Sequence of Tenses
Reported speech

Present Simple	Past Simple
Present Continuous	Past Continuous
Past Simple	**Past Simple/Past Perfect**
Past Continuous	Past Perfect Continuous/
Present Perfect	Past Perfect
Past Perfect	**Past Perfect**
will	would +infinitive
would	**would +infinitive**
can	could+infinitive
could	**could+infinitive**
shall	should+infinitive
should	**should+infinitive**
might	**might+infinitive**
must	**must/had to**
may	might

LIVEWORKSHEETS

Say Tell Ask

- Say something

She said she had bought a new phone.

- Tell somebody something

She told me she would visit her relatives.

- Tell somebody to do something, give an order

She told him to be on time.

- Ask somebody to do something politely

He asked me to help him.

Reported questions

Special questions

Question Word + Subject + verb

She asked where I had bought that dress.

General questions

If/Whether + Subject + Verb

He asked if/whether someone had called.

Expressions of time and place

now	*– then*
today	*– that day*
tonight	*– that night*
last night	*– the night before*
tomorrow	*– the next day*
yesterday	*– the day before*
this week	*– that week*
next week	*– the next week*
here	*– there*
last night	*– the night before*
last week	*– the previous week/ the week before*

LIVEWORKSHEETS

1. We informed the suppliers that we _____the goods the previous week.
   a) receive b) received c) had received
2. We didn't know he _____ill
   a) is b) had been c) has been
3. She is sure she _____him before.
   a) saw b) has seen c) had seen
4. He told us that the firm _____clothes and jewellery.
   a) exports b) has exported c) was exporting
5. She said she _____sandwiches.
   a)likes b) liked c) was liking
6. He explained that he _____this task before.
   a) read b) was read c) had read
7. She told us she _____that day
   a) works b) was working c) is working
8. He told me they _____Vietnam.
   a) visit b) will visit c) had visited
9. She said we _____at six at the café.
   a) meet b) will meet c) would meet
10. She was sure it _____that day.
   a) is not going to rain b)wouldn't rain c) will not rain
11. She asked me where I _____.
   a) had been b) has been c) am
12. My friend asked me what I _____at the weekend?
   a) was going to do b) is going to do c)had been going to do

LIVEWORKSHEETS

13. She said: "I work in the police." → She said (that) she _____in the police.
a) worked b) had worked c) has worked

14. She asked: "How was your journey?" → She asked how my journey _____.
a) was b) had been c) has been

15. She said: "I must leave early today." → She said she_____early that day.
a) must leave b) left c) had to leave

16. She said: "You should go to bed early."→ She said that I _____to bed early.
a) should have gone b)should go c) shall go

17. Kate said: "I am reading now." → Kate told me _____.
a) she is reading now
b) she was reading now
c) she was reading at the moment.

18. Sam told me: "I haven't seen her since last year." → Sam told me_____
a) he didn't see her since last year.
b) he hadn't seen her since the year before.
c) he hadn't seen her since last year.

19. Barbara asked me :"Where are you going tomorrow?" → Barbara asked me _____>
a) where was I going tomorrow
b) where was I going the next day
c) where I was going the next day.

20. She said: "Kate may be at home now." → She said that Kate _____ at home at the moment.
a) may have been b) might have been c) might be

LIVEWORKSHEETS