

There are two ways to report what someone says or thinks:

**1. Direct speech** shows a person's exact words. Quotation marks ("....") are a sign that the words are the **EXACT** words that a person used.

**Direct speech:**

Maria **asked**, "Where are you going?"

John **replied**, "I'm going home"

**2. Reported (Indirect) speech** puts the speaker's words or ideas into a sentence without quotation marks. Noun clauses are usually used. (In reported speech, the reader does not assume that the words are the speaker's exact words; often, they are a paraphrase of the speaker's words.

**Reported speech:**

Maria asked John where he was going.

John said he was going home.

Note: Use of the word "*that*" is optional in reported speech.

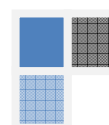
Both of the following sentences are correct:

The boy said *that* he was lost. The boy said he was lost.

**3. The Introductory (Reporting) Verb in the present:**

When you change from the direct speech to the indirect, do not change the tense of your sentence (keep the same tense)

| <u>Direct</u>  | <u>Indirect</u>   |
|--|---|
| <ul style="list-style-type: none"> <li>"I'm happy"</li> <li>"When <b>did</b> it <b>start</b> raining?"</li> <li>"<b>will</b> your father <b>meet</b> you at the airport?"</li> </ul> | <ul style="list-style-type: none"> <li>He <u>says</u> that he <b>is</b> happy.</li> <li>He <u>wants</u> to know when it <b>started</b> raining.</li> <li>I <u>want</u> to know if your father <b>will meet</b> you at the airport.</li> </ul> |



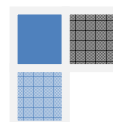
## 4. The Introductory Verb in the past:

You put the verbs of your indirect sentence in the past.

| Direct   | Indirect   |
|--|--|
| <ul style="list-style-type: none"> <li>• "I'm happy"</li> <li>• "When <b>did</b> it <b>start</b> raining?"</li> <li>• "<b>will</b> your father <b>meet</b> you at the airport?"</li> </ul> | <ul style="list-style-type: none"> <li>• He <b>said</b> that he <b>was</b> happy.</li> <li>• He <b>wanted</b> to know when it <b>had started</b> raining.</li> <li>• I <b>wanted</b> to know if your father <b>would meet</b> you at the airport.</li> </ul> |

## 5. Tense Changes

|   | Direct speech:  |   | Reported speech:  |
|---|---|---|---|
| 1 | <b>Simple Present</b><br>"I always go to the cinema on Sunday," said Adam.                            | → | <b>Simple Past</b><br>Adam said that he always went to the cinema on Sunday.  |
| 2 | <b>Present Continuous</b><br>"Mary is coming tonight," John told me.                                  | → | <b>Past Continuous</b><br>John told that Mary was coming that night   |
| 3 | <b>Present Perfect</b><br>"Paul has got his degree from France," informed me Susan                    | → | <b>Past Perfect</b><br>Susan informed me that Paul had got his degree from France.                                    |
| 4 | <b>Present Perfect Progressive</b><br>"I've been playing with Real Madrid for years," declared Raoul. | → | <b>Past Perfect Progressive</b><br>Raoul declared that he had been playing with Real Madrid for years.                |
| 5 | <b>Simple Past</b><br>"My brother bought a new house last week," said Bill.                           | → | <b>Past Perfect</b><br>Bill said that his brother had bought a new house the previous week.                           |
| 6 | <b>Past continuous</b><br>"I saw this man while he was robbing the bank," said the policeman.         | → | <b>Past Perfect Continuous</b><br>The policeman said that he had seen that man while he had been robbing the bank.    |
| 7 | <b>Past Perfect</b><br>"I had lost all my money," said Peter.   | → | <b>Past Perfect</b><br>Peter said that he had lost all his money.   |
| 8 | <b>Past Perfect Progressive</b><br>"I had been thinking of marrying a rich girl," said Peter.         | → | <b>Past Perfect Progressive</b><br>Peter said that he had been thinking of marrying a rich girl.                      |
| 9 | <b>Future: will + verb</b><br>"Tony Blair will visit Baghdad next week," announced the BBC.           | → | <b>Present Conditional: would + verb</b><br>The BBC announced that Tony Blair would visit Baghdad the following week. |



## 6. Modal Changes

|            |   |                              |   |  |
|------------|---|------------------------------|---|--|
| Will (+v)  | → | Would (+v)                   | → | Would have (+pp)                         |
| Can (+v)   | → | Could (+v)                   | → | Could have (+pp)                         |
| Must (+v)  | → | Had to (+v)                  | → | Must have (+pp)                          |
| May (+v)   | → | Might (+v)                   | → | Might have (+pp)                         |
| Shall (+v) | → | Should (+v)<br>Ought to (+v) | → | Should have (+pp)<br>Ought to have (+pp) |

## 7. Time & Place Changes : Adverbs of nearness → Adverbs of distance

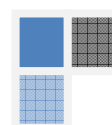
|                             |  |
|-----------------------------|--|
| now                         | then   |
| today                       | that day   |
| tonight                     | that night   |
| last night                  | the previous night                                       |
| yesterday                   | the day before<br>the previous day                       |
| last week                   | the week before<br>the previous week                     |
| tomorrow                    | the next day<br>the following day                        |
| next week                   | the week after<br>the following week                     |
| the day before<br>yesterday | two days before<br>the day after tomorrow<br>in two days |

|            |             |
|------------|-------------|
| here       | there       |
| this       | that        |
| these      | those       |
| thus       | so          |
| hither     | thither     |
| hence      | thence      |
| here after | there after |
| ago        | before      |

## 8. Pronouns Changes

The person who is reporting what someone said is usually different from the person who made the original statement. As a result, pronouns in reported speech often change.

| Quotation                                 | Reported Speech   |
|---|---|
| "I am hungry."                            | Ciara said <b>she</b> was hungry.                       |
| "Where will <b>you</b> be?"               | Anne wanted to know where <b>I</b> would be.            |
| "Have <b>you</b> seen <b>my</b> glasses?" | David asked me if <b>I</b> had seen <b>his</b> glasses. |



## 9. Question Changes

### Word order:

The word order in a reported question is the same as in a statement:

The subject comes before the verb.

|   |   |
|---|---|
| <b>Question:</b> Are you ready?<br><b>Statement:</b> I am ready | <b>Question in reported speech:</b><br>She wanted to know if I was ready. |
|---|---|

### Reporting YES/NO Questions:

To change a yes/no question to a noun clause in reported speech, introduce the noun clause with

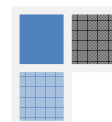
*if* or *whether*. *Whether or not* may also be used.

| Quotation  | Reported Speech  |
|--|--|
| "Did you turn off the coffee pot?"<br>"Is supper ready?"<br>"Will you be at the party?"<br>"Should I tell her the news?" | I asked Amy <i>if</i> she had turned off the coffee pot.<br>Eli wanted to know <i>whether</i> supper was ready<br>Paul asked me <i>whether or not</i> I would be at the party.<br>Jack wondered <i>whether</i> he should tell Maria the news<br>Jack wanted to know <i>if</i> he should tell Maria the news.<br>Jack asked <i>whether or not</i> he should tell Maria the news |

### Reporting WH Questions:

To change an information question to a noun clause in reported speech, *begin the noun clause with the question word*, and remember to use *sentence word order*.

| Quotation  | Reported Speech   |
|--|---|
| "Where do they live?"<br>"What time is it?"<br>"Why did you say that?"<br>"Where will you stay?" | Abdul wanted to know <i>where they live</i> .<br>Do you know <i>what time it is</i> ?<br>Pedro asked me <i>why I had said that</i> .<br>Have you decided <i>where you will stay</i> ? |



## 10. Imperative in Reported Speech

- Some reporting verbs must be used when imperative statements are turned into the reported speech: **command / tell / order**  
**E.g:** \* "Don't beat the child like that." said Paul.  
Paul told his wife not to beat the child like that.  
\* "Go and get me a piece of paper." Jack shouted.  
→ Jack **ordered** him **to go** and get him a piece of paper.
- **Reported verbs are changed into the infinitive.**  
**E.g:** \* "Stop and throw your gun." shouted the policeman.  
→ The policeman **commanded** him **to stop** and throw his gun.

## 11. Suggestion in Reported Speech

Suggestions can be turned into the reported speech in 3 different methods:

- **Suggest / propose + gerund** (verb + ing)
- **Suggest / propose + infinitive** (to + verb)
- **Suggest / propose + that + clause**  
**E.g:** "Let's go to the cinema." said Paul.  
OR "What about going to the cinema?" said Paul.  
"Why not go to the cinema?" said Paul.
- Paul suggested going to the cinema.
- Paul proposed to go to the cinema.
- Paul suggested that we should go to the cinema.

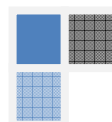
## 12. Request in Reported Speech

Some reporting verbs must be used when requests are turned into the reported speech:

**request / beg / ask / implore / entreat / desire / beseech / solicit + infinitive (to + verb)**

**E.g:** "Would you give me a pen, please?" said Paul.

Paul requested me to give him a pen.



## 12. Advice in Reported Speech

Some reporting verbs must be used when pieces of advice are turned into the reported speech: **advise/ urge/ exhort / persuade**

**E.g:** "If I were you, I would marry her." said Paul.

Paul advised me to marry her.

a- "You should tell them the truth," said Mary.

b- Mary advised me to tell them the truth.

OR Mary said that I should tell them the truth.

## 14. Exclamation in Reported Speech

The reporting verb "exclaim" must be used into the following manner :exclaim + with + joy/ fear/ sorrow/ wonder/ surprise/ pain/ regret + that

**E.g:** a- "What a beautiful girl Susan is!" said Paul.

Paul exclaimed with wonder that Susan was a very beautiful girl.

b- "Oh! What an excellent idea you gave me!" said Tom.

Tom exclaimed with joy that I gave him an excellent idea.

## 15. Wish in Reported Speech

The reporting verb 'wish' must be used.

E.g: "Wish you a happy journey," said Paul.

Paul wished me a happy journey.

b- "Happy birthday." said Tom.

Tom wished me a happy birthday.

### 12-Congratulation in Reported Speech

The reporting verb "congratulate" must be used.

E.g: "Congratulations! You've got your degree," said Paul.

Paul congratulated me on getting my degree.

