

# NOUN CLAUSE REDUCTION

## Reduction methods

### Method 1: Reduce to infinitive phrase

We may reduce noun clause by **deleting the clause marker** (subordinator) and **change the verb phrase to infinitive**. For examples,

#### 1. Communicative Function: Advice

Noun Clause : - He advised me ***that I should** review the lessons.*

Reduced NC : → *He advised me **to review the lessons.***

Noun Clause : - He told me that I should show him the passport.

Reduced NC : → *He told me to show him the passport.*

#### 2. Communicative Function: Request

Noun Clause : - He asked me *if I would pick him up.*

Reduced NC : → *He asked me **to pick him up.***

Noun Clause : - Please inform where we will have the meeting.

Reduced NC : → *Please inform us **where to have the meeting.***

#### 3. Communicative Function: Offer

Noun Clause : - I'd like to know *how I can help.*

Reduced NC : → *I'd like to know **how to help.***

#### 4. Communicative Function: Polite question

Noun Clause : - I don't know *what I should do.*

Reduced NC : → *I don't know **what to do.***

Noun Clause : - She wondered *how she could learn English faster.*

Reduced NC : → *She wondered **how to learn English faster.***

#### 5. Communicative Function: Reported speech

Noun Clause : - He doesn't know how he should solve his problem.

Reduced NC : → *He doesn't know **how to solve his problem.***

Noun Clause : - He is not sure *whether he should study economics or marketing.*

Reduced NC : → *He is not sure **whether to study economics or marketing.***

## Method 2: Reduce to gerund phrase

Noun Clause : - I suggested *that we make the decision faster*.

Reduced NC : → *I suggested making the decision faster*.

Noun Clause : - She acknowledged *that she had taken the bribe*.

Reduced NC : → *She acknowledged having taken the bribe*.

Noun Clause : - She admitted *that she broke the glass*.

Reduced NC : → *She admitted breaking the glass*.

Noun Clause : - My boss insists *that we be early tomorrow*.

Reduced NC : → *My boss insists being early tomorrow*.

Noun Clause : - The man denied *that he stole the money*.

Reduced NC : → *The man denied stealing the money*.

**QUOTED SPEECH Vs. REPORTED SPEECH**

**A. Direct Speech / Quoted Speech**

Saying exactly what someone has said is called direct speech (sometimes called quoted speech) Here what a person says appears within quotation marks ("...") and should be word for word.

For example:  
She said, "Today's lesson is on presentations." **or**  
"Today's lesson is on presentations," she said.

**Here are the quoted speech rules:**

14-8 QUOTED SPEECH	
Sometimes we want to quote a speaker's words—to write a speaker's exact words. Exact quotations are used in many kinds of writing, such as newspaper articles, stories and novels, and academic papers. When we quote a speaker's words, we use quotation marks.	
(a) <b>SPEAKERS' EXACT WORDS</b> Jane: Cats are fun to watch. Mike: Yes, I agree. They're graceful and playful. Do you own a cat?	(b) <b>QUOTING THE SPEAKERS' WORDS</b> Jane said, "Cats are fun to watch." Mike said, "Yes, I agree. They're graceful and playful. Do you own a cat?"
(c) <b>HOW TO WRITE QUOTATIONS</b> 1. Add a comma after <i>said</i> . *————→ Jane said, 2. Add quotation marks. **————→ Jane said, " 3. Capitalize the first word of the quotation. —→ Jane said, "Cats 4. Write the quotation. Add a final period. —→ Jane said, "Cats are fun to watch. 5. Add quotation marks <b>after</b> the period. —→ Jane said, "Cats are fun to watch."	
QUOTING ONE SENTENCE (a) She said, " <b>M</b> y brother is a student." (b) "My brother is a student," she said. (c) "My brother," she said, " <b>i</b> s a student."	In (a): Use a comma after <i>she said</i> . Capitalize the first word of the quoted sentence. Put the final quotation marks outside the period at the end of the sentence. In (b): Use a comma, not a period, at the end of the quoted sentence when it precedes <i>she said</i> . In (c): If the quoted sentence is divided by <i>she said</i> , use a comma after the first part of the quote. Do not capitalize the first word after <i>she said</i> .
QUOTING MORE THAN ONE SENTENCE (d) "My brother is a student. He is attending a university," she said. (e) "My brother is a student," she said. " <b>H</b> e is attending a university."	In (d): Quotation marks are placed at the beginning and end of the complete quote. Notice: There are no quotation marks after <i>student</i> . In (e): If <i>she said</i> comes between two quoted sentences, the second sentence begins with quotation marks and a capital letter.
QUOTING A QUESTION OR AN EXCLAMATION (f) She asked, "When will you be here?" (g) "When will you be here?" she asked. (h) She said, "Watch out!"	In (f): The question mark is inside the quotation marks. In (g): If a question mark is used, no comma is used before <i>she asked</i> . In (h): The exclamation point is inside the quotation marks.
(i) "My brother is a student," <b>said Anna</b> . "My brother," <b>said Anna</b> , "is a student."	In (i): The noun subject ( <i>Anna</i> ) follows <i>said</i> . A noun subject often follows the verb when the subject and verb come in the middle or at the end of a quoted sentence. (Note: A pronoun subject almost always precedes the verb. Very rare: "My brother's a student," <i>said she</i> .)
(j) "Let's leave," <b>whispered</b> Dave. (k) "Please help me," <b>begged</b> the unfortunate man. (l) "Well," Jack <b>began</b> , "it's a long story."	Say and ask are the most commonly used quote verbs. Some others: <i>add, agree, announce, answer, beg, begin, comment, complain, confess, continue, explain, inquire, promise, remark, reply, respond, shout, suggest, whisper.</i>

B. Indirect Speech / Reported Speech

Indirect speech (sometimes called reported speech), doesn't use quotation marks to enclose what the person said and it doesn't have to be word for word.

When reporting speech the tense usually changes. This is because when we use reported speech, we are usually talking about a time in the past (because obviously the person who spoke originally spoke in the past). The verbs therefore usually have to be in the past too.

For example:

Quoted Speech	Reported Speech
"I'm going to the cinema", he said.	He said he was going to the cinema.

Here are the reported speech rules:

1. Tense change

As a rule when you report something someone has said you go back a tense: (the tense on the left changes to the tense on the right):

Quoted Speech		Reported Speech
<b>Present simple</b> She said, "It's cold."	›	<b>Past simple</b> She said it was cold.
<b>Present continuous</b> He said, "I'm teaching English online."	›	<b>Past continuous</b> He said he was teaching English online.
<b>Present perfect simple</b> They said, "We've been on the web since 1999."	›	<b>Past perfect simple</b> They said they had been on the web since 1999.
<b>Present perfect continuous</b> She said, "I've been teaching English for seven years."	›	<b>Past perfect continuous</b> She said she had been teaching English for seven years.
<b>Past simple</b> Jane said, "I taught online yesterday."	›	<b>Past perfect</b> Jane said she had taught online yesterday.
<b>Past continuous</b> She said, "I was teaching earlier."	›	<b>Past perfect continuous</b> She said she had been teaching earlier.
<b>Past perfect</b> She said, "The lesson had already started when he arrived."	›	<b>Past perfect</b> NO CHANGE - She said the lesson had already started when he arrived.
<b>Past perfect continuous</b> She said, "I'd already been teaching for five minutes."	›	<b>Past perfect continuous</b> NO CHANGE - She said she'd already been teaching for five minutes.

Modal verb forms also sometimes change:

Quoted Speech		Reported Speech
<b>will</b> She said, "I'll teach English online tomorrow."	›	<b>would</b> She said she would teach English online tomorrow.
<b>can</b> She said, "I can teach English online."	›	<b>could</b> She said she could teach English online.
<b>must</b> She said, "I must have a computer to teach English online."	›	<b>had to</b> She said she had to have a computer to teach English online.

<b>shall</b> She said, "What shall we learn today?"	>	<b>should</b> She asked what we should learn today.
<b>may</b> She said, "May I open a new browser?"	>	<b>might</b> She asked if she might open a new browser.

!Note - There is no change to; could, would, should, might and ought to.

Quoted Speech	Reported Speech
"I might go to the cinema", he said.	He said he might go to the cinema.

You can use the present tense in reported speech if you want to say that something is still true i.e. my name has always been and will always be Lynne so:-

Quoted Speech	Reported Speech
"My name is Lynne", she said.	<i>She said her name was Lynne.</i> <b>or</b> <i>She said her name is Lynne.</i>

You can also use the present tense if you are talking about a future event.

Direct speech (exact quote)	Indirect speech (not exact)
"Next week's lesson is on reported speech ", she said.	<i>She said next week's lesson is on reported speech.</i>

**b. Time change**

If the reported sentence contains an expression of time, you must change it to fit in with the time of reporting.  
For example we need to change words like *here* and *yesterday* if they have different meanings at the time and place of reporting.

Today	+ 24 hours - Indirect speech
"Today's lesson is on presentations."	She said yesterday's lesson was on presentations.

No.	Quoted Speech	Reported Speech
1	now	then, at that time
2	today	that day
3	tomorrow	the following day, the next day, a day later
4	yesterday	the previous day, the day before
5	next month	the following month, the next month, a month later
6	next year	the following year, the next, year, a year later
7	last month	the month before, the previous month, the preceding month
8	last year	the year before, the previous year, the preceding year
9	in two days weeks)	two days from then, two weeks from then
10	five days ago	five days before, five days earlier
11	five weeks ago	five weeks before, five weeks earlier
12	here	there

In addition if you report something that someone said in a different place to where you heard it you must change the place (here) to the place (there).

For example:-

At work	At home
"How long have you worked here?"	She asked me how long I'd worked there.

**c. Pronoun change**

In reported speech, the pronoun often changes.

For example:

I (1st person singular)	He/She (3rd person singular)
"I teach English online."	<b>She</b> said she teaches English online.

you (2nd person singular)	I (1st person singular)
"Do <b>you</b> need a pen?" Annie Asked	Annie asked <b>me</b> if <b>I</b> needed a pen.

We (1st person plural)	They (3rd person plural)
" <b>We</b> teach English online."	<b>They</b> said <b>they</b> teach English online.

you (2nd person plural)	I (1st person plural)
"Do <b>you (all)</b> want some soup?" Annie Asked	Annie asked <b>us</b> if <b>we</b> wanted some soup.

SUMMARY

Perubahan-Perubahan pada Reported Speech

1. Tenses

No.	Quoted Speech	Reported Speech
1	present tense verb	simple past
2	present continuous	past continuous
3	present perfect	Past Perfect
	Simple past	
	past perfect	
4	Simple future (will)	would
5	future (be going to)	was/were going to

2. Modals

No.	Quoted Speech	Reported Speech
1	can	Could
2	may (possibility)	might
3	may (permission)	could
4	will	would
5	might	might
6	must	had to
7	have to	had to
8	should	should
9	ought to	ought to
10	shall	would (future)
11	shall	should (ask for advice)
12	would	would

3. Jenis Kalimat

No.	Quoted Speech	Reported Speech
1	imperative	infinitive
2	yes/no question	if + noun clause
3.	Wh- question	Wh + noun clause

4. Pronoun

No.	Quoted Speech	Reported Speech
1	I	He/she
2	You ( <i>singular</i> )	I ( <i>singular</i> )
3	We	They
4	You ( <i>plural</i> )	We ( <i>plural</i> )

4. Keterangan (waktu dan tempat)

No.	Quoted Speech	Reported Speech
1	now	then, at that time
2	today	that day
3	tomorrow	the following day, the next day, a day later
4	yesterday	the previous day, the day before
5	next month	the following month, the next month, a month later
6	next year	the following year, the next, year, a year later
7	last month	the month before, the previous month, the preceding month
8	last year	the year before, the previous year, the preceding year
9	in two days weeks)	two days from then, two weeks from then
10	five days ago	five days before, five days earlier
11	five weeks ago	five weeks before, five weeks earlier
12	here	there

**Exercise**

- 1) Christopher:"Do you want to dance?"  
Christopher asked me .....
- 2) Betty:"When did you come?"  
Betty wanted to know .....
- 3) Mark:"Has John arrived?"  
Mark asked me .....
- 4) Ronald:"Where does Maria park her car?"  
Ronald asked me .....
- 5) Elisabeth:"I will help you."  
Elisabeth said .....
- 6) Mandy:"Can I help you?"  
Mandy wanted to know .....
- 7) Andrew:"Will Mandy have lunch with Sue?"  
Andrew asked me .....
- 8) Justin:"What are you doing?"  
Justin asked me .....
- 9) Frank:"I don't want to go"  
Frank said .....
- 10) Anne:"Must I do the shopping?"  
Anne asked .....
- 11) Andrew:"Clean the blue bike!"  
Andrew told me .....
- 12) Jessica:"Write a text message!"  
Jessica told me .....
- 13) Nelly:"Help Peter's sister!"  
Nelly told me .....