Look at the following examples:

a) She asked **if** I was a Bengali. (original yes-no question: 'Are you a Bengali?')

b) The waiter asked **whether** we wanted a table near the window. (original yes-no question: 'Do you want a table near the window?)

c) He asked me **if** I had come by train or by bus. (original alternative question: 'Did you come by train or by bus?')

d) *direct speech:* 'Do you work from home?' he said.
reported speech: *He asked me if I worked from home.*

e) *direct speech:* 'Could you write that down for me?' she asked.
reported speech: *She asked me if I could write it down.*

-When reporting yes/no questions ie…. questions that don't begin with 'wh', if/whether is added.

- helping verbs (auxiliary) such as:

can, could, may, might, will, would, shall are used in the beginning of the question.

- 'to be verbs' such as is, am, are, was , were, have, had are also used to begin such questions.

- Their answers can be a simple yes / no.

Examples of reporting imperative sentences (commands/orders)

Work hard.

Go away.

Help.

Stop it.

When we report an imperative sentence, we use '**to'.**

- The master said to Supandi, 'Get me something to drink.' (*Direct speech*)

  The master told Supandi to get him something to drink. (reported speech)

- 'Go away,' Laxmi Bai told them. (*Direct speech*)

  Laxmi Bai told them to go away. (reported speech)

- 'Be careful,' I told him. (*Direct speech*)

  I told him to be careful. (reported speech)

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