Reported Speech: Requests and Questions

A Busy Day at Work

Yesterday, I had a very busy day at work. Many people came to my office and asked me different questions and made requests.
My manager asked me if I could send her the report, I said yes, so later I sent it to her.
Then, my colleague asked me where the new meeting room was and I told him that it was on the second floor.
Later, a customer asked me if I worked here and I answered yes.
Before leaving, my manager said to me to please call Mr. Brown, I called him immediately.
At the end of the day, I told my friend about everything. I said that my manager had asked me to send her the report, my colleague had asked me where the meeting room was, and another colleague had asked me to help with a document.

GRAMMAR: REPORTED SPEECH

We use reported speech to tell someone what another person said or asked. In this lesson, we focus on reported requests and reported questions.

1. Reported Requests

Structure: ask + person + to + verb

"Please help me." → She asked me to help her.
"Please open the door." → He asked me to open the door.
"Can you help me?" → She asked me to help her.
"Could you send the email?" → He asked me to send the email.

Negative Requests

Structure: ask + person + not to + verb
"Please don't open the window." → She asked me not to open the window.

2. Reported Questions

WH- questions: ask + question word + subject + verb
"Where is the bank?" → She asked me where the bank was.
Remember: ✗ where was the bank → ✓ where the bank was

Yes/No Questions

Structure: ask + if/whether + subject + verb
"Do you work here?" → The customer asked me if I worked there.
"Are you busy?" → She asked me if I was busy.
"Can you help me?" → He asked me if I could help him.

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Exercise 1 – Choose the Correct Answer

1. "Please help me." She asked me _____.
a) help her b) to help her c) helping her

2. "Where is the supermarket?" He asked me _____.
a) where was the supermarket b) where the supermarket was c) where is the supermarket

3. "Can you open the window?" She asked me _____.
a) if I could open the window b) if could I open the window c) to opened the window

4. "Please don't be late." My teacher asked me _____ late.
a) not be b) don't be c) not to be

Exercise 2 – Rewrite the Requests

Example: "Please close the door." → She asked me to close the door.

1. "Please send me the document." → He asked me _____.
2. "Can you help me with this exercise?" → She asked me _____.
3. "Please call my mother." → He asked me _____.
4. "Could you open the window?" → She asked me _____.

Exercise 3 – Report the Questions

1. "Where do you live?" → She asked me where _____.
2. "What is your name?" → He asked me what _____.
3. "Do you like coffee?" → She asked me if _____.
4. "Are you a student?" → He asked me if _____.

Exercise 4 – Report the Conversation

Tom: "Where is the train station?"
Anna: "It is near the city center."
Tom: "Can you show me the way?"
Anna: "Sure!"
Later, Anna told her friend about the conversation.

LIVEWORKSHEETS