

## 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	<b>Past simple</b>	go	<b>went</b>
Present progressive	<b>Past progressive</b>	am/is/are going	<b>was/were going</b>
Past simple	<b>Past perfect</b>	went	<b>had gone</b>
Past progressive	<b>Past perfect progressive</b>	was/were going	<b>had been going</b>
Present perfect simple	<b>Past perfect</b>	has/have gone	<b>had gone</b>
Present perfect progressive	<b>Past perfect progressive</b>	has/have been going	<b>had been going</b>
Future	<b>Conditional I</b>	will go	<b>would go</b>

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

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."

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

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

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

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

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

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

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

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

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

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

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

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