If a question is asked in direct speech, a question mark must be placed before the closing of the inverted commas. For example: "What kind of soft drinks do you like?" asked John. If somebody wants to indicate surprise, an exclamation mark can be placed before the closing of the inverted commas. For example, "You wouldn't really do that!" exclaimed Sipho.

Indirect speech is reported speech, or the words somebody says which are reported by another person. There are no inverted commas in indirect speech. You use words such as *said that, asked if, exclaimed about* to introduce the indirect speech. You also have to change the tenses when you convert direct into indirect speech. In the following example, the present tense changes to the past tense. *John said that there was a really colourful new advertisement for a soft drink on a billboard over the highway.*

The following sentence also shows how the present tense is changed to the past tense when you convert direct to indirect speech:

Direct speech: Mother said, "I am going shopping today."

Indirect speech: Mother said that she was going shopping that day.

Note that *today* changes to *that day*.

Simple and compound sentences

Simple sentences contain only one finite verb and one main clause, which is the main part of the sentence and can stand on its own, for example:

I like the soft drink advertisement.
I drink plenty of cold drinks at a party.

Compound sentences contain more than one finite verb, and two or more main clauses. These types of sentences are joined by the conjunctions *and* or *but*. These conjunctions join two clauses of equal value. In the following example, the first clause is just as important as the second clause. The main clauses are joined by the conjunction, *but*:

*I like the soft drink advertisement **but** John thinks it has too many bright colours.*

In the next example, the main clauses are joined by the conjunction *and*:
*She decided to buy six bottles of Orange cola for her party, **and** she also wanted to have eight packets of chips for her friends.*