

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



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

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



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



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

