

Reported Speech

Reported speech is when you tell somebody else what you or a person has said before. We often use reported speech to:

- Retell a story
- Recount an event
- Repeat what someone said
- Talk about something we've heard

Speech reports consist of two parts: the reporting clause and the reported clause. The reporting clause includes a verb such as *say, tell, ask, reply, shout*, usually in the past simple, and the reported clause includes what the original speaker said.

Reporting Clause	Reported Clause
William said ,	<i>"I need your help."</i>
Then a man shouted ,	<i>"Get out of there, fast!"</i>

Reported Speech: Punctuation

Direct speech

- In direct speech we usually put a comma between the reporting clause and the reported clause. The words of the original speaker are enclosed in inverted commas, either single ('...') or double ("..."). If the reported clause comes first, we put the comma inside the inverted commas:

"I couldn't sleep last night," he said.

Rita said, 'I don't need you anymore.'

- If the direct speech is a question or exclamation, we use a question mark or exclamation mark, not a comma:

'Is there a reason for this?' she asked.

"I hate you!" he shouted.

Indirect Speech

- When the reporting clause is first, we don't put a comma between the reporting clause and the reported clause. When the reporting clause comes after the reported clause, we use a comma to separate the two parts:

She told me they had left her without any money.

Not: ~~She told me, they had left her without any money.~~

- Don't use question marks or exclamation marks in indirect reports of questions and exclamations:

He asked me why I was so upset.

Not: ~~He asked me why I was so upset?~~

REPORTED SPEECH		
We use reported speech to tell people what somebody said or thought in the past, or what happened. But be careful! Tenses change only when the time and speaker are different.		
TENSE CHART	DIRECT SPEECH	INDIRECT SPEECH
PRESENT SIMPLE-PAST SIMPLE	I work in Paris	He said he worked in Paris
PRESENT CONTINUOUS-PAST CONT.	I am working	He said he was working
PAST SIMPLE-PAST PERFECT	I worked	He said he had worked
PAST CONTINUOUS-PAST PERFECT CONT.	I was working	He said he had been working
PRESENT PERFECT SIMPLE-PAST PERFECT	I have worked	He said he had worked
PRESENT PERF. CONT-PAST PERFECT CONT.	I have been working	He said he had been working
PAST PERFECT-NO CHANGE	I had worked	He said he had worked
PAST PERFECT CONT-NO CHANGE	I had been working	He said he had been working
OTHER VERB FORMS		TIME REFERENCES
WILL-WOULD I will work -He said he would work. CAN-COULD I can sing -He said he could sing. MUST-HAD TO I must work -He said he had to work. MAY-MIGHT May I help you? -He asked if he might help me. SHALL-SHOULD What shall I do? -He asked what he should do.		DIRECT SPEECH INDIRECT SPEECH Now Then Today That day Here There This That This week That week Tomorrow The following/next day Next week The following/next week Yesterday The previous day The day before Ago Previously/before Two days ago Two days previously/before Tonight That night Last Saturday The previous Saturday The Saturday before Next Saturday The following Saturday The next Saturday The Saturday after That Saturday
PRONOUNS SOMETIMES CHANGE		
BE CAREFUL! Remember, pronouns sometimes change. Study these examples: -Don't tell him -he said. He asked me not to tell him . (no change) -I like you -Mary told me. Mary told me that she liked me . (change)		
TELL TELL + PERSONAL OBJECT We tell somebody -Tina told me to phone her. -My sister told us not to wake her up in the morning.	SAY SAY + TO + OBJECT -He never said that to me . TO REPORT -He said he was exhausted -Tom said he had done it.	ASK OBJECT + INFINITIVE TO REQUEST -He asked me to translate it. TO QUESTION Ask her if she likes tea.

Some examples:

- John asked, "How long will it take to travel from Germany to South Africa?"
 - John has asked how long it will take to travel from Germany to South Africa.
 - John asked how long would it take to travel from Germany to South Africa.
 - John asked how long it should take to travel from Germany to South Africa.
 - John have asked how long it will take to travel from Germany to South Africa.**
- "If you don't keep quiet, I shall shoot you", he said to her in a calm voice.
 - He warned her to shoot if she didn't keep quiet calmly.
 - He warned her calmly that he would shoot her if she didn't keep quiet.**
 - He said calmly that I shall shoot you if you don't be quiet.
 - Calmly he warned her that be quiet or else he will have to shoot her.
- She said that she was almost sure.
 - She said, "I am almost sure."**

- b) She said, "I have been almost sure."
- c) She said, "I was almost sure."
- d) She said, "I have been almost sure."