

Reported Speech

When the reporting word is in the **past tense** (said, answered, shouted etc.), then the following changes are needed when you change a sentence in "direct speech" to a sentence in "indirect speech"

Tenses

present simple	→	past tense
past simple	→	past perfect
present perfect	→	past perfect
will future	→	would + base form

Expressions of Time

today	→	that day
now	→	then
yesterday	→	the day before
...days ago	→days before
last week	→	the week before
next week	→	the following week
next year	→	the following year
tomorrow	→	the next day/the following day
here	→	there
this	→	that
these	→	those

Pronouns

Also need to be changed according to the meaning of the sentence. There are no simple rules but here are a few examples:

Susan said	"I" = she
Peter said	"I" = he
Paul & Joe said	"we" = they
"give <u>us</u> the ball"	= give the ball

communication is the key...

- 1) Susan said, "These men in the black coats have been following me!"
- 2) Jason and Paul explained, "We will arrive at the airport at 5 am."
- 3) I said, "He wanted to call you last week but he didn't have any time."
- 4) You answered, "I haven't seen him yet. Perhaps I will see him tomorrow."
- 5) The teacher asked, "Have you all understood the questions?"
- 6) Patricia says, "I have never truly known the meaning of happiness until now!"
- 7) They wrote, "Last week we had wonderful weather but this week it has been raining all the time."
- 8) The passenger said, "We need two tickets to Barnsley please."
- 9) Sally says, "You must concentrate when you do these exercises."
- 10) Kevin said, "I will never understand English grammar!"
- 11) David said, "These biscuits are my favourite."
- 12) The manager said, "You sent me your offer yesterday but you forgot to send the photos!"
- 13) The manager continued, "When can I expect the photos?"
- 14) He also said, "I'll be out of the country next week perhaps you can e-mail them today."

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