

REPORTED SPEECH

Reported speech is when we tell someone what another person said. To do this, we can use direct speech or indirect speech.

direct speech: 'I work in a bank,' said Daniel.

indirect speech: Daniel said that he worked in a bank.

In indirect speech, we often use a tense which is 'further back' in the past than the tense originally used. This is called 'BACKSHIFT'. We also may need to change other words that were used, for example pronouns.

BACKSHIFT

	PAST	PRESENT	FUTURE	FUTURE IN THE PAST
SIMPLE	● ← ●		● →	
CONTINUOUS	● ← ●		● →	
PERFECT	● ← ●		● →	
PERFECT CONTINUOUS	● ← ●		● →	

present simple ⇒ past simple
 present continuous ⇒ past continuous
 present perfect ⇒ past perfect
 present perfect continuous ⇒ past perfect continuous

past simple ⇒ past perfect
 past continuous ⇒ past perfect continuous
 past perfect □
 past perfect continuous □

future simple ⇒ future in the past simple
 future continuous ⇒ future in the past continuous
 future perfect ⇒ future in the past perfect
 future perfect continuous ⇒ future in the past perfect continuous

will ⇒ would □
 would □
 can ⇒ could □
 could □
 shall ⇒ would
 should □
 must ⇒ must/had to
 might □

□ - does not change

NO BACKSHIFT

If what the speaker has said is still true or relevant, it's not always necessary to change the tense. This might happen when the speaker has used a present tense.

"I go to the gym next to your house."

Jenny told me that she goes to the gym next to my house. I'm thinking about going with her.

"I'm working in Italy for the next six months."

He told me he's working in Italy for the next six months. Maybe I should visit him!

"I've broken my arm!"

She said she's broken her arm, so she won't be at work this week.

PRONOUNS

If you are the person or one of the people who spoke, then the pronouns don't change.

"I'm working on my thesis," I said.

I told her that I was working on my thesis.

"We want our jobs back!" we said.

We said that we wanted our jobs back.

DEMONSTRATIVES AND ADVERBS OF TIME AND PLACE

DIRECT ⇒ REPORTED

this ⇒ that

here ⇒ there

today ⇒ that day

these ⇒ those

now ⇒ then

yesterday ⇒ the day before

tomorrow ⇒ the next/following day

ago ⇒ before

! Change only if it is no longer accurate:

"This is my house."

He said **this** was his house. = You are currently in front of the house.

He said **that** was his house. = You are not currently in front of the house.

"We like it here."

She told me they like it **here**. = You are currently in the place they like.

She told me they like it **there**. = You are not in the place they like.

"I'm planning to do it today."

She told me she's planning to do it **today**. = It is currently still the same day.

She told me she was planning to do it **that day**. = It is not the same day any more.

REPORTING VERBS

+ to + V base form	+ person + to + V base form	+ (preposition) + V+ing	+ that + clause (backshift)
agree	advise	accuse (somebody) of	admit
claim	ask	admit to	agree
demand	beg	apologise (to somebody) for	announce
offer	command	blame (somebody) for	answer
promise	convince	complain about	add
refuse	encourage	confess to	argue
swear	forbid	deny	claim
threaten	instruct	insist on	complain
volunteer	invite	recommend	confess
	order	regret	deny
	persuade	suggest	explain
	recommend		insist
	remind		mention
	tell		point out
	urge		promise
	warn		regret
			reply
			report
			say
			shout
			state
			suggest
			warn
			whisper
			yell

REPORTED SPEECH

TASK 1

Convert the following sentences from direct speech to reported speech.

1. She said, "I am going to the market."
2. John asked, "Do you like ice cream?"
3. Mark said, "I will visit Paris next year."
4. Mary said, "I have finished my homework."
5. They asked, "Can you help us with the project?"

TASK 2

Convert the following sentences from reported speech to direct speech.

1. He said that he was tired.
2. She told me that she had seen the movie already.
3. They asked if I could speak French.
4. He mentioned that he would arrive late.
5. She explained that she had been waiting for an hour.

TASK 3

Identify and correct errors in the following sentences.

1. Sarah said that she is going to a party.
2. He asked me what was I doing.
3. They told that they have completed the project.
4. She says she can't come because she will be busy.
5. John asked if did I finish my assignment.

TASK 4

Rewrite the following dialogue in reported speech.

A: "Have you finalised your schedule for today?"

B: "Yes, most of it. I have a few meetings this afternoon, but nothing that should run over."

A: "Good, I just want to make sure we're still on for tonight."

B: "Absolutely! I've been looking forward to it."

A: "What time should I expect you back?"

B: "I'll be home by 6 PM at the latest."

A: "Please don't be late, we have a dinner reservation, and they won't hold the table for long."

B: "I won't be, you have my word."

A: "Alright... I've already picked out what I'm wearing. Something a little more formal, since it's that rooftop place."

B: "Perfect! I'll change as soon as I get home. Should we take a cab, or are you thinking we drive?"

A: "Let's take a cab. Parking there is always a headache, and I'd rather not stress about it."

B: "Agreed. I'll call one as soon as I walk in the door."

A: "Sounds good. And thank you for making the time. I know you've had a lot on your plate lately."

B: "I wouldn't miss tonight for anything."

A asked B _____.

B replied _____.

A said _____.

B reassured A _____.

A inquired _____.

B responded _____.

A urged B _____.

B promised _____.

A mentioned _____.

B said _____.

A suggested _____.

B agreed _____.

A remarked _____.

B assured A _____.

TASK 5

Read the following dialogue and then rewrite it into the story using reported speech.

Jane said, "I have a surprise for you!"

Tom asked, "What is it?"

Jane replied, "I bought tickets to the concert next weekend!"

Tom exclaimed, "Wow, that's amazing!", he paused, then added, "Wait, which concert? Please tell me it's the one in Vienna!"

Jane grinned. "Exactly that! Two tickets. Center seats. I figured we could make a weekend of it. Travel Friday night, explore the city Saturday, then the concert that evening."

Tom looked stunned. "You're serious? That's incredible. I've always wanted to see them live, and Vienna? That's the dream!"

Jane nodded enthusiastically. "I already booked the train. It leaves Friday at 6:45 PM. We'll be there by midnight, and I found the cutest little hotel near the venue."

Tom chuckled, still in awe. "You thought of everything. I can't believe you planned all this."

Jane replied, "Well, after the month you've had, I thought you deserved something special. And honestly, I could use the getaway too."

Tom reached for her hand. "You're amazing. This means more than you know."

Jane smiled. "Just promise me you'll actually pack more than one outfit this time."

Tom laughed. "No promises, but I'll try."

"Jane told Tom that..." _____

TASK 6

Read the following news headlines and rewrite them in reported speech.

"Government Announces New Health Policies" ⇒ **The government announced that it had introduced new health policies.**

"Scientists Discover a New Species in the Amazon"

"Local Hero Saves Family from Fire"

"Experts Predict Economic Growth in 2024"
"New Law Prohibits Smoking in Public Places"

TASK 7

Perform a role play where one person asks questions or gives instructions, and the other reports them back to the group. For example:

Person A: "Where did you go last weekend?"

Person B: (Reporting to the group) "Person A asked me where I had gone last weekend."

TASK 8

For example, if the clip says, "The teacher said, 'Please submit your homework by Friday,'" the reported speech would be: **The teacher asked the students to submit their homework by Friday.**

TASK 9