

REPORTED SPEECH

1. If the reporting verb is in the **past form** (said, told...), you must change the tense.

Direct speech	Indirect speech	Direct Speech	Indirect speech
Present simple	Past simple	go	went
Present progressive	Past progressive	am/is/are going	was/were going
Past simple	Past perfect	went	had gone
Past progressive	Past perfect progressive	was/were going	had been going
Present perfect simple	Past perfect	has/have gone	had gone
Present perfect progressive	Past perfect progressive	has/have been going	had been going
Future	Conditional I	will go	would go

Example: Peter said, "Carol **is** a nice girl." Peter said (that) Carol **was** a nice girl.

Don't change these verbs: **might, could, would, should**

Example: He said, "I might arrive late." He said (that) he **might** arrive late.

In some cases, you don't need to change the tense, e.g. if statements are still true or if you use a general statement. But changing tenses is never wrong.

John said, "My sister **works** for a law firm." John said that his sister **works** / **worked** for a law firm.

Sandra said, "I **like** vanilla ice cream." Sandra said that she **likes** / **liked** vanilla ice cream.

2. When you form the reported speech, you must pay attention that the **pronouns** refer to the correct person.

Examples: Susan said, "**My** parents **are** clever scientists."

Susan said (that) **her** parents **were** clever scientists.

Tom said, "**I** **like** PE best."

Tom said (that) **he** **liked** PE best.

They said, "**We** **went** swimming with our friends."

They said (that) **they** **had gone** swimming with their friend.

Betty said, "Sam **told me** the truth."

Betty said (that) Sam **had told her** the truth.

	Direct speech	Indirect speech
She said	I - my - me	she - her - her
He said	I - my - me	he - his - him
They said	they - their - them	we - our - us

You and your:

They told **her / him / me / them / us**, "George loves **you**."

They told her / him / me / them / us (that) George loved **her / him / me / them / us**.

They told **her / him / me / them / us**, "George loves **your** sister."

They told her / him / me / them / us (that) George loved **her / his / my / their / our** sister.

They told **her / him / me / them / us**, "**You** are clever."

They told her / him / me / them / us (that) **she / he / I / they / we** was / were clever.

3. Expressions of time and place often may need to be changed.

We do not need to change **time words** if we report something around the same time, but we need to change them if we report something at a different time.

We do not need to change **place words** if we are in the same place, but we need to change them when we are in a different place.

	Direct speech	Indirect speech
Time	now	then
	today	that day
	yesterday	the day before
	tomorrow	the next / following day
	last week, month...	the previous week, month...
	next week, month...	the following week, month...
Place	here	there
	this	that
	these	those

Example: She said, "I have already seen Carol **today**."

She said (that) she had already seen Carol **that day**.

4. Reported Questions

If there is a question word, we keep it.

Examples:

They asked me, "**Where** is the next supermarket?" They asked me **where** the next supermarket was.

She asked them, "**How often** do you play golf?" She asked them **how often** they played golf.

If there is no question word, we start the reported speech with if or whether.

Examples:

She asked me, "**Do** you like some tea?" She asked me **if/whether** I liked some tea.

We asked them, "**Did** she arrive in time?" We asked them **if/whether** she had arrived in time.

5. Reported Requests

If someone asks you in a polite way, use (not) to + infinitive

Examples:

He asked her, "Could you close the door, please?" He asked her **to** close the door.

She asked them, "Help me, please." She asked them **to** help her.

6. Reported Commands

If someone doesn't ask you politely or gives you an order, use (not) to + infinitive.

Examples:

He told me, "Be quiet!" He told me **to** be quiet.

She told us, "Don't stay up too late!" She told us not **to** stay up too late.

REPORTED SPEECH 1

Put the following sentences into the reported speech.

1. The boys said, "We are on time."

2. Sue said, "He is studying for his exam."

3. Bill said, "I'm going to answer the phone."

4. The girls said, "We're not doing our homework now."

5. Mother said, "You can help me with the dishes."

6. He said, "I meet him every Friday."

7. Jim told me, "I leave tonight."

8. He said, "I'm watching TV."

9. She told them, "My mother likes roast beef."

10. The patients said, "We buy a newspaper every day."

11. They told me, "We are flying to New York."

12. Mark said, "She likes something to drink."
