

# ACTIVITY 1:

Rewrite each sentence in reported speech.  
Change pronouns and time expressions  
where necessary.

- 1) “We are reviewing the proposal today,” the manager said.
- 2) “I sent the file yesterday,” she said.
- 3) “We’ll discuss this next week,” the CEO said.
- 4) “Our office is in Madrid,” he said. (still true)
- 5) “We can meet you tomorrow morning,” they said.
- 6) “The project was completed last month,” she explained.
- 7) “I’m working from home today,” he said.



# ACTIVITY 2:

Match the sentences to the best reporting verb.

- 1) “We might need more resources.”
- 2) “Yes, I’ll prepare the slides.”
- 3) “The issue will be fixed by Friday.”
- 4) “You should talk to the marketing team.”
- 5) “We won’t approve that budget.”

