

REPORTED SPEECH REVISION...

STATEMENTS

Steps: **1.** Change **pronouns** and possessive adjectives

eg. [She said, “He’s my son”. → She said that he was her son.

“I’m ill”, she said. → She said that she was ill.]

2. Change the **tense** of verb into a corresponding **PAST tense**

eg. [“I have found a flat”, he said. → He said (that) he had found a flat.

“I’m waiting for Ann”, he said. → He said (that) he was waiting for Ann.]

3. Change **time and place adverbs**

eg. [today → that day, yesterday → the day before]

1. People made these statements. Report them, using said.

a. “Mary works in a bank”, Jane said _____

b. “I’m going away tomorrow”, Jim said _____

c. “I’ve never been to Russia”, Mike said _____

d. “Tom can’t use a computer”, Ella said _____

e. “Everybody must try to do their best”, Jill said _____

f. “Jane may move to a new flat”, Rachel said _____

g. “I’ll stay at home this Sunday”, Bill said _____

2. These people are saying these things. Report them, using says that.

Indirect speech can be **introduced** by a verb in a **present tense**: eg. He says that ...

When the introductory verb is in a present, present perfect or future tense we can report the direct speech **without any change of tense**:

eg. [PAUL (phoning from the station): I’m trying to get a taxi.

ANN (to Mary, who is standing beside her): Paul says he is trying to get a taxi.]

a. Paul: “Atlanta is a wonderful city.” Paul says that _____

b. Ruth: “I go jogging every morning.” Ruth says that _____

c. Anna: “Jenny isn’t studying for her exams.” Anna says that _____

QUESTIONS

Steps: **1. tenses, pronouns and possessive adjectives, and adverbs of time and place** change as in statements.

2. the interrogative form of the verb changes to the **affirmative form**.

3. the question mark is omitted in indirect questions

4. If there is no question word, if or whether must be used

eg. “Is anyone there?” he asked → He asked if/whether anyone was there.

a. “Who did you see at the meeting?”, my mother asked.

b. “Are you a foreigner?”, she asked.

c. “Have you met Danny before?”, he asked.

d. “Why didn’t you telephone?”, my father asked.

e. “Do you know who broke the window?”, he asked.

COMMANDS / REQUESTS / ADVICE

Indirect commands, requests, advice are usually expressed by

a verb of command/request/advice + object + **full infinitive**

eg. He said, “Get your coat, Tom!” → He told Tom **to** get his coat.

a. “Make some coffee, Bob”

Carol asked _____

b. “Keep all the windows closed, Bill”

She advised Bill _____

c. “Don’t leave me here, Paul”

Sarah told _____