

REPORTED SPEECH

Tense	Direct Speech	Reported Speech
present simple	□ <i>I like ice cream</i> □	She said (that) she liked ice cream.
present continuous	□ <i>I am living in London</i> □	She said (that) she was living in London.
past simple	□ <i>I bought a car</i> □	She said (that) she had bought a car OR She said (that) she bought a car.
past continuous	□ <i>I was walking along the street</i> □	She said (that) she had been walking along the street.
present perfect	□ <i>I haven't seen Julie</i> □	She said (that) she hadn't seen Julie.
past perfect*	□ <i>I had taken English lessons before</i> □	She said (that) she had taken English lessons before.
will	□ <i>I'll see you later</i> □	She said (that) she would see me later.

would*	<input type="checkbox"/> <i>I would help, but..</i> <input type="checkbox"/>	She said (that) she would help but...
can	<input type="checkbox"/> <i>I can speak perfect English</i> <input type="checkbox"/>	She said (that) she could speak perfect English.
could*	<input type="checkbox"/> <i>I could swim when I was four</i> <input type="checkbox"/>	She said (that) she could swim when she was four.
shall	<input type="checkbox"/> <i>I shall come later</i> <input type="checkbox"/>	She said (that) she would come later.
should*	<input type="checkbox"/> <i>I should call my mother</i> <input type="checkbox"/>	She said (that) she should call her mother
might*	<i>"I might be late"</i>	She said (that) she might be late
must	<i>"I must study at the weekend"</i>	She said (that) she must study at the weekend OR She said she had to study at the weekend

* doesn't change.

RULES:

- Occasionally, we don't need to change the present tense into the past if the information in direct speech is still true (but this is only for things which are general facts, and even then usually we like to change the tense):
 - Direct speech: The sky is blue .
 - Reported speech: She said (that) the sky **is/was** blue.

2. Reported questions

- Direct speech: "Where do you live?"
- Reported speech: She asked me where I lived.

The very important thing is that, once we tell the question to someone else, it isn't a question any more. So we need to change the grammar to a normal affirmative sentence.

Here are some more examples:

Direct Question	Reported Question
□Where is the Post Office, please?□	She asked me where the Post Office was.
□What are you doing?□	She asked me what I was doing.
□Who was that fantastic man?□	She asked me who that fantastic man had been.

3. **How to report a 'yes / no' question?** We don't have any question words to help us. Instead, we use '**if**':

- Direct speech: "Do you like chocolate?"
- Reported speech: She asked me **if** I liked chocolate.

Direct Question	Reported Question
□Do you love me?□	He asked me if I loved him.
□Have you ever been to Mexico?□	She asked me if I had ever been to Mexico.

4. **Reported Requests**

These are the cases when someone asks you to do something (in a polite way)? For example:

- Direct speech: "Close the window, please"
- Or: "Could you close the window please?"
- Or: "Would you mind closing the window please?"

All of these requests mean the same thing, so we don't need to report every word when we tell another person about it. We simply use '**ask me + to + infinitive**':

- Reported speech: She asked me to close the window.

Here are a few more examples:

Direct Request	Reported Request
□Please don't smoke□.	She asked me not to smoke.
□Could you bring my book tonight?□	She asked me to bring her book that night.
□Would you mind coming early tomorrow?□	She asked me to come early the next day.

To report a negative request, use 'not':

- Direct speech: "Please don't be late."
- Reported speech: She asked us **not** to be late.

5. **Reported Orders**

- Direct speech: "Sit down!"

In fact, we make this into reported speech in the same way as a request. We just use 'tell' instead of 'ask':

- Reported speech: She told me to sit down.

Direct Order	Reported Order
□Go to bed!□	He told the child to go to bed.
□Don't worry!□	He told her not to worry.

**** Time Expressions with Reported Speech ****

Sometimes when we change direct speech into reported speech we have to change time expressions too. We don't always have to do this, however. It depends on when we heard the direct speech and when we say the reported speech.

For example:

It's Monday. Julie says "I'm leaving **today**".

If I tell someone on Monday, I say "Julie said she was leaving **today**".

If I tell someone on Tuesday, I say "Julie said she was leaving **yesterday**".

If I tell someone on Wednesday, I say "Julie said she was leaving **on Monday**".

If I tell someone a month later, I say "Julie said she was leaving **that day**".

now	then / at that time
today	yesterday / that day / Tuesday / the 27th of June

yesterday	the day before yesterday / the day before / Wednesday / the 5th of December
last night	the night before, Thursday night
last week	the week before / the previous week
tomorrow	today / the next day / the following day / Friday

PLEASE, NOTE OTHER VERBS CAN BE USED IN REPORTED SPEECH (ADDITIONAL FILE).