1. Reported speech:

a) main verbs introducing reported speech: complete rules of using them:

say	…..……………..	1. verb	+	me, him,
tell	…..……………..	2. verb	+	to me, him,

b) tenses change into past:

1. introductory verb is in the past tense

2. in out-of-date reporting

3. what the speaker says is untrue

c) tenses do not change:

1. introductory verb is in the present, future or present perfect tense

2. reporting general truth of law

3. when the speaker refers to sth that sb often does

4. in up-to-date reporting (passing messages, reporting content of a letter, article, etc.)

d) tenses change:

present simple	past simple
present continuous	…..……………..
present perfect	past perfect

past simple	past simple or …..……………..
past continuous	past continuous or …..……………..
can	changes into "could"
may	changes into "might"
shall	changes into "should" /advice/
	changes into "offer" /expressing offers/
must	stays "must" or changes into "had to"
1st conditional	changes into "2nd conditional"
2nd and 3rd conditional	leave "2nd" and "3rd conditional"

e) some words and time expressions:

now	then, at that time, immediately
today / tonight	that day, …..……………..
yesterday	the previous day, …..……………..
tomorrow	the following day, …..……………..
this week	that week
last week	the previous week, …..……………..
next week	the following week, …..……………
two days ago	two days before

here   there

come   go

f) exercise:

'I may be a little late this evening,' she said.
....

'You'd better clean up this mess,' Mum said to Claire.
....

'I've already done the shopping,' she said. (up-to-date reporting)
....

'I found this note under the sofa,' said Sue.
....

'I won't be late again,' he said to us.
....

'If I finish work early, I'll call you,' she said.
....

'I've been training hard recently,' he told the reporters.
....

'Shall I make some tea?' said Zoë.
....

'We must go home now,' said the man to his children.
....

'Those are the boys who chased me.' Sarah said.
....

'I'm going to a party tonight,' Lynne told her friends. (up-to-date reporting)
....

'I used to have long hair.' Laura said.
....

'There is too much violence on TV,' said Grandad.
....

'You ought to make a decision soon,' Andrew told her.
....