.

How to write a book review

In a **book review** you provide information about a book that will help a person decide if he or she wants to read the book.

You tell the reader a bit about the story and the characters.

At the end of the review you say if you enjoyed the book or not. You should always give a good reason for your opinion.

Read the example of a book review below and read the notes to understand how a book review should be written.

Give the title, author and main character information.

Book title: The Unusual Friend

Author: Stevie Parks

Main character: Duane

The Unusual Friend tells the story of Duane and how he makes friends with the grumpy old man next door.

Say what the book is about in one sentence.

Explain how the book begins.

Duane is at home because it is school holidays and at first he plays pranks on his neighbour, Mr Nichols.

Don't say how the book ended, but leave your reader interested.

Then Duane hears Mr Nichols telling stories to the birds. Slowly Duane and Mr Nichols become friends until **something terrible happens to threaten their friendship.**

Explain what happens in the middle of the book.

I enjoyed this book because Duane is a funny character and Mr Nichols's stories were very interesting to read.

Say whether or not you enjoyed reading the book.

I would recommend this book to other readers.

Write a book review

Choose a book you have read this year and write a book review on it. Use the notes on page 4 to help you.

Book title: _____

Author: _____

Main character(s): _____

Brief summary (be sure to tell the beginning and middle of the story):

What did you think? _____
