

Reported Speech: Commands and Requests

	STATEMENTS	She said that + subject + past verb. "I recycle paper." → She said that she recycled paper.
	YES/NO QUESTIONS	He asked if + subject + past verb. "Is the manager here?" → He asked if the manager was here.
	WH- QUESTIONS	She asked + question word + subject + past verb. "Where is the report?" → She asked where the report was .
	REQUESTS	She asked + person + to + verb. "Please send the file." → She asked me to send the file.
	COMMANDS	He told + person + (not) to + verb. "Don't waste paper." → He told us not to waste paper.

● Write the sentences using reported speech.



- I work in the sustainability team.
- We prepare the report today.
- Is the manager in the office today?
- Where can I find these documents?
- Please send me the report by 3 p.m.
- Turn off the lights when you leave.
- Don't print unnecessary documents.
- Can you help me organize these files?
- The meeting is at 2:00 p.m.
- Please let me know when you finish the report.

1. She said that _____.
2. He said that _____.
3. She asked if _____.
4. He asked where _____.
5. She asked me _____.
6. He told us _____.
7. She told him _____.
8. He asked me _____.
9. She said that _____.
10. She asked me _____.

B- It's Jerry's first day at his new job. Look, read and report what the people in the office him to do.



1. Please, bring some coffee.
2. Please, don't turn on the radio.
3. Don't use the laptop, please.
4. Send the e-mails, please.