

Direct Speech	Reported Speech
Present Simple	Past Simple
"I am happy to see you," Mary said.	Mary said <u>that</u> she was happy to see me.
Present Continuous	Past Continuous
"Dan is living in San Francisco," she said.	She said Dan was living in San Francisco.
Past Simple	Past Perfect Simple
"We went to the movies <i>last night</i> ," he said.	He told me they had gone to the movies <i>the night before</i> .
Past Continuous	Past Perfect Continuous
"I was working late <i>last night</i> ," Vicki said.	Vicki told me she'd been working late <i>the night before</i> .
Present Perfect Simple	Past Perfect Simple
"Have you worked here before?" I asked.	I asked her <u>whether</u> she'd worked there before.
Past Perfect Simple	Past Perfect Simple (NO CHANGE)
"I'd been to Chicago before for work," he said.	He said <u>that</u> he'd been to Chicago before for work.
Will	Would
"I'll go to the movies <i>tomorrow</i> ," John said.	John said he would go to the movies the next day.
Can	Could
Debra said, "Allen can work tomorrow."	Debra said Allen could work the next day.
Must	Had to
"You must wear your seat belt," mom said.	My mom said I had to wear my seat belt.

Direct Speech	Indirect Speech
today	that day
tonight	that night
this week/month/year	that week/month/year
tomorrow	the next day
next week/month/year	the following week/month/year
yesterday	the day before or the previous day
last week/month/year	the week/month year before or the previous week/month/year
now	then/at that moment
here	there

1 Report the underlined sentences in the dialogues. Change pronouns where necessary.

Lisa ¹You've got a really nice mobile, Gary.

Gary Thanks. ²I've had it since my birthday. ³I really like my new phone.

Lisa said Gary ¹_____.

Gary told her ²_____.

And he said ³_____.

Mel ⁴My parents are taking me to Paris on Monday.

Max Cool. ⁵You must put some photos of Paris on Instagram.

Mel told Max ⁴_____.

Max said ⁵_____.

2 Report the statements. Change pronouns and phrases for time and place where necessary.

1 We'll call you tomorrow.

Mark and Fran told us _____.

2 I'm going to have my birthday party here next week.

Tessa said _____.

3 I dropped my phone and broke it yesterday.

Josh told me _____.

4 We can't help you with your homework now.

The girls told John _____.

5 My sister is getting married next weekend.

Matt said _____.

3 Report the questions in the dialogue.

Reporter Hello, my name's Mark Carter. ¹Can I ask you a few questions?

Sally Yes, of course. ²What do you want to know?

Reporter Well, we're making a programme for Channel Nine, and we're interviewing people about their smartphones. ³Have you got a few minutes to talk to us?

Sally Sure. ⁴Will I be on TV?

Reporter Yes, you will. Now, first of all, ⁵when did you get your latest smartphone?

Sally About a month ago – it was for my birthday.

1. The reporter asked Sally ¹_____.

2. Sally asked him ²_____.

3. The reporter asked ³_____.

4. So Sally asked him ⁴_____.

5. Then the reporter asked ⁵_____.

4 Report the questions.

1 Have you used all the apps on your phone yet?

Nick asked Anna _____.

2 Where are we going on the school trip on Monday?

We asked the teacher _____.

3 Is Claire having a good time in America?

I asked Tom _____.

4 What did you get Helen for her birthday?

Martha asked me _____.

5 Have you ever been skiing?

Rick asked us _____.

- **Reporting verbs** are used to report what someone said more accurately than using **say** and **tell**.

verb + infinitive**agree, decide, offer, promise, refuse**

- They **agreed to meet** on Friday.
- He **refused to take** his coat off.

verb + object + infinitive**advise, encourage, persuade, remind, tell, ask**

- Tom **advised me to go** home early.
- She **reminded me to telephone** my mother.

verb + ing form**deny, recommend, suggest, mention, admit, propose**

- They **recommended taking** the bus.
- She **suggested meeting** a little earlier.

verb + object + preposition**accuse, blame, congratulate**

- He **accused me of** taking the money.
- They **congratulated me on** passing all my exams.

verb + preposition + -ing**apologise, insist, wonder**

- They **apologised for** not coming.
- He **insisted on** having dinner.

verb + object + preposition + -ing form**blame, thank, warn, accuse**

- Sarah **thanked him for** cleaning the room.
- They **warned us against** buying from that shop.

5 Choose the correct words to complete the sentences.1 David refused us to tidy the house.

A helping B to help

2 Did the teacher mention us a test after the weekend?

A giving B to give

3 Most of the team blamed Peter losing the match, but I think he played well.

A of B for

4 Catherine persuaded me a new phone.

A buying B to buy

5 The thief denied to steal Toby's bag.

A trying B to try