

REPORTED SPEECH

- **direct speech** gives the exact words someone said
- **inverted commas in direct speech**
“It’s a nice song,” he said.
- **reported speech** gives the exact meaning of what someone said but not the exact words
- **no inverted commas in reported speech**
He said it was a nice song.

SAY - TELL - ASK - SPEAK - TALK

- **Say** - not followed by the person

*"She won't come," he said. → He **said** she wouldn't come.*

- **Tell** - is followed by the person

"She won't come," he said to me. →

*He **told me** she wouldn't come.*

- **Ask** - is used in direct & indirect questions and commands

*He said to me, "Please leave." → He **asked me** to leave.*

He asked, "Have you got any money?" →

*He **asked me** if I had any money.*

- **Say + to + infinitive** **BUT** never ~~say about~~
tell smb, speak/ talk about

*Ann **said to** call her at 12.00.*

*He **told them/spoke/talked about** the incident.*

STATEMENTS

- **direct speech** gives the exact words someone said
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“It’s a nice song,” he said.
- **reported speech** gives the exact meaning of what someone said but not the exact words
- **no inverted commas in reported speech**
He said it was a nice song.

TENSES change as follows:

DIRECT SPEECH

Present Simple

"She **works** hard", he said.

Present Continuous

"She **is working** hard",

Past Simple

"She **worked** hard",

Past Continuous

"She **was working** hard",

Future Simple

"She **will work** hard",

Future Continuous

"She **will be working** hard",

Present Perfect

"She **has worked** hard",

Present Perfect Continuous

"She **has been working** hard",

INDIRECT SPEECH

He said she **worked** hard.

He said she **was working** hard.

He said she **had worked** hard.

He said she **had been working** hard.

He said she **would work** hard.

He said she **would be working** hard.

He said she **had worked** hard.

He said she **had been working** hard

NOTES:

- Past Perfect and Past Perfect Continuous **do not change** in Reported Speech.
- Past Simple changes to Past Perfect or remains the same.
- When the reported sentence contains **a time clause**, the tenses of the time clause **remain unchanged**.

*"She came round to my house **while I was doing** shopping," he said. »*
*He said (that) she **had come/ came** round to his house **while he was doing** his shopping.*

- If the reported sentence is out-of-date, the tenses change, but it is up-to-date, the tenses can remain the same.

*" She **called** last week," he said. » He said (that) she **had called** the week before. (speech reported after she had called - out-of -date)*

He is seeing the dentist tonight," she said. » She said he is seeing the dentist tonight. (speech reported before he sees the dentist - up-to-date)

TENSES DO NOT CHANGE WHEN:

- the reporting verb (said, told, etc) is in the Present, Future or Present Perfect

*"I **can't** drive," he says. = He says (that) he **can't** drive.*

- the speaker expresses **general truths, permanent states or conditions**

*"The sun **rises** in the east," the teacher said. = The teacher said (that) the sun **rises** in the east.*

- the reported sentence deals with **conditionals type 2/type 3, wishes or unreal past**

*"I wish I **was flying** to Brazil," he said. » He said (that) he wished he **was flying** to Brazil.*

- the speaker is reporting something immediately after it was said (**up-to-date**)

*"The food **is** delicious," he said. » He said (that) the food **is** delicious. (up-to-date)*

NOTE:

- If the speaker expresses something which is believed to be true, the tenses may change or remain the same.

*"She **likes** seafood," he said. » He said (that) she **likes/liked** seafood.*

- However, if the speaker expresses something which is believed to be untrue, the tenses change.

*"India **is** a rich country," he said. » He said (that) India **was** a rich country*

Time Words and Words in the Context:

DIRECT SPEECH

**tonight, today, this week/
month/ year**

now

now that

**yesterday, last
night/week/month/year**

**tomorrow, next
week/month/year**

two days/months/years ago

**this/ these
here
come**

INDIRECT SPEECH

**that night, that day, that week/ month/
year**

then, at that time, at once, immediately

since

**the day before, the previous
night/week/month/year**

**the following day/ the day after, the
following/next week/month/year**

two days/months/years etc before

**that/ those
there
go**

REPORTED QUESTIONS:

- Reported Questions are introduced with **ask, wonder, inquire, want to know** etc.
- In reported questions we use **affirmative word order** and the question mark becomes a full stop. Inverted commas are omitted.
- To report a question we use:
 - a) **ask + question word** (who, where, which, how etc) when the direct question begins with a question word, and
 - b) **ask + if/whether** when the direct question begins with an auxiliary verb (can, do, have etc).
 - Tenses, personal pronouns, possessive adjectives, time words etc change as in statements.

"What time is it?" she asked him. » She asked him what time it was.

"Do you eat meat?" she asked him. » She asked him if/whether he ate.

INDIRECT QUESTIONS:

- Indirect questions are used to ask for advice or information.
- They are introduced with:

Could you tell me...?, Do you know ...?, I wonder ..., I want to know ..., I doubt ..., etc and the verb is in the affirmative.

- If the indirect question starts with “I want to know wonder...” or “I doubt ...”, the question mark is omitted.
- Question words (what, where, who, etc) or whether can be followed by an infinitive in the indirect question if the subject of the question is the speaker.

‘Where is Joan?’ he asked me. » Do you know where Joan is?

‘Did he tell you the truth?’ she asked me. » She wondered if/whether he had told me the truth.

‘What shall I do next?’ he asked me. » He wanted to know what he should do/what to do next.

REPORTED COMMANDS:

- Reported Commands/Requests/Suggestions are introduced with a special introductory verb (**advise, ask, beg, suggest** etc) followed by a **to-infinitive**, an **-ing form** or a **that-clause** depending on the introductory verb.

"Watch out," he said to me. » He told me to watch out. (command)

*"Please, don't move," he said to me. » He asked me not to move.
(request)*

"Let's play chess," he said. » He suggested playing chess. (suggestion)

"You'd better see a doctor," he said. » He suggested that I (should) see a doctor. (suggestion)

MODAL VERBS:

- Note how the following modal verbs change in Reported Speech when the reported sentence is out-of-date.
 1. will/shall » would
 2. can » could (present reference)/would be able to (future reference)
 3. may » might/could
 4. shall » should (asking for advice)/would (asking for information)/offer (expressing offers)
 5. must » must/had to (obligation) (* “must” remains the same when it expresses possibility or deduction)
 6. needn't » didn't need to/didn't have to (present reference)/wouldn't have to (future reference).
 7. would, could, used to, mustn't, should, might, ought to and had better remain unchanged in Reported Speech.

MODAL VERBS CHANGES:

DIRECT SPEECH

He said, "I **will** always love you."

He said, "I **can't** help you."

He said, "We **can** come soon."

He said, "It **may** snow."

He said, "What time **shall** we leave?"

He said, "Shall I buy a red one?"

He said, "Shall I help you?"

He said, "You **must** tell the truth."

He said, "She **must** have got lost."

He said, "They **should** try a little harder."

He said, "She **had better** pay me back."

He said, "You **needn't** hurry."

He said, "You **needn't** come to work on Friday."

INDIRECT SPEECH

He said (that) he **would** always love me.

He said (that) he **couldn't** help me.

He said (that) they **would be able** to come soon.

He said (that) it **might** snow.

He asked what time we **would** leave. (information)

He asked (me) if he **should** buy a red one. (advice)

He **offered** to help me. (offer)

He said (that) I **had to** tell the truth. (obligation)

He said (that) she **must** have got lost. (deduction)

He said (that) they **should** try a little harder.

He said (that) she **had better** pay him back.

He said (that) I **didn't have to/ didn't need to** hurry.

He said (that) I **wouldn't have to** go to work on Friday.