



1. Say or tell

Reporting Verbs... Say & Tell

✓ With 'tell' we **NEED** to use the direct object ('me', 'you', 'us').
John **told me** (that) he was going to be late.

✓ With 'say' we **CAN** or **CAN'T** use the direct object.
John **said** (that) he would be late.
John **said to me** (that) he would be late.

OR...

Complete the sentences with 'said' or 'told' or both.

- 1) Julie _____ that she would join us after work.
- 2) She _____ me that she was going running this evening.
- 3) John _____ us that he couldn't come to the party.
- 4) John _____ that he had been to the cinema at the weekend.
- 5) She _____ them she wanted to quit.
- 6) David _____ that he was going to arrive at eight.
- 7) They _____ that they didn't want to meet us on Tuesday.
- 8) I _____ him I wasn't impressed.
- 9) Lucy _____ Julie that she was leaving on Wednesday.
- 10) We _____ that we were going on holiday the following week.

2. Other reporting verbs

LOOK!**Verb patterns**

verb + infinitive with *to*: *agree, offer, promise, refuse*

verb + object + infinitive with *to*: *ask, convince, invite, tell*

verb + *that*: *admit, complain, say, suggest*



Complete the sentences with the correct form of the verbs in brackets.

Sarah admitted that she broke the light on the car the night before. (admit)

- They _____ tell us what happened at the end of the film. (refuse)
- He _____ help us with the script. (agree)
- They _____ perform for them. (ask / us)
- Our teacher _____ show us the photos. (promise)
- They _____ leave early. (ask / him)
- I _____ read the book before seeing the film. (suggest / we)
- He _____ watch the film. (convince / us)
- The couple _____ the service had been very bad at the Chinese restaurant. (complain)

3 Circle the correct answer.

- 'I'll love you forever!' said Mark to Bridget. Mark **offered** / **promised** to love Bridget forever.
- 'I don't want to go to the party with you,' said Pippa to Oliver. Pippa **refused** / **complained** to go to the party with Oliver.
- 'Linda's acting is really bad!' said Tim. Tom **suggested** / **complained** that Linda's acting was really bad.
- 'I'll pay for the tickets,' said my aunt. My aunt **refused** / **offered** to pay for the tickets.
- 'Let's watch this DVD!' said Nick. Nick **suggested** / **offered** that we watch that DVD.

4. Tense changes. Remember you have to change one tense backwards.

Tense	Tense Change	Direct Speech	Reported Speech
Present simple	Past simple	She always wears a coat.	He said that she always wore a coat. 
Present continuous	Past continuous	I'm looking for my keys.	He said that he was looking for his keys. 
Past simple	Past perfect	My friend gave me a bar of chocolate.	He said that his friend had given him a bar of chocolate. 
Past continuous	Past perfect continuous	We were living in London.	They said that they had been living in London. 
Present perfect	Past perfect	She has written three letters for her friend.	She said that she had written three letters for her friend. 
Past perfect	Past perfect	The bread had gone stale.	She said the bread had gone stale. 
Past perfect continuous	Past perfect continuous	He had been teaching in my school for 15 years.	They said that he had been teaching in their school in 15 years. 
Will	Would	I will finish my report in two days.	He said that he would finish his report in two days. 



Would	Would	He would work in the garden.	They said that he would work in the garden.	
Can	Could	I can speak English.	She said she could speak English.	
Could	Could	He could play in the match.	They said he could play in the match.	
Shall	Would	I shall obey the rules.	She said she would obey the rules.	
Should	Should	I should start a job.	She said that she should start a job.	
May	Might	I might invite them to the dinner.	She said that she might invite them to the dinner.	
Might	Might	He might get a flight tomorrow.	She said he might get a flight the next day.	
Must	Must/had to	I must go to the bank and get some money.	She said she must/had to go to the bank and get some money.	
Have to	Had to	I have to submit this assignment by 3pm tomorrow.	She said she had to submit this assignment by 3pm tomorrow.	

Match direct speech with reported speech

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| 1 'You're late!' said Maggie. | ☐ | a) Maggie said that luckily she knew a nice café near the cinema. |
| 2 'I missed the bus,' said Jack. | ☐ | b) She said that the film had already started. |
| 3 'We can't go to the cinema,' Maggie said. | ☐ | c) Maggie said that Jack was late. |
| 4 'The film has already started,' she said. | ☐ | d) Jack said that it didn't matter. |
| 5 'It doesn't matter,' Jack said. | ☐ | e) He said that he was feeling hungry. |
| 6 'We don't have to go to the cinema,' he said. | ☐ | f) Jack said that he had missed the bus. |
| 7 'I'm feeling hungry,' he said. | ☐ | g) Maggie said that they couldn't go to the cinema. |
| 8 'Luckily I know a nice café near the cinema!' Maggie said. | ☐ | h) He said that they didn't have to go to the cinema. |

5. Choose the correct answer:

- 'I work in a bank.' ⇒ He said that he in a bank.
- 'I am working today.' ⇒ She told us she that day.
- 'I've been ill for a couple of weeks.' ⇒ He told me he for a couple of weeks.
- 'I was at the doctor all morning.' ⇒ She told me that she at the doctor all morning.
- 'I'll lend you the money .' ⇒ He told me he me the money.
- 'I can't do it without your help.' ⇒ She said she it without my help.
- 'The meeting may start early.' ⇒ He told us that the meeting early.
- 'I must leave early today.' ⇒ He said that he early that day.
- 'You should talk to Jim.' ⇒ She said that I to Jim.
- 'Get out!' ⇒ She told me .



6. Reported questions:

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| <p>1 'How are you?'
The teacher asked me how I am / was.</p> <p>2 'Where do you study?'
The man asked me if I studied / where I studied.</p> <p>3 'Do you like school?'
They asked her if she liked / likes school.</p> <p>4 'What kind of acting do you do?'
They asked the boy what kind of acting he does / did.</p> <p>5 'Are you a good actor?'
The director asked him if he was / is he a good actor.</p> | <p>1 'What did you do last night?'
a) Dad asked me what I had done the night before.
b) Dad asked me what I did last night.</p> <p>2 'Were you with Suzie?'
a) He asked me if I was with Suzie.
b) He asked me if I had been with Suzie.</p> <p>3 'Where did you go?'
a) He asked me where we had gone.
b) He asked me if we had gone.</p> <p>4 'Are you going out tonight?'
a) He asked me if I was going out that night.
b) He asked me if I would go out that night.</p> <p>5 'What time will you be back?'
a) He asked me what time I could be back.
b) He asked me what time I would be back.</p> |
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7. Circle the correct answer:

Two days ago we (1) ... to the cinema because we wanted (2) ... a film but it was a bit of a disaster. Firstly, our booked seats (3) ... by another couple. By the time an assistant found us different seats, we (4) ... my favourite song from the soundtrack. Then there was a problem with the sound, so the cinema (5) ... put on the subtitles. It (6) ... a problem with the film, but I complained – if I (7) ... the film had subtitles only, I wouldn't have paid to watch it! I said that I (8) ... that evening with my friend weeks ago. I asked what he (9) The manager promised to give us two free tickets. I (10) ... the tickets in the post, so tomorrow we (11) ... to the same cinema again. It (12) ... be a disaster again!

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| 1 | a) went | b) had been | c) been |
| 2 | a) seeing | b) see | c) to see |
| 3 | a) were took | b) were already taken | c) already taken |
| 4 | a) missed | b) had miss | c) had missed |
| 5 | a) have to | b) had to | c) could |
| 6 | a) was probably | b) probably was | c) maybe was |
| 7 | a) had known | b) knew | c) know |
| 8 | a) planned | b) have planned | c) had planned |
| 9 | a) was going to do | b) going to do | c) is going to do |
| 10 | a) 've just received | b) just have received | c) just received |
| 11 | a) 're go | b) go | c) 're going |
| 12 | a) might | b) must | c) have to |