

FCE – Reported Speech

Direct Speech	Reported Speech
Present Simple "I <u>work</u> as a sales representative."	Past Simple She said she _____ as a sales representative.
Present Continuous "I <u>'m writing</u> an important email."	Past Continuous He said he _____ an important email.
Present Perfect Simple "I <u>have tried</u> eating insects in Asia."	Past Perfect Simple She said she _____ eating insects in Asia.
Present Perfect Continuous "I <u>have been working</u> for hours."	Past Perfect Continuous She said she _____ for hours.
Past Simple "I <u>missed</u> the flight last night."	Past Perfect Simple He said he _____ the flight the night before.
Past Continuous "We <u>were living</u> in Paris at that time."	Past Perfect Continuous They said they _____ in Paris at that time.
be going to "I <u>am going to</u> tell you a story."	was / were going to He said he _____ to tell me a story.
We don't report Past Perfect Simple or Continuous "I <u>had already ordered</u> the pizza when you called." → She said she <u>had already ordered</u> the pizza when I called.	

Direct Speech	Reported Speech
CAN "I <u>can</u> jog, but I <u>can't</u> run."	COULD He said he _____, but he _____.
MAY "I <u>may</u> visit you later."	MIGHT She said she _____ me later.
WILL "I <u>will</u> reply tomorrow."	WOULD She said she _____ the next day.
MUST (obligation, <u>not</u> deduction) "I <u>must</u> get a haircut!"	HAD TO He said he _____ a haircut.
MUSTN'T You <u>mustn't</u> run down the stairs."	MUSTN'T He said I _____ down the stairs.

	Direct Speech	Reported Speech
Present Reference	today this week / month / year	that _____ / week / month / year
Future Reference	tomorrow next week / month / year	the next day / the following day the next _____ / month / year
Past Reference	yesterday last week / month / year	the day before / the previous day the previous week / month _____ the week / _____ / year before

Reporting questions and commands

1) Reporting Yes / No questions

"Did you eat your veggies?"

→ X ASKED + IF / WHETHER + SUBJECT + REPORTED VERB

She asked _____ I _____ my veggies.

2) Reporting WH- questions (what / where / when / who / why / how)

"When is the meeting?"

→ X ASKED + WH - WORD + SUBJECT + REPORTED VERB

He asked _____ the meeting _____

3) Reporting affirmative commands: "Stop the car!"

→ TO + VERB

He told me _____ the car.

4) Reporting negative commands: "Don't step on the grass!"

→ NOT + TO + VERB

He told me _____ on the grass.