- 1. Write the names of each person in your group on the left of a sheet of paper, one name right under the other.
- 2. The first person should give a command. (Write it down.) The second person should ask a yes-no question. (Write that down, too.) The third person should ask a question beginning with <u>What</u>, <u>Where</u> or <u>When</u>. (Write it down.) The fourth person should make a statement. (Write it down.)
- Write the same four-sentence dialog in DIRECT SPEECH -that is, use each person's name, his or her exact words
  and the necessary commas, quotation marks and capitals.
- 4. Write the same four-sentence dialog in REPORTED SPEECH—that is, use each person's name with the words told, asked or said, but do not use any commas, question marks or quotation marks.