

# Grammar

## Reported speech

### Reported speech

Use	Example
To report what someone else said	My dad said that he'd <b>written</b> a song.
<b>Form</b>	
<b>Direct speech</b>	<b>Reported speech</b>
present simple 'I <b>want</b> to build a new house,' said Jill.	past simple Jill said she <b>wanted</b> to build a new house.
present continuous 'We <b>are making</b> a dress,' they said.	past continuous They said they <b>were making</b> a dress.
present perfect continuous 'I <b>have been drawing</b> all day,' said Debbie.	past perfect continuous Debbie said she <b>had been drawing</b> all day.
past simple 'Jim <b>made</b> a card for me yesterday,' Amy said.	past perfect simple Amy said Jim <b>had made</b> a card for her the day before.
past continuous 'I <b>was writing</b> a poem,' said Tina.	past perfect continuous Tina said she <b>had been writing</b> a poem.
will 'I <b>will</b> make you a scarf,' my grandma said.	would My grandma said she <b>would</b> make me a scarf.
am/is/are going to 'They <b>are going to</b> make a new one,' said Joe.	was/were going to Joe said they <b>were going to</b> make a new one.
can 'I <b>can</b> draw quite well,' Emma said.	could Emma said she <b>could</b> draw quite well.
must / have to 'You <b>have to</b> visit the fashion show,' she said.	had to She said we <b>had to</b> visit the fashion show.
may 'I <b>may</b> visit the White House next week,' said Polly.	might Polly said she <b>might</b> visit the White House the following week.

### Helpful hints

We often have to change other words apart from the verb form.

#### pronouns

- I → he/she
- you → I/me/they/them
- we → they
- us → them
- my → his/her
- your → my/their

#### time and place

- here → there
- now → then/at that moment
- tomorrow → the next day
- tonight → that night
- next week → the following week
- yesterday → the day before
- last week → the week before
- ago → before

#### Watch out!

- We only make tense changes when the reporting verb (say, etc) is in the past.  
✓ Tony **says** he **is going** to study architecture.  
✗ Tony **says** he **was going** to study architecture.
- We don't change the past perfect simple and the past perfect continuous.  
✓ 'I **had seen** the picture before.' → He said **he had** seen the picture before.
- We also don't change would, should, could and might.  
✓ 'I **might** take up painting.' → She said she **might** take up painting.
- We can use verbs like apologise, deny, promise, refuse and suggest in reported speech.  
✓ Jan **apologised for** losing the picture.  
✓ He **denied** breaking the statue.  
✓ Terence **promised to** help me decorate the house.  
✓ Charlotte **refused to** let me see her painting.  
✓ My dad **suggested going** to an art gallery.

## Reported questions, orders, requests

## Use

To report what someone else asked/ordered/requested

## Form

## Direct question/order/request

questions beginning with have, do or be

'**Have** you **been** to the gallery?' he asked her.

'**Do** you **want** a sweater?' my mum asked.

'**Are** you **making** a skirt?' I asked Anne.

questions beginning with a modal

'**Can** you paint?' Mary asked her friend.

'**Will** you make me one?' I asked Terry.

'**Shall** I wear a jacket?' I asked Mum.

'**May** I borrow your coat?' Mr Jones asked me.

questions beginning with a question word

'**What** kind of shoes are in fashion now?' my mum asked me.

'**Who** did you see at the fashion show?' asked Ben.

'**Which** one do you want?' Sarah asked Liam.

'**When** will they finish the house?' I asked.

'**Why** did you say that?' my sister asked me.

'**How** much did your hat cost?' Ed asked Carl.

orders

'**Put** your clothes in the drawer,' Mum said.

'**Don't wear** the red one,' Alice said.

requests

'**Will** you **make** me one?' I asked Terry.

'**Please don't move** my pictures,' said Olga.

## Example

Pat asked me if I had tried the jeans on in the shop.

## Reported question/order/request

He asked her **if** she **had been** to the gallery.

My mum asked **if** I **wanted** a sweater.

I asked Anne **if** she **was making** a skirt.

Mary asked her friend **if** he **could** paint.

I asked Terry **if** he **would** make me one.

I asked Mum **if** I **should** wear a jacket.

Mr Jones asked me **if** he **might** borrow my coat.

My mum asked me **what** kind of shoes **were** in fashion at that moment.

Ben asked **who** I **had seen** at the fashion show.

Sarah asked Liam **which** one he **wanted**.

I asked **when** they **would** finish the house.

My sister asked me **why** I **had said** that.

Ed asked Carl **how** much his hat **had cost**.

Mum **told** me **to put** my clothes in the drawer.

Alice **told** me **not to wear** the red one.

I **asked** Terry **to make** me one.

Olga **asked** me **not to move** her pictures.

## Helpful hints

We can also use *whether* instead of *if* in reported questions.

✓ He asked her **whether** she had been to the gallery.

Watch  
out!

Remember not to use question word order in reported questions.

✓ I asked when **they would finish the house**.

✗ I asked when **would they finish the house**.

### Topic vocabulary

see page 196 for definitions

ancient (adj)	maintain (v)	sleeve (n)
checked (adj)	match (v)	smooth (adj)
cotton (n)	material (n)	stretch (v)
create (v)	notice (v, n)	striped (adj)
design (v, n)	pattern (n)	style (n)
fix (v)	pile (n)	suit (v, n)
fold (v)	practical (adj)	suitable (adj)
gallery (n)	rough (adj)	tear (v, n)
improvement (n)	shape (n)	tight (adj)
loose (adj)	silk (n)	tool (n)

### Phrasal verbs

<b>cut off</b>	completely remove by cutting
<b>do up</b>	button/zip up a piece of clothing
<b>fill up</b>	make sth completely full
<b>have on</b>	wear (a piece of clothing)
<b>leave out</b>	not include
<b>put on</b>	start wearing (a piece of clothing)
<b>take off</b>	remove (a piece of clothing)
<b>try on</b>	put on (a piece of clothing) to see how it looks and if it fits

### Prepositional phrases

at the back (of)  
 at the end (of)  
 in fashion/style  
 in front (of)  
 in the corner (of)  
 out of fashion/style

### Word formation

<b>art</b>	artist, artistic	<b>hand</b>	handful, handle
<b>break</b>	broke, broken, (un)breakable	<b>imagine</b>	imagination, imaginative
<b>compose</b>	composition, composer	<b>intelligent</b>	intelligence
<b>exhibit</b>	exhibition	<b>perfect</b>	perfection, imperfect
<b>free</b>	freedom	<b>prepare</b>	preparation

### Word patterns

adjectives	amazed at/by		describe sth as
	disappointed with		explain sth to
	familiar with		remind sb of
	involved in		remove sth from
verbs	similar to	nouns	an influence on
	change sth (from sth) into		a picture of