

Grammar Review: REPORTED SPEECH (INDIRECT SPEECH) 1

KHÁI NIỆM 📖

- Lời nói trực tiếp (*direct speech*) là sự lặp lại chính xác những từ của người nói.
 - Lời nói gián tiếp (*indirect/reported speech*) là lời tường thuật lại ý của người nói, và **thông thường ta nên dùng từ hoặc cụm từ đồng nghĩa** để tránh lặp lại hoàn toàn những từ ngữ của người nói.
- Trong bài thi TOEIC, việc thực hành tốt Indirect Speech giúp tăng khả năng nghe hiểu Part 3-4 ở mức tuyệt đối.
- Những gì em đang được dạy ở Key Means là để em có thể Nghe-Nói-Viết tiếng Anh tốt hơn bất kỳ khóa học nào về TOEIC hiện có trên thị trường giáo dục hiện nay bởi lẽ đa phần các khóa học chỉ giúp em biết mẹo thi để làm bài và đạt điểm em muốn chứ không trang bị kỹ năng để em sử dụng được tiếng Anh giao tiếp phục vụ công việc sau này.
- Chính vì tính chất đa mục đích của khóa học mà quá trình học của em sẽ vất vả và tốn thời gian hơn so với những người học ở các trung tâm khác. Em hãy hiểu và nhớ điều này nhé!
- Có 5 loại câu tường thuật: câu phát biểu, câu hỏi Yes/ No, câu hỏi thông tin, câu mệnh lệnh/ yêu cầu, câu cảm thán.

"I love you." Tom said to Jane.
Tom told Jane that he loved her.
"But I love Jim, Tom." Jane replied.
Jane replied that she loved Jim though.
"Who hell is Jim?" Tom wondered.
Tom wondered who hell Jim was.
"Do you remember the dentist we met yesterday?" Mary asked Tom.
Mary asked Tom if he remembered the dentist they met the day before.

"Oh, my god! He's just a young guy!" Tom said.
Tom was shocked and added that he was just a young guy.
"Don't be stupid, Tom! He's 28 now." Jane replied.
Jane asked him not to be stupid and explained that he was 28 then.
"Marry me and I'll give you everything." Tom told her.
Tom begged her to marry him and promised to give her everything.

CÁCH ĐỔI TRỰC TIẾP SANG GIÁN TIẾP
Trực - gián không thể qua loa:
Kép ¹⁰⁰ bay, ngoặc () biến chữ HOA hóa thường
Dấu than !, dấu hỏi ? về vườn
Các thì gián cấp, gần nhường cho xa
NHẤT theo chủ ngữ về nhà
HAI theo tân ngữ nhưng BA nằm lì
THAT: Phát, WHETHER/ IF, WH: nghi
TO/ NOT TO: nghi, khiến, khuyên, lệnh, cầu



NHỮNG THAY ĐỔI KHI CHUYỂN DẠNG 📖

- Đổi đại từ chủ ngữ,
- Đổi đại từ tân ngữ
- Đổi tính từ sở hữu
- Lùi thì khi động từ tường thuật ở thì Quá khứ đơn
- Đổi cụm từ chỉ thời gian,
- Đổi cụm từ chỉ nơi chốn
- Thêm từ đệm
- Bỏ các dấu câu liên quan
- Sử dụng động từ tường thuật chính xác

Cụ thể như sau:

Rule (Quy tắc)	Direct speech (Trực tiếp)	Reported speech (Gián tiếp)
1. Tenses (Thì)	Present simple (Hiện tại đơn) S + V/V_{s/es}	Past simple (Quá khứ đơn) S + V_{ed}
	Present progressive (Hiện tại tiếp diễn) S + is/am/are + V_{ing}	Past progressive (Quá khứ tiếp diễn) S + was/were + V_{ing}
	Present perfect (Hiện tại hoàn thành) S + have/has + V_{PII}	Past perfect (Quá khứ hoàn thành) S + had + V_{PII}
	Past simple (Quá khứ đơn) S + V_{ed}	Past perfect (Quá khứ hoàn thành) S + had + V_{PII}
	Past progressive (Quá khứ tiếp diễn) S + was/were + V_{ing}	Past perfect progressive (Quá khứ hoàn thành tiếp diễn) S + had + been + V_{ing}
	Past perfect (Quá khứ hoàn thành) S + had + V_{PIII}	Past perfect (Quá khứ hoàn thành) S + had + V_{PIII}
	Future simple (Tương lai đơn) S + will + V	Future in the past (Tương lai trong quá khứ) S + would + V
	Near future (Tương lai gần) S + is/am/are + going to + V	S + was/were + going to + V
2. Modal verbs (Động từ khuyết thiếu)	Can May Must	Could Might Must/Had to
3. Adverb of place (Trạng từ chỉ nơi chốn)	This	That
	These	Those
	Here	There
	Now	Then
	Today	That day
	Yesterday	The day before/ the previous day

4. Adverb of time (Trạng từ chỉ thời gian)	The day before yesterday	Two days before
	Tomorrow	The day after/ the next (following) day
	The day after tomorrow	Two days after/ in two days' time
	Ago	Before
	This week	That week
	Last week	The week before/ the previous week
	Last night	The night before
	Next week	The week after/ the following week
5. Subject/ Object (Chủ ngữ/tân ngữ)	I / me	She, he /Her, him
	We /our	They/ them
	You/you	I, we/ me, us

CÁCH CHUYỂN CÂU TRỰC TIẾP SANG CÂU GIÁN TIẾP

❖ CÂU TRỰC TIẾP Ở DẠNG CÂU KỂ/ TƯỜNG THUẬT

Câu gián tiếp:

S + said
 said to sb that + Clause
 told sb

VD:

-“I’m going to visit Japan next month”, she said.

→ She said that she was going to visit Japan the following month.

-“He picked me up yesterday”, Lan said to me.

→ Lan said to me that he had picked her up the day before.

❖ CÂU TRỰC TIẾP Ở DẠNG CÂU HỎI YES/ NO QUESTION

Câu hỏi Yes/ No question là câu hỏi mà người nghe sẽ phải lựa chọn trả lời Yes/No cho mỗi câu hỏi.

- sử dụng từ IF/ WHETHER để bắt đầu phần tường thuật

- viết mệnh đề theo sau ở dạng khẳng định

- thực hiện những thay đổi phù hợp về: chủ ngữ, tân ngữ, thì, trạng từ y như ở câu phát biểu

Câu gián tiếp:

asked

wanted to know

wondered (băn khoăn tự hỏi) + IF/ WHETHER + clause

enquired (hỏi, chất vấn)

requested (yêu cầu, hỏi)

VD:

-“Do you love English?”, the teacher asked.

→ The teacher asked me if/ whether I loved English.

-“Have you done your homework yet?”, they asked.

→ They asked me if/ whether I had done my homework yet.

- Mary said "Will you go to school by bus, Peter?"
- Mary asked Peter **whether** he **would go** to school by bus.
- "Are you British or American?"
- He asked me **if/ whether I was British or American.**
- "Is it raining?"
- She wondered **if/ whether it was raining.**
- "Can you type?"
- She asked **if/ whether I could type.**
- "Did you come by train?"
- He enquired **if/ whether I had come by train.**

* **Lưu ý:** Nếu trong câu trực tiếp có từ "OR NOT" thì câu gián tiếp bắt buộc phải dùng **WHETHER**
 Ex: "Does she like roses or not?", he wondered.

→ He **wondered whether she liked roses or not.**

❖ CÂU TRỰC TIẾP Ở DẠNG CÂU HỎI CÂU HỎI WH/H QUESTIONS

- Câu hỏi Wh-questions là câu hỏi bắt đầu bằng từ hỏi Wh/H (What, Where, When, Which, Why, How...)

- Để tường thuật câu hỏi, ta thường dùng các động từ tường thuật:

asked

wanted to know

wondered (băn khoăn tự hỏi) + WH/ H + clause

enquired (hỏi, chất vấn)

requested (yêu cầu, hỏi)

- sử dụng chính từ để hỏi WH-H trong câu trực tiếp để bắt đầu phần tường thuật
 - viết mệnh đề theo sau ở dạng khẳng định
 - thực hiện những thay đổi phù hợp về: chủ ngữ, tân ngữ, thì, trạng từ y như ở câu phát biểu.
- VD:

- "How can they draw it?", asked the man.
- The man asked me how they could draw it.
- "What is your name?" he asked me.
- He asked me **what my name was.**
- "How old is your mother?" he asked.
- He wanted to know **how old her mother was.**
- The policeman said to the boy, "Where do you live?"
- The policeman asked the boy **where he lived.**
- "What time does the train arrive?" she asked.
- She wondered **what time the train arrived.**
- "When can we have dinner?" she asked.
- She asked **when they could have dinner.**
- Peter said to John, "Why are you so late?"
- Peter asked John **why he was so late.**

* Để việc tường thuật được tốt hơn, hãy hạn chế việc dùng **SAY, ASK, TELL** mọi lúc. Thay vì chúng, hãy chọn dùng các động từ tường thuật này:

accept, accuse (SO of doing ST (buộc tội ai việc gì)), **admit** (thừa nhận), **advise, agree, apologize for** (xin lỗi về việc gì), **assure** (đảm bảo), **beg** (van nài, van xin), **complain, congratulate, deny** (phủ nhận), **exclaim** (rejoice), **explain, give, greet, hope, insist** (khăng khăng đòi/ nhấn mạnh), **introduce, invite, offer, promise, refuse, remark, remind, suggest, thank, threaten, warn, welcome, wish,...**

REWRITE THESE SENTENCES USING REPORTED SPEECH ✎

- a. "You'll recognize my father at once because he's very good-looking," she said to me. (told)
→ She told me that I would recognize her father at once because he was very good-looking.
- b. "Who wants a lift home?" Ann said to her classmates. (asked)
→ Ann asked her classmates who wanted a lift home.
- c. "Does this train stop in Yorkshire?" asked Bill. (asked if)
→ Bill asked if that train stopped in Yorkshire.
1. He said: "I am quite a good cook and I do all my own washing too." (said)
→
2. "I found an old Roman coin in the garden yesterday and I'm going to take it to the museum this afternoon," he said. (said)
→
3. "I'm going away tomorrow, mother," he said. (informed + O)
→
4. "I've been in London for a month but so far I haven't had time to visit the Tower," said Rupert. (said)
→
5. "It isn't so foggy today as it was yesterday," I remarked. (remarked)
→
6. "We have moved into our new flat. We don't like it nearly so much as our last one," said my aunt. (informed)
→
7. "From one of the windows, I can see the Eiffel Tower," he said. (assured)
→
8. "I'll come with you as soon as I am ready," she replied. (replied to + O)
→
9. "The mirror is there so that you can see yourself when you are dancing," the dancing teacher told him. (explained)
→
10. "This is quite a good model, madam. I use one of these myself," said the salesman. (praised)
→
11. "What country do you come from?" said Bill. (asked)
→
12. "Who is going to live in the big house?" asked the guest. (wanted to know)
→
13. "Which team won the previous match?" said Bill. (asked)
→
14. "Who has just dropped a wallet?" I asked. (wondered)
→
15. "Where is the ticket office?" asked Mrs. Jones. (asked me)
→
16. "When does it arrive in York?" he asked. (asked me)
→
17. "Why has the 2.30 train been cancelled?" said Ann. (wondered)
→
18. "How can I get from the station to the airport?" said Bill. (wanted to know)
→
19. "What do you think of the canteen coffee?" asked Peter. (asked me)
→
20. "Why does the price go up so often?" she wondered. (wanted to know)
→

21. "How long have you been here?" said Ann. (wondered)
→
22. "Are you leaving today or tomorrow morning?" said his secretary. (asked + O + if)
→
23. "Have you reserved a seat?" I asked him. (asked + O)
→
24. "Can you get coffee on the train?" asked my aunt. (asked + O)
→
25. "Did you play for your school team?" said Bill. (wondered whether)
→
26. "Will you have time to play regularly?" he went on asking me. (asking + O + if)
→
27. "Do you want to buy any second-hand books?" said Bill. (asked me if)
→
28. "Have you got a work permit?" Bill wanted to know. (wanted to know if)
→
29. 'Whose car did you borrow last night?' I said to him. (asked + O)
→
30. "Is he a scientist or an arts graduate?" I asked my wife. (asked + O)
→
31. "Do they understand what you are saying to them?" he asked me. (asked + O)
→

LISTENING & REPORTING ►

Watch these short conversations and complete the gaps with phrases or sentences you hear. Then summarize and report what you hear. Try to use the best reporting verbs and identify the (WHO) SPEAKERS, (WHERE) PLACE, (WHAT) TOPIC, (WHAT) ATTITUDE, (HOW) SEQUENCE for each situation.

<https://youtu.be/1Jo5a7mGM>

1. Answering the phone

W: Hello, Mr. Smith's office. (0) ___Jane's speaking___.

M: Yes, is this the Multiplus company?

W: Yes, it is.

M: May I please speak to Mr. Smith?

W: I'm sorry sir. (1)

M: Oh, well. (2) ?

W: Yes, it is. What is the nature of your call?

M: (3)

W: Ok, sir. You can tell me your complaint.

M: Will you pass it on to Mr. Smith for me?

W: Yes, sir. (4)

A. Rearrange the words to make meaningful sentences.

a. and promised to/ agreed to hear/ The receptionist/ forward it/ to her boss later. / his problem
→

b. When she confirmed/ that it was/ the Multiplus company,/ the customer would like to speak with Mr. Smith/ but he was busy then.
→

c. Marketing department/ The customer checked/ make a complaint. / so that he could/ if it was the Sales and
→

d. named Jane / a phone call/ A receptionist/ was answering / from a customer./
→

B. Put the sentences in A in the correct order to make a report for the video.

→ → →

2. Holding on the phone

W: (5) while I get my pen and paper ready?
M: Certainly, no problem.
W: OK. I'm ready now. (6) ?
M: My name is Edward Brown. B-R-O-W-N.
W: (7) ?
M: I'm calling from the Brown Sugar company.
W: Have you been using our products for a long time?
M: Yes, I have. (8) .

A. Rearrange the words to make meaningful sentences.

a. 5 years ago./ who started using her merchandise/ that the customer was Edward Brown/ She found out/ working at the Brown Sugar Company/
→
b. her customer's information to get a piece off paper and a pen./ was writing down / after having asked him/ to hang on for a sec/ The receptionist /
→

B. Put the sentences in A in the correct order to make a report for the video.

→

3. Receiving a complaint

W: (9) ?
M: Recently, the problem has been damaged product packaging.
W: (10) ?
M: Yes, (11) , the packaging around it is damaged.
W: (12) ?
M: Yes, it is, sometimes.
W: (13) you've called to complain?
M: Yes, it is.
W: Are there any other problems?
M: Yes, occasionally the delivery (14) .
W: (15) ?
M: Yes, it has happened often.

A. Rearrange the words to make meaningful sentences.

a. he had never called to complain before/ from delay delivery too./ and added that he had recent often suffered/ He admitted that
→
b. she requested for more specific information/ After having been acknowledged,/ that was outside spoiled wrapping materials/ and occasional inside damage./ that the customer was reporting packing issues
→

B. Put the sentences in A in the correct order to make a report for the video.

→

4. Apologizing

W: Thank you for alerting us to these problems.

M: Well, (16)

W: Yes, I'm very sorry to hear that (17)

M: That's OK. (18)

W: Yes, sir. I will pass all your complaints straight away.

M: Ok. Thank you. Goodbye.

W: Goodbye.

A. Rearrange the words to make meaningful sentences.

a. her appreciation / for his unexpected experience. /The receptionist was expressing/ and her apologies/ for his call

→

b. / a prompt improvement,/ she promised to tell her boss at once/ his expectation of/ When the man showed/ and said goodbye to him.

→

B. Put the sentences in A in the correct order to make a report for the video.

→