

3 How do we form reported speech? Circle the correct option to complete the rules.

- 1 We change the present simple to the **present perfect / past simple**.
- 2 We change the past simple to the **present perfect / past perfect**.
- 3 We change the present perfect to the **past perfect / past simple**.
- 4 We **don't change the past perfect / change the past perfect** to the past simple.
- 5 We **should / shouldn't** change pronouns (for example *me* → *him/her*).
- 6 We can use *say* or *tell* to report **sentences / questions**.
- 7 We can use *ask* to report **sentences / questions**.

4 Change the following statements from direct to reported speech. Make sure to use the correct verb.

1 **Amna:** I'm sorry I can't come to the meeting, I'm out of the office that day.

2 **Fahad:** I subscribed to the magazine two months ago and still haven't received a copy.

3 **Layla:** Amna, do you work for a media outlet?

4 **Rami:** I'm currently working on a project in China, so I travel there a lot.

5 **Zaina:** I want to start writing for an online magazine.
