## Well, hey there!

I'm thrilled to share this workbook to help you understand and use reported speech in English. I know it can *seem* tricky - there are several small grammatical changes that need to happen so you can accurately retell what someone has said!

## Ready to practise?

## There are 4 simple steps to remember!

The easiest way to get it right consistently is to memorise the four steps to follow when you are reporting what someone said:

**"It's my turn to play with the bike now" shouted the little girl.**

### 1. Add a reporting clause

She shouted that it was her turn to play with the bike then.

### 2. Change the pronouns

She shouted that it was her turn to play with the bike then.

### 3. Change the time and place words

She shouted that it was her turn to play with the bike then.

### 4. Backshift the tenses/modal verbs

She shouted that it was her turn to play with the bike then.

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In this workbook, you will find a summary of typical changes for each of these steps along with exercises to help you master each step.
Work your way through each of the steps and be sure to write your own examples. Once you have completed this workbook you can keep it as a reference guide for future study.

REPORTED SPEECH



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# Common Reporting Verbs

Sentences in reported speech usually start with a reporting clause, such as

- He said that...
- They agreed that...

You'll notice that a reporting clause includes a reporting verb.

In spoken English, the most common reporting verbs are 'say', 'tell' and 'ask'.

In written English, a much wider range of reporting verbs are used! (Review the list below!) Using one of these verbs instead of 'say' or 'tell' will make your English writing more interesting and precise!

| | | |
|---|---|---|
| add | cry (shout) | order |
| admit | demand | point out |
| advise | enquire | promise |
| agree | explain | protest |
| announce | hint | repeat |
| answer | inform | reply |
| ask | insist | shout |
| claim | interrupt | state |
| comment | maintain | suggest |
| complain | note | threaten |
| confess | observe | warn |
| confirm | offer | wonder |
| continue | | |

**Remember: SAY and TELL are not equal!**

- He **said** that tomorrow is a new day. (NOT: He said me that...)
- He **said to her** that tomorrow is a new day. (less common)
- He **told me** that tomorrow is a new day. (NOT: He told that ...)

REPORTED SPEECH



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**Practise writing reporting clauses using different reporting verbs from the list.**

The teacher explained that the assignment was due in two weeks' time.

1. _____
2. _____
3. _____
4. _____
5. _____

## Time and Place Words in Reported Speech

Changing the time and place words in reported speech helps to give the impression that some time has passed between when the words were spoken and when they are being reported.

See some of the typical changes to time and place words in the table below. Study the table and complete the time and place words in reported speech. The first one has been completed for you.

| direct speech | reported speech |
|---|---|
| **today**<br><br>"I'll see you later today." | **that day**<br><br>1. He said that he would see me later that day.<br>**Note:** You can still use "today" in reported speech when the time reported is just later in the same day. |
| **now**<br><br>"She needs it now." | **then / at that moment / at that time**<br><br>2. He said that she needed it _____. |
| **yesterday**<br><br>"I finished the book yesterday." | **that day**<br><br>3. He said that he had finished the book _____. |

REPORTED SPEECH



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| direct speech | reported speech |
| --- | --- |
| **(days / weeks / months / years) ago**<br><br>"He sent me a text 3 days ago." | **2 days before**<br>**6 years prior**<br><br>4. She said that he had sent her a text _____. |
| **last week (month/year)**<br><br>"We met last year." | **the week before, the previous week, the week prior**<br><br>5. They said that they had met _____. |
| **next week/month/year**<br><br>"What's on next week?" | **the following week/month/year**<br><br>6. They asked what was on _____. |
| **tomorrow**<br><br>"Are you free tomorrow?" | **the next day, the following day**<br><br>7. She asked whether I was free _____. |
| **here**<br><br>"I left my wallet here." | **there**<br><br>8. He said that he had left his wallet _____ |
| **this**<br><br>"Is this your house?" | **that**<br><br>9. He asked if _____ was my house. |
| **these**<br><br>"These are my friends." | **those**<br><br>10. He said that _____ were his friends. |

# REPORTED SPEECH



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# Pronouns

### Rule number 1

**First person pronouns (I, we) change to match pronoun in reporting clause (he/she/they).**

He said "I want that donut"
He said that he wanted that donut"
They said, "We eat at 7."
They said that they ate at 7.

Unless that pronoun in the reporting clause is also I/we. In this case, no change is required.

I said, "I want that donut"
I said that I wanted that donut.
We said, "we eat at 7"
We said that we ate at 7.

### Rule number 2

**YOU in reported speech changes to match the object in the reporting clause.**

He told her, "I love you".
He told her that he loved her.

She said to me, "You're in my way."
She said to me that I was in her way.

### Rule number 3

**Pronouns that refer to a third person are not changed in reported speech.**

I said, "She's not right for this job."
I said that she wasn't right for that job.

They told me, "He's doing really well at school."
They told me that he was doing really well at school.

REPORTED SPEECH


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Study the table below and complete the pronouns in the reported speech column. The first one has been done for you.

| DIRECT SPEECH | REPORTED SPEECH | EXAMPLES | |
|---|---|---|---|
| | | DIRECT SPEECH | REPORTED SPEECH |
| I | he/she | He said, "I work in an office." | He said that he works in an office. |
| we | they | Rania and Mirna said, "We live in Beirut." | 1.Rania and Mirna said that _____ live in Beirut. |
| you | I/he/she/we/they | She said, "You know my sister!" | 2. She said that _____ knew her sister. |
| they | they | The man said, "They are stealing my car!" | 3. He said that _____ were selling his car. |
| he | he | I said, "He's a friend of my brother." | 4. I said that _____ was a friend of my brother's. |
| she | she | The child said, "She's my mother." | 5. The child said that _____ wasn't her mother. |
| it | it | The woman said, "It's not your fault." | 6. The woman said that _____ wasn't her fault. |

## Backshift Tenses & Modal Verbs

Study the table of tenses in direct and reported speech on the following page and complete the examples in reported speech.

REPORTED SPEECH



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# REPORTED SPEECH

| | direct speech | reported speech |
|---|---|---|
| PRESENT | **present simple**<br>"I wake up at 6 a.m. every morning." | **past simple**<br>1.She said that she _____ |
| | **present continuous**<br>"We're driving to the beach." | **past continuous**<br>2.They said that they _____ |
| | **present perfect**<br>"I've just made a pot of tea." | **past perfect**<br>3. He said that he _____ |
| | **present perfect continuous**<br>"He's been studying all morning." | **past perfect continuous**<br>4. She said that he _____ |
| PAST | **past simple**<br>"I finished work early today." | **past perfect**<br>5. He said that he _____ |
| | **past continuous**<br>"We were arguing about music." | **past perfect continuous**<br>6. They explained that they _____ |
| | **past perfect**<br>"I had just finished a good book." | **no change**<br>7. Ruby told me that she _____ |
| | **past perfect continuous**<br>"They had been driving all day." | **no change**<br>8. Tim and Jim said that they _____ |


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# REPORTED SPEECH

| | direct speech | reported speech |
|---|---|---|
| FUTURE | **future (be going to)**<br>"We're going to drive to Paris." | **was/were going to**<br>9. We told him that we _____ |
| | **future (will)**<br>"I'll be there at 3 p.m." | **would**<br>10. I said I _____ |
| | **future continuous**<br>"I'll be sipping champagne on a beach." | **would**<br>10. He said he _____ |
| | **future perfect**<br>"I will have swum in the ocean by then." | **would**<br>12. Jenny said that she _____ |
| | **future perfect continuous**<br>"They will have been shopping for hours." | **would**<br>13. Emma supposed that they _____ |
| MODALS | **can / could**<br>"I can see the sea from here!" | **could**<br>14. I said that I _____ |
| | **may / might**<br>"I may be late tonight." | **might**<br>15. Mary informed us that she _____ |
| | **shall / should**<br>"Shall we go to the cinema?" | **should**<br>16. He asked whether we _____ |
| | **must**<br>"You must turn left here." | **must / had to**<br>17. He told me that I _____ |
| | **mustn't**<br>"You mustn't be late!" | **mustn't**<br>18. She said that we _____ |
| | **have to**<br>"She has to work late tonight." | **had to**<br>19. She informed us that she _____ |

MMMENGLISH | YouTube lesson: Reported Speech (The Ultimate Guide!)
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