

## GRAMMAR

### REPORTED SPEECH

#### THE BASICS

#### COMMON VERBS USED TO INTRODUCE REPORTED SPEECH

<b>Statements</b>	<i>say, tell, explain, add, continue, answer, reply, admit, complain, mention, remark, warn, state, stress</i> to report ideas: <i>think, decide, imagine</i>	<i>She <b>said</b> she knew what she was doing.</i> <i>We never <b>imagined</b> that the forest would be destroyed.</i>
<b>Questions</b>	<i>ask, want to know, enquire (formal), wonder (спросить себя)</i>	<i>They <b>asked</b> why I did not want to go back.</i> <i>I <b>wondered</b> what she was doing there.</i>
<b>a) Commands</b>	<i>a) tell, order, command, forbid</i>	<i>The judge <b>ordered</b> them to learn to speak English.</i>
<b>b) Requests</b>	<i>b) ask, beg (умолять), urge (настоятельно просить, настаивать)</i>	<i>I <b>begged</b> him to do me this favour.</i>

### REPORTED STATEMENTS

Direct Speech	Reported Speech
1. "Clothes <b>are important</b> to me," said Max.	1. Max remarked that clothes <b>were important</b> to him.
2. She said, "I'm <b>dating</b> James now."	2. She said she <b>was dating</b> James at that time.
3. The minister said, "I <b>have</b> recently <b>raised</b> the question with the government."	3. The minister stated that he <b>had</b> recently <b>raised</b> the subject with the government.
4. Mary said, "I <b>didn't sleep</b> at all last night."	4. Mary explained she <b>hadn't slept</b> at all the previous night.
5. May said, "I <b>was taking</b> myself too seriously five years ago."	5. May admitted she <b>had been taking</b> herself too seriously five years before.
6. "I <b>had finished</b> all that was required of me by yesterday," he said.	6. He said (that) he <b>had finished</b> all that was required of him by the previous day.
7. She told me, "I'll call you tomorrow."	7. She told me she <b>would call</b> me the following day.

**Exercise 1. Turn the following statements into Reported Speech. Make the necessary changes (the original statements are reported much later than they were made).**

1. "I'm attending a conference in Miami next week," said Ann.
2. "I'm currently studying psychology," he said.
3. Jack said, "I joined the club two years ago."
4. Mary said to me, "I'll call you next Monday."
5. "During this whole conversation, Jeff was making faces at me," said Susan.
6. "We have to take action if we are going to bridge the gap with the poor," said the Canadian Minister of Foreign Affairs addressing the G8 Governments in 2002.
7. "I'll be seeing you tomorrow," he said.
8. "Italy and Russia signed an agreement last week to cooperate in fighting crime," said the Minister at the press-conference.
9. "For the last few years we've been making attempts to revive our culture," said the Zimbabwean writer.
10. The lecturer said, "By the last exhibition in 1886, many of the Impressionists had gone their separate ways."

## CHANGES IN TENSES AND TIME EXPRESSIONS

Tenses	
Direct Speech	Reported Speech
Present Simple Present Continuous Present Perfect Present Perfect Continuous Past Simple Past Continuous Future Simple Future Continuous	<b>Past Simple</b> <b>Past Continuous</b> <b>Past Perfect</b> <b>Past Perfect Continuous</b> <b>Past Perfect</b> <b>Past Perfect Continuous</b> <b>Future Simple-in-the-Past</b> <b>Future Continuous-in-the-Past</b>
Time Expressions	
Direct Speech	Reported Speech
now today tonight this week / month / year yesterday last night / week / month / year three days / months / years ago tomorrow next week / month / year	<b>then, at that time</b> <b>that day</b> <b>that night</b> <b>that</b> week / month / year <b>the day before / the previous day</b> <b>the previous</b> night / week / month / year three days / months / years <b>before</b> <b>the following / the next day / the day after</b> <b>the following / the next</b> week / month / year

## WHEN TENSES DON'T CHANGE

The tenses of the original words are NOT usually changed when:

- the original words express general truths or permanent states:  
*The lecturer **said** that there **are** many theories about why the dinosaurs **died** out.*
- the original speaker's present and future are still present and future:  
*John **said** he's **working** on a Biology project about volcanoes. (He is still working on it.)*  
*Alex **said** he's **going** to concentrate on what's important in life. (It is still his plan.)*
- the verb is used in a time clause (after conjunctions when, while, after etc.)  
*He said he had been stopped when he **was driving** without a driving licence.*



### Note:

in all of these cases it is also **possible** to change the tenses.

However, if we don't believe the original statement, the tense change in **Reported Speech** is necessary.  
*John said he **was working** on a Biology project about volcanoes, but I don't think he is.*

## REPORTED QUESTIONS

	Direct Speech	Reported Speech
<b>General (yes / no) questions</b>	<i>"Do you have any questions, comments, or suggestions?" asked the chairman.</i>	<i>The chairman asked <b>if we had</b> any questions, comments, or suggestions.</i>
<b>Special questions</b>	<i>"Why did Max wear this strange outfit?" she asked.</i>	<i>She wanted to know <b>why Max had worn</b> that strange outfit.</i>

### Exercise 2. Turn the following questions into Reported Speech making the tense change.

1. "Did you have fun in college?" they asked Paul.
2. "Have you ever faced a hostile audience?" I asked Betty.
3. "Do you always make the right choice?" asked my friend.
4. "Will he notice me? Will he speak to me?" I asked myself.
5. "Is the project taking shape?" asked my boss.
6. "Is Nancy currently looking for a job?" I asked her mother.
7. "How did you feel when you heard the news?" they asked me.
8. "Why don't you want to go back to Syria?" asked the immigration officer.
9. "What made him agree to the interview?" I asked myself.
10. "Why have you joined politics, Bill?" asked the interviewer.
11. "What were you working on in your early years in the lab?" asked Bob's colleague.
12. "What is being done to increase the number of children attending schools?" asked the UNICEF official.

## REPORTED COMMANDS AND REQUESTS

	Direct Speech	Reported Speech
<b>Commands</b>	<i>"Play quietly," she said to the children. "Don't ask any questions," said the man.</i>	<i>She <u>told</u> the children <b>to play</b> quietly. The man <u>forbade</u> me <b>to ask</b> any questions.</i>
<b>Requests</b>	<i>"Please wait outside," the secretary said to me. "Please don't mention this to anyone," said Mary.</i>	<i>The secretary <u>asked</u> me <b>to wait</b> outside. Mary <u>begged</u> me <b>not to mention</b> that to anyone.</i>

### Exercise 3. Turn the commands and requests into Reported Speech.

1. "Write a letter to the school newspaper, Dennis," said the principal.
2. "Will you keep silent for a moment?" said my friend.
3. "Don't even think of marrying a foreigner," said Julia's parents.
4. "Please don't open the present till I leave," he said to Mrs. Kelly.
5. "Move to the defensive positions," said the Colonel to the officers.
6. "You must take immediate action to stop further pollution," said Greenpeace to the Minister.
7. "Choose friends who have values and respect, and stay clear of the rest," their mother said to them.
8. "Please, please forgive me," he said to his sister.
9. "Soldiers! Advance and drive the rebels from the woods!" said the General.
10. "You'd better go to bed," she said to the children.
11. "Please, please don't call or e-mail me," said the actor to his fans.
12. "Will you marry me?" he said to Rosa.

## MODAL VERBS IN REPORTED SPEECH

<b>can</b> → <b>could</b>	"I <b>can't</b> make a decision without knowing the facts." → He said he <b>couldn't</b> make a decision without knowing the facts.
<b>can</b> → <b>would be able</b>	"I <b>can</b> fix the problems next week." → She said she <b>would be able</b> to fix the problems the following week.
<b>may</b> → <b>might</b> (possibility)	"We <b>may</b> choose not to have children at all." → A fifth of the women surveyed said they <b>might</b> choose not to have children at all.
<b>shall</b> → <b>should</b>	"Where <b>shall</b> I sign up?" → She asked where she <b>should</b> sign up.
<b>must</b> → <b>must / had to</b> (obligation)	"You <b>must</b> have surgery as soon as possible." → The doctor said I <b>must / had to</b> have surgery as soon as possible.
<b>must</b> → <b>must</b> (должно быть)	"You <b>must</b> be mistaken." → He said I <b>must</b> be mistaken.
<b>needn't</b> → <b>didn't need to / didn't have to</b>	"You <b>needn't</b> worry about cooking any more." → He said I <b>didn't need to / didn't have to</b> worry about cooking any more.



### Note:

*ought to, should, could, might, had better*  
do not change when reported.

### Exercise 4. Turn the following sentences into Reported Speech.

**Model:** "You should make an effort to express your ideas clearly," said my teacher  
→ The teacher said I should make an effort to express my ideas clearly.

- "What time shall I call you?" asked my friend.
- "I hope I can attend tomorrow's meeting," said the student.
- "You needn't ask permission before speaking," said the professor.
- "You may be faced with difficulties, but you shouldn't give up," said Father.
- "If you want to feel better, you must shape up," said the doctor.
- "Russia and the USA should join forces to create an AIDS vaccine," said the scientist.
- "I may be busy or away next week," said the manager.
- "The man is so rich that he can afford the wonderful privilege of being generous," said the journalist.
- "You must be joking! I can't believe it," said my fellow-student.
- "How shall I begin the presentation?" asked the student.
- "You had better make a decision fast," said the Dean.
- "You needn't choose between the sushi bar and the regular menu," said the maitre d'hotel.

## THE PARTICULARS

### MORE VERBS USED TO INTRODUCE REPORTED SPEECH

Besides the verbs mentioned above, a large number of other verbs can be used to introduce **Reported Speech**. They indicate the function of the original speech:

"You should consult the eye doctor," he said to Barbara. → He **advised** Barbara to consult the eye doctor.  
(advice)

"I am the best taxi driver in New York," said George. → George **boasted** that he was the best driver in New York. (boast)

**PATTERN 1**

<b>verb + clause</b>	admit, agree, announce, believe, boast, comment, complain, conclude, confess, decide, doubt, exclaim, insist, observe, point out, predict, repeat, report, respond etc.	<i>"I'm not sure security is good." → He <b>doubted</b> <u>that security was good.</u></i>  <i>"Significant progress has been achieved on key issues." → The Minister <b>announced</b> <u>that significant progress had been achieved on key issues.</u></i>
----------------------	---	--

**Exercise 5. Report the sentences using an appropriate verb.**

1. "Spam email will be eradicated as a problem within 24 months," said Bill Gates.
2. "I can manage any genre," said the young writer.
3. "I will retire from political life," said the President of the country at the press-conference.
4. A woman with a hearing disability said, "I can't hear what's happening during the city council meetings."
5. "I'm not sure I'll go to Peru in December," said Paul.

**PATTERN 2**

<b>verb + object + clause</b>	<i>assure, inform, reassure, remind, warn</i>	<i>"The school will be conducting a leadership training camp." → The letter <b>informed</b> <u>the students that the school will be conducting a leadership training camp.</u></i>
-------------------------------	---	--

**Exercise 6. Report the sentences using an appropriate verb.**

1. "Your application is rejected," said the letter.
2. An old lady called the crew (экипаж) over and said to them, "The people behind me are talking about 'hijacking'."
3. The manager said to the employees, "No one will lose their job."
4. "The climb is going to be dangerous," said the guide to the tourists.
5. The lecturer said to the students, "In the 1980s, the United States imposed sanctions on South Africa to put pressure on the government's apartheid policy."

**PATTERN 3**

<b>verb + infinitive</b>	agree, guarantee, offer, promise, refuse, threaten	<i>"I'm ready to resign." → The chairman of the board <b>offered</b> <u>to resign.</u></i>
--------------------------	--	--

**Exercise 7. Report the sentences using an appropriate verb.**

1. "No, I won't fix your computer," he said. "I'm ready to resign."
2. "Hey, I can give you a lift home after your volleyball practice today if you need one," said Harry.
3. "OK, I will take part in the project," said Eugene.
4. "I will definitely be staying at your hotel on my next visit," said the guest.
5. "If I discover you have not done your own work, I will report you to the university authorities," said the lecturer.

**PATTERN 4**

<b>verb + object + infinitive</b>	advise, allow, ask, beg, encourage, forbid, force, instruct, invite, order, permit, persuade, remind, request, tell, urge, warn	<p><i>"Always think for yourselves." → Their father <b>encouraged</b> <u>them to think</u> for themselves.</i></p> <p><i>"Be careful with the motor-bike!" → She <b>warned</b> <u>him to be careful</u> with the motorbike.</i></p>
-----------------------------------	---	---

**Exercise 8. Report the sentences using an appropriate verb.**

1. "You should try and work things out if possible," said my friend.
2. "Don't forget to share the information you find," said the instructor.
3. "Would you like to come to the theatre with me tonight?" he said.
4. "Please, please never speak to me of that," said Anna to her friend.
5. "Never ask me that question again," he said to his children.

**PATTERN 5**

<b>verb + -ing form</b>	admit, apologise for (to smb), decide on, deny, mention, recommend, regret, report, suggest	<p><i>"Sorry, I told a lie," he said. → He <b>apologised for</b> <u>telling</u> a lie.</i></p> <p><i>"Let's go out for lunch." → She <b>suggested</b> <u>going out</u> for lunch.</i></p>
-------------------------	---	---

**Exercise 9. Report the sentences using an appropriate verb.**

1. "Let's invite the Prestons to dinner," said Jenny.
2. The Minister said, "I've never said this to the press."
3. "I've made up my mind to stay in school," said Michael.
4. "I'm sorry I was so emotional yesterday," said Hillary.
5. "I've broken the basic rules of the industry more than once in the last three years," said the businessman.

**PATTERN 6**

<b>verb + object + preposition + ing-form</b>	accuse smb of, blame smb for, congratulate smb on, thank smb for	<p><i>"It's your fault that you aren't succeeding in sales." → The manager <b>blamed</b> <u>me for not succeeding</u> in sales.</i></p>
---	--	---

**Exercise 10. Report the sentences using an appropriate verb.**

1. "Mr. President, I am grateful to you for giving us this opportunity," said the Ambassador.
2. "It's your fault that you have done nothing with your life," said the psychologist to Adam.
3. "First of all let me congratulate you on joining the best college in Durham," said the College President.
4. "The Congressman has accepted gifts and favours from a few businessmen," said the Prosecutor.
5. "I'm grateful to you for taking the time to let me know how the book affected you," wrote the author to the reader.