

# REPORTED SPEECH

## Theory & Practice Worksheet

### 1 Tense Changes (Backshift)

When the reporting verb is in the past (*said, told, asked*), the tenses shift one step back. **Complete the right-hand column.**

DIRECT SPEECH	REPORTED SPEECH (write the form)
Present simple — work	
Present continuous — am working	
Present perfect — have worked	
Past simple — worked	
Past continuous — was working	
Present perfect cont. — have been working	
will / can / may	
must / shall	

**Time & place words also change — complete:**

now → \_\_\_\_\_ · today → \_\_\_\_\_ · tomorrow → \_\_\_\_\_ · yesterday → \_\_\_\_\_  
this → \_\_\_\_\_ · here → \_\_\_\_\_ · ago → \_\_\_\_\_ · last week → \_\_\_\_\_

**No backshift** when the reporting verb is present (*says*) or for general truths that are still true.

### 2 Formulas: Questions & Commands

Write the formula in the blanks (keep the + signs).

#### Yes / No questions

HE ASKED + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_

e.g. "Do you like coffee?" → \_\_\_\_\_

#### Wh- questions

HE ASKED + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_

e.g. "Where do you live?" → \_\_\_\_\_

#### Positive commands

HE ORDERED US + \_\_\_\_\_ + \_\_\_\_\_

e.g. "Close the door." → \_\_\_\_\_

### Negative commands

SHE TOLD US + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_

e.g. "Don't be late." → \_\_\_\_\_

## 3 Exercise A — Reported Statements

Rewrite in reported speech. Begin each answer with the words given.

1. "I am tired," she said.

She said that

2. "We have finished the project," they said.

They said that

3. "I will call you tomorrow," he said.

He said that

4. "I saw that movie last week," Tom said.

Tom said that

5. "I can speak three languages," she said.

She said that

6. "It is raining," he said.

He said that

7. "I was studying when you called," Maria said.

Maria said that

8. "We must leave now," they said.

They said that

9. "I have been working here for five years," he said.

He said that

10. "I don't like vegetables," the boy said.

The boy said that

## 4 Exercise B — Reported Questions

Rewrite as reported questions. Begin each answer with the words given.

1. "Do you live here?" she asked.

She asked

2. "Where are you going?" he asked.

He asked

3. "Have you finished your homework?" the teacher asked.

The teacher asked

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4. "What time does the train leave?" he asked.

He asked

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5. "Are you coming to the party?" she asked.

She asked

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6. "Why did you call me?" he asked.

He asked

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7. "Can you help me?" she asked.

She asked

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8. "Who broke the window?" the teacher asked.

The teacher asked

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9. "Will you be here tomorrow?" he asked.

He asked

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10. "How long have you been waiting?" she asked.

She asked

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## 5 Exercise C — Commands

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*Rewrite the commands. Begin each answer with the words given.*

1. "Sit down," the teacher said to us.

The teacher told us

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2. "Don't touch that," she said to him.

She told him

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3. "Please help me," he said to her.

He asked her

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4. "Don't be late," my mother said to me.

My mother told me

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5. "Open your books," the teacher said.

The teacher told us

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## 6 Exercise D — Reporting Verbs

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*Complete each reported sentence with the correct form of the verb in brackets (-ing or to + infinitive).*

1. He promised \_\_\_\_\_ (pay) me back the following day.

2. She suggested \_\_\_\_\_ **(go)** to the cinema.
3. He admitted \_\_\_\_\_ **(break)** the vase.
4. She refused \_\_\_\_\_ **(do)** it.
5. She denied \_\_\_\_\_ **(take)** the money.
6. She invited me \_\_\_\_\_ **(come)** to her party.
7. He apologized for \_\_\_\_\_ **(be)** rude.
8. He advised me \_\_\_\_\_ **(see)** a doctor.
9. She reminded me \_\_\_\_\_ **(lock)** the door.
10. He offered \_\_\_\_\_ **(carry)** my bags.