

**SES'S L.S.RAHEJA COLLEGE OF ARTS AND COMMERCE**

Course: FYBA Communication Skills

Unit: I

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**Change the following passages into direct speech:**

1. Mr Naik said that he was going to eject all his tenants who could not meet his new demand for increased rent. He asked how he could be held responsible for their lack of sufficient finance.
2. Mr Smith demanded who I was, and I modestly replied that I was a poor man. As I was wet, and had seen his fire through the window, I begged shelter for half an hour. But Mr Smith bade me walk out again, drily remarking that they had quite enough water in their kitchen without making it a drying house.
3. The stranger politely asked me if I could tell him the shortest way to the station. I replied that I could, and enquired whether he wanted to spend the night in one of the retiring rooms. The stranger replied that he did not want to spend the night there, but only wanted to check up on his reservation.
4. The doctor, wishing a good morning to the lawyer, added that he was the very man he wanted to see. If he hadn't met him, he would have would have written to him that night. The lawyer laughingly remarked that in that case he had saved him the trouble, and asked what it was he wanted to ask him. If the doctor was going to request him company at the fair, then he would like to tell him that it was not possible for him (the lawyer) to accompany him.

**Change the following into indirect speech:**

1. "You are a wicked man. You think of nothing but betting. I shall never marry you," she said.  
"I'm sorry, Esther. But I am not as bad as you think. You let your temper get the better of you. As soon as I've got a bit of money together, I shall marry you."  
"I will if you like but the truth is I have only three pounds in the world." "Don't Esther," he said as she tried to go past him. "Please let me pass. I don't want to speak to you, or have anything to do with you."
2. "Shall I get the doctor?"  
"Indeed," said my mother anxiously, "You'll do nothing of the kind. He'd only want to send me to hospital. You could call the chemist and ask him to have you a good strong cough mixture."  
"Write it down," I said, remembering my own weakness. "If I haven't it written down I might forget it. What shall I get for dinner? Eggs?"

**Punctuate the following:**

1. i said dont do it that way why not he replied its always been my way
  2. i heard it said he and so did i said gerard it was beautiful and there it is again
  3. lived for three weeks upon a pair of boots and a silk umbrella with an ivory handle exclaimed mr pickwick in horror and was much relieved to find that the expression was metaphorical poor jingle had been keeping starvation at bay in the fleet by pawning his clothes
  4. all the things that once i loved the freshness of the morning air the colour of the sky the song of the birds and sails of distant craft the blue line of the horizon all are lost to me i have now to content myself with what the compass of a sick room encloses
  5. nora why are you so silent she asked once more as there was no reply she looked up and was surprised to see tears streaming down her friends cheeks good gracious nora she exclaimed and rushed to comfort her nora who was after all very young allowed herself to be comforted and admitted that there was no other cause than a passing fit of emotion forgive me nora she said to err is human to forgive divine.
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