

REPORTED SPEECH

1. Read the sentences and deduce the changes

| Direct speech | Reported speech | Deduce the changes |
|---|--|--------------------|
| Andrew is working.' Jessica said | Jessica said Andrew was working | |
| 'The windows aren't locked.' Mark said | .Mark told me the windows weren't locked. | |
| 'I've fixed the shelves.' Trevor said | Trevor said he'd fixed the shelves | |
| 'It's been raining.' We noticed | We noticed it had been raining | |
| 'We've got plenty of time.' Rachel insisted | Rachel insisted they had plenty of time | |
| 'We like the flat,' the couple said | The couple said they liked the flat. | |
| 'He will be in Geneva on Monday' he said | He said he would go to Geneva | |
| 'I am reading a book' he said | He said he was reading a book | |
| 'Bill arrived on Saturday' Sara said | Sara said he had arrived on Saturday | |
| 'I had just turned out the light' he explained | He explained that he had just turned out the light | |
| we were living in Paris' they told me | They told me they had been living in Paris | |
| she said "I will be using the car next Friday." | She told me she would be using the car the following Friday | |
| <i>'I may go to Bali again.'</i> | <i>Claire said she might go to Bali again</i> | |
| <i>'You can sit over there.'</i> | <i>The steward said we could sit here</i> | |
| <i>'I'll help if you like.'</i> | <i>Tom said he would help.</i> | |
| <i>'Sarah would love a holiday.'</i> | <i>Mark thought Sarah would love a holiday</i> | |
| <i>'I must finish this report.'</i> | <i>Sarah said she must finish/had to finish the report.</i> | |

| Direct speech | Reported speech | Deduce the changes |
|--|--|--------------------|
| "I saw him today", she said | She said that she had seen him that day | |
| "I saw him yesterday", she said | She said that she had seen him the day before | |
| "I met her the day before yesterday", he said | He said that he had met her two days before | |
| "I will see you tomorrow", he said | He said that he would see me the next day | |
| "We will come the day after tomorrow", they said | They said that they would come in two days time/two days later | |
| "I have an appointment next week", she said | She said that she had an appointment the following week | |
| "I was on holiday last week", he | He told us that he had been on | |

| | | |
|---|--|--|
| <p>told us “I saw her a week ago”, he said</p> <p>“I am getting a new car this week”, she said “Do you like this shirt?” he asked He said “I live here”</p> | <p>holiday the previous week He said he had seen her a week before She said she was getting a new car that week He asked if I liked the shirt</p> <p>He told me he lived there</p> | |
|---|--|--|

Other changes:

In general, personal pronouns change to the third person singular or plural, except when the speaker reports his own words:

I/me/my/mine, you/your/yours → *him/his/her/hers*
we/us/our/ours, you/your/yours → *they/their/theirs*:

| Direct speech | Reported speech | Meaning |
|--|---|---------|
| 'Please move this car.' | A policeman told me to move the car. | |
| 'Would you mind turning the music down?' | We asked our neighbours to turn the music down. | |
| 'Please don't wear those boots in the house.' | I asked you not to wear those boots in the house. | |
| 'Can I see your ticket, please?' | The inspector asked to see my ticket. | |
| 'Can I have some brochures, please?' | I asked (the travel agent) for some brochures | |
| 'We'll pay for the damage!' | We offered to pay for the damage. | |
| I think you should take a taxi! | Mark advised us to take a taxi. | |
| 'Don't forget to ring me!' | I reminded David to ring me. | |
| I really must have a rest! | Emma insisted on having a rest. | |
| 'Shall we go to a nightclub?' | Claire suggested going to a nightclub. | |
| Clauses with that: We can use a clause with that after admit, advise, agree, insist, promise, remind, suggest and warn . | | |
| Trevor admitted (that) he had forgotten the shopping. Claire insisted (that) we all went round to her flat for coffee. You promised (that) you would finish the work by the end of this week. I warned you (that) Nick's dog is very fierce. | | |

1. Tell or say?

Put in *tell* or *say*.

- 1 ? All the experts *say* the earth is getting warmer.
- 2 ? Did you *tell* Mark and Sarah how to find our house?
- 1 The Sales Manager is going to everyone about the meeting.
- 2 Vicky, why don't you just..... what the matter is?
- 3 They.....they're going to build a new Disney World here.

- 4 What did Natasha.....about her holiday plans?
5 Could you..... me the way to the train station, please?
6 The company should..... its employees what's going on.
7 You shouldn't.....lies, you know, Matthew.
8 Did you anything to Melanie about the barbecue?

2. Put in here, that day, the day before, the next day, the week before. ►

- Rachel (a week ago): I'm taking my driving test tomorrow.
You (today): When I saw Rachel, she said she was taking her driving test *the next day*
1 Emma (two days ago): I've only had this new computer since yesterday.
You (today): Emma said she'd only had the new computer since
2 Matthew (a week ago): I'm meeting a friend at the station later today.
You (today): Matthew said he was meeting a friend at the station later
3 Mark (in the street): I'll see you in the office.
You (in the office): Mark said he would see me
4 Sarah (a month ago): The conference was last week.
You (today): Sarah told me the conference had taken place

3. Barry Douglas, Zedco Chief Executive, is talking to a reporter about his business career. He can still remember his first job interview after leaving school. Complete his paragraph

Barry:

The interviewer asked me *where I lived*.

She asked me *if I had worked before*.

She wanted to know

I remember she asked

She wondered

Then she asked me

She wanted to know

And she asked me

She also asked

And finally she asked

Interviewer:

- ? 'Where do you live?'
? 'Have you worked before?'
1 'Why do you want the job?'
2 'How did you hear about it?'
3 'Are you fit?'
4 'Can you work on Saturdays?'
5 'How will you travel to work?'
6 'Have you got a bicycle?'
7 'How much do you hope to earn?'
8 'When can you start?'

4. Report the sentences. They were all spoken last week. Use the verbs in brackets.

? Anna to Janet: Don't forget to sign the form, (remind)

Anna reminded Janet to sign the form.

? Robert: What time will the office close this evening? (ask)

Robert asked what time the office would close that evening.

1 A policeman to Christopher: Stop shouting, (tell)

2 Tessa: It was me. I ate all the cake yesterday, (admit)

3 Adrian: I'm sorry I was rude, (apologize)

- 4 Simon to Susan: Would you like to join me for lunch? (invite)
- 5 Martin to Nancy: Did someone ring you an hour ago? (ask)
- 6 Peter: I really must leave, (insist)

5. Rewrite these sentences into reported speech.

- 1. "Is Tony talking to your brother, Susan?"
Paul asked
- 2. "My parents went to Italy last summer."
Sue commented
- 3. "Will you post the letter for me, Pam?"
I asked
- 4. "Sam hasn't come back from England yet."
Adam said
- 5. "You should check your blood pressure, Mr Black is too high."
Dr Newman advised
- 6. "Were you at Patrick's last Saturday, Tim?"
Donald wanted to know
- 7. "Let's have a party to celebrate Halloween with our friends."
Becky suggested
- 8. "I won't forget to buy the food you want for tonight's dinner, Mike."
Helen promised
- 9. "We must do our homework every day or our teachers get angry."
Dave said
- 10. "Do you want something to eat, Jim?"
Carols asked
- 11. "I'm sorry, I can't pay for your meal, Sarah, I'm broke."