

Reported (Indirect Speech)

Direct Speech		Reported (Indirect) Speech
<u>Simple Present</u> "I want to see you."	→	<u>Simple Past</u> She said (that) she wanted to see you.
<u>Present Progressive</u> "I am doing my homework."	→	<u>Past Progressive</u> He said (that) he was doing his homework.
<u>Simple Past</u> "I went to the cinema."	→	<u>Past Perfect</u> He told me (that) he had gone to the cinema.
<u>Present Perfect</u> "I have lived here for a long time."	→	<u>Past Perfect</u> He reminded us (that) he had lived here for a long time.
<u>Past Perfect</u> "I had lived in England before I came to Germany."	→	<u>Past Perfect</u> He mentioned (that) he had lived in England before he had come to Germany.
<u>Past Progressive</u> "At 6 o'clock I was having some tea."	→	<u>Past Perfect Progressive</u> He mentioned (that) he had been having some tea at six o'clock.
<u>Present Perfect Progressive</u> "We have been living here for 20 years."	→	<u>Past Perfect Progressive</u> They stressed (that) they had been living there for 20 years.
<u>Future 1</u> "Maybe I will go on holiday next week."	→	<u>Conditional 1</u> She thought that maybe she would go on holiday the following week.
(Pure Future:) "I shall get my money back?"	→	She wondered whether she would get her money back.
(As a Request:) "I shall close the window?"	→	He asked if he should close the window.
Other Auxiliary Verbs: "I can help you." "It may help." "I must go now." "You need not wait." "You must not speak with your mouth full."	→ → → → →	He said (that) he could help me. He assumed (that) it might help. He said (that) he had to go then. He told her (that) she did not have to wait. (or: ... she need not wait.) She told her son (that) he was not to speak with his mouth full.

Orders and Requests		
"Put the papers on the desk, Tim." "Please, put the papers on the desk."	→	The teacher told/ ordered/ warned/ reminded/ advised/ asked/ begged/ invited/ urged... Tim to put the papers on the desk.
"Don't put the papers on the desk, Tim."		The teacher told/ ordered/ warned/ reminded/ advised/ asked/ begged/ invited/ urged... Tim not to put the papers on the desk.
Verbs like could (= was/were able to), might , had to , would , should , ought to , had better do not normally change.		

Note the following:

Direct Speech	Reported (Indirect) Speech
He said: "Alf left this book here yesterday ."	He said (that) Alf had left that book there (or: on Mr Tanner's desk) the day before .

*When the introducing verb is in a past tense, the words indicating **nearness in direct speech** must be changed into the corresponding words indicating **remoteness in reported speech**. (It should be assumed that the sentences are spoken and reported on different days, in different weeks, etc.)*

this/these	that/those, it/they/them <i>or just</i> the
here	there <i>or another statement of place</i>
now	then (<i>often omitted</i>), at that time, at once, <i>etc.</i>
today	that day
tomorrow	the next day, the following day
yesterday	the previous day, the day before
next week	the next week, the following week
last week	the previous week, the week before
ago	before

Exercise No. 1*Put into reported speech.*

- 1) I haven't seen the film. (Mrs Price said ...)
- 2) I can speak four languages. (The young man boasted that . . .)
- 3) You can use my telephone. (Mrs Drummond replied that ...)
- 4) You can use my telephone, Mike. (Mr Drummond said ...)
- 5) I saw her on Monday. (The boy admitted that ...)
- 6) We climbed higher than we had at first intended. (The mountaineers said ...)
- 7) I go to see my parents every weekend. (Shirley remarked that ...)
- 8) The Frasers are coming to tea. (Mrs Lee said ...)
- 9) You are an excellent cook, Mr Davis. (Aunt Emily whispered that ...)
- 10) I have never been to America. (She complained that ...)
- 11) I'm going to take you to the seaside on Saturday. (My father promised that ...).
- 12) I shall be in hospital in October. (The old man groaned that ...)
- 13) We got home very late. (The girls admitted that ...)
- 14) I began my studies in 1975. (The young man said ...)
- 15) I don't like spinach. (Susan said ...)
- 16) Our team will win. (The girls shouted that . . .)
- 17) You've been very quick, Susan. (The teacher ...)
- 18) There were a lot of people at the meeting. (The manager boasted that ...)
- 19) No dogs are allowed in the park. (The notice said ...)
- 20) I've written a letter to the headmaster. (He added that ...)
- 21) I'll remember the day for ever. (The young woman said .. .)
- 22) She did it on purpose. (The judge remarked that ...)
- 23) We're waiting for the bus. (The boys exclaimed that ...)
- 24) I was out of work for six months. (The worker complained that . . .)
- 25) We have just called the police. (The young woman shouted that ...)

Exercise No. 2

(Subject + (tell, ask) + personal object + to + infinitive)

Put into reported speech.

- 1) Bring me the book, please, Jane. (The teacher asked ...)
- 2) Try again, son. (Mr O'Neill told ...)
- 3) Don't make so much noise. (The teacher told ...)
- 4) Clean your shoes, boys. (Aunt Emily reminded ...)
- 5) Play in the garden, children. (The landlord ordered ...)
- 6) Don't swim out too far. (Miss Bennett warned ...)
- 7) Please help me find the key, Tom. (Mrs White asked ...)
- 8) Please don't play the piano after lunch. (Our neighbour begged ...)
- 9) Pass me the salt, please. (My neighbour at the table asked me ...)
- 10) Don't fall off the ladder, Andrew. (The shopkeeper warned ...)

Exercise No. 3*Put into reported speech.*

- 1) I'm going to see my friends in Coventry tomorrow. (Mr Jackson said ...)
- 2) How many French lessons did you have last week? (Denis wanted to know ...)
- 3) Don't make such a noise. (Our neighbour ...)
- 4) He wrote that novel a long time ago. (The author's wife said ...)
- 5) I can't come today. (John said ...)
- 6) Who told you that Helen was here yesterday? (Mark asked ...)
- 7) I was in London last week. (Mr Bowen added that ...)
- 8) Nothing will be done until next week. (The manager said ...)
- 9) Must we learn Latin next year? (The students wanted to know ...)
- 10) I read this book some time ago. (Eric said ...)
- 11) Where were you last night, Maggie? (Rosalind asked ...)
- 12) I must go home now. (Polly said ...)
- 13) I shall be in hospital next month. (The old man whispered that ...)
- 14) Don't wait till tomorrow. (My father advised ...)
- 15) I saw Tom yesterday; he was sitting in a cafe. (Graham assured that ...)
- 16) It isn't so foggy today as it was yesterday. (The reporter said ...)
- 17) I wrote letters from 9 to 12 this morning. (Miss Pollock said ...)
- 18) How far is it and how long will it take me to get there? (The stranger wanted to know ...)
- 19) Try to get some wine if the shops are open now. (The boss told him ...)
- 20) What did you do last night when the burglar came into your house? (The detective wanted to know ...)
- 21) I'll call the police if you don't leave my house now. (The woman said ...)
- 22) My father isn't here; he has just gone out. (The little boy said ...)
- 23) I'd go to the seaside next weekend if I had time. (The businessman said ...)
- 24) Have a cup of tea first. (Mrs Todd invited her guests ...)
- 25) Gentlemen, please wait till I come back. (The officer asked ...)
- 26) Speak up, please. (The teacher told ...)
- 27) Please don't wake me before nine. (He asked the landlady ...)
- 28) Keep the door closed. (Dad asked ...)
- 29) Don't smoke in this room, boys. (The headmaster told ...)
- 30) Do what you are told and don't waste any more time. (The officer ordered his men ...)
- 31) Please come and have tea with us. (Mrs Henderson invited ...)
- 32) Go to bed and don't forget to brush your teeth. (Mrs Henderson told her children ...)