

REPORTED SPEECH

Theory & Practice Worksheet

1 Tense Changes (Backshift)

When the reporting verb is in the past (*said, told, asked*), the tenses shift one step back. **Complete the right-hand column.**

DIRECT SPEECH	REPORTED SPEECH (write the form)
Present simple — work	
Present continuous — am working	
Present perfect — have worked	
Past simple — worked	
Past continuous — was working	
Present perfect cont. — have been working	
will / can / may	
must / shall	

Time & place words also change — complete:

now → _____ · today → _____ · tomorrow → _____ · yesterday → _____

this → _____ · here → _____ · ago → _____ · last week → _____

No backshift when the reporting verb is present (*says*) or for general truths that are still true.

2 Formulas: Questions & Commands

Write the formula in the blanks (keep the + signs).

Yes / No questions

HE ASKED + _____ + _____ + _____

e.g. "Do you like coffee?" → _____

Wh- questions

HE ASKED + _____ + _____ + _____ + _____

e.g. "Where do you live?" → _____

Positive commands

HE ORDERED US + _____ + _____

e.g. "Close the door." → _____

Negative commands

SHE TOLD US + _____ + _____ + _____

e.g. "Don't be late." → _____

3 Exercise A — Reported Statements

Rewrite in reported speech. Begin each answer with the words given.

1. "I am tired," she said.

She said that _____

2. "We have finished the project," they said.

They said that _____

3. "I will call you tomorrow," he said.

He said that _____

4. "I saw that movie last week," Tom said.

Tom said that _____

5. "I can speak three languages," she said.

She said that _____

6. "It is raining," he said.

He said that _____

7. "I was studying when you called," Maria said.

Maria said that _____

8. "We must leave now," they said.

They said that _____

9. "I have been working here for five years," he said.

He said that _____

10. "I don't like vegetables," the boy said.

The boy said that _____

4 Exercise B — Reported Questions

Rewrite as reported questions. Begin each answer with the words given.

1. "Do you live here?" she asked.

She asked _____

2. "Where are you going?" he asked.

He asked _____

3. "Have you finished your homework?" the teacher asked.

The teacher asked

4. "What time does the train leave?" he asked.

He asked

5. "Are you coming to the party?" she asked.

She asked

6. "Why did you call me?" he asked.

He asked

7. "Can you help me?" she asked.

She asked

8. "Who broke the window?" the teacher asked.

The teacher asked

9. "Will you be here tomorrow?" he asked.

He asked

10. "How long have you been waiting?" she asked.

She asked

5 Exercise C — Commands

Rewrite the commands. Begin each answer with the words given.

1. "Sit down," the teacher said to us.

The teacher told us

2. "Don't touch that," she said to him.

She told him

3. "Please help me," he said to her.

He asked her

4. "Don't be late," my mother said to me.

My mother told me

5. "Open your books," the teacher said.

The teacher told us

6 Exercise D — Reporting Verbs

Complete each reported sentence with the correct form of the verb in brackets (-ing or to + infinitive).

1. He promised _____ (pay) me back the following day.

2. She suggested _____ (go) to the cinema.
3. He admitted _____ (break) the vase.
4. She refused _____ (do) it.
5. She denied _____ (take) the money.
6. She invited me _____ (come) to her party.
7. He apologized for _____ (be) rude.
8. He advised me _____ (see) a doctor.
9. She reminded me _____ (lock) the door.
10. He offered _____ (carry) my bags.