
STANDARDS-BASED
DAILY LESSON OUTLINE

Unit Theme: grammar focus reported speech
Audience: adults
Time: 90min

Objectives

By the end of this lesson, the learner should be able to:

1. Know reported speech and its importance in effective communication.
2. Understand the 2 types of speeches
3. Understand the rules associated with reported speech
4. Transform direct speech into reported speech
5. Know reporting verbs

Resources

Blackboard Notebook/Pen
Session 14 grammar focus reported speech handouts
Session 14 grammar focus reported speech Worksheet
Session 14 grammar focus reported speech Homework Handouts
Projector/laser pointer
Slips of paper
Marker pens

Warm-up and prior knowledge

Welcome the students to today's class and tell them what they will be learning i.e. reported speech and its importance in effective communication. The students will also learn the rules associated with reported speech, reporting verbs and know how to translate direct speech into reported speech.

Lesson instructions

Start the class off by asking them to define “reported speech”. Define it using the grammar focus reported speech handout and introduce the two types of speeches. Using the power point on *reported speech*, take the students through the first 7 slides where you look at the importance of reported speech in carrying out effective communication. Ask the students to give more reasons why they feel reported speech is important in effective communication. Draw a table on the white board and reflect on the differences of direct speech and indirect speech from the PowerPoint with the aid of sentences. Ask the students the following questions;

- Can you note any difference between the sentences in direct speech and indirect speech?
- What are the differences?
- Is the tense used the same?

From slide 10-12, explain the changing tenses in reported speech. Go back to the grammar handout and explain the rules to keep in mind while converting direct speech to reported speech. Take time in explaining each rule i.e. rule 1, rule 2 and rule 3 giving relevant examples from the handout and receiving questions from the students.

Now let the students practice transforming direct speech into reported speech by choosing two students to read out loud the content on *transforming direct speech into reported speech*. Encourage maximum participation by choosing different students to read out these parts.

Take your time in teaching the reporting verbs content. Go through the verb patterns after reporting verbs and ask students to read out the sentences on page 6 as they highlight the verb in the sentence. Now ask students to come up with their own sentences using reported speech and paying keen attention to all the rules and lessons of the day. Correct the students where necessary and ask for questions before ending the lesson.

Activity

1. Pair the students such that one person is the interviewer while the other is a famous person. The interviewer is supposed to ask the famous person at least 5 questions and the famous person to give an answer for each question. Now the interviewer should report the answers that were given by the famous person.
2. Follow the following steps to carry out this activity.
 - i. Have slips of paper with vocabulary for different professions and people such as teacher, mother, best friend and police officer.
 - ii. Put the slips of paper in front of the students.
 - iii. Let one student have the others guess the word they picked by using reporting verbs to describe them. For example, "this person told me to bring my homework" = teacher

Independent working time/assignment

Session grammar focus reported speech Worksheet.docx:

1. Direct speech: "I am going to the store," she said. How would you correctly report this using indirect speech? (page 1)
2. Direct speech: "Please close the door," he said to her. Which option presents the reported speech version correctly? (page 1)
3. Direct speech: "I will finish the project by tomorrow," Mark said. How would you appropriately report this using indirect speech? (page 1)
4. Direct speech: "I have been working on this all day," she exclaimed. Which of the following is the correct reported speech version? (page 2)
5. Direct speech: "We won't be able to attend the meeting," they informed me. What is the accurate reported speech conversion? (page 2)

Use the correct form of the verb in brackets and add missing prepositions where necessary to complete the sentences. (Page 2-3)

Session 14 grammar focus reported speech Homework.docx:

Transform the following sentences into reported speech by making the necessary changes.
(Page 1-2)