Reported/Indirect speech is used to narrate what other people said. To make statements in reported speech we usually use verbs **say** and **tell**

***Direct speech - She said, “I don’t want to go home”***

***Reported/ Indirect speech - She said (that) she didn’t want to go home.***

In direct speech the punctuation goes as follows: a comma (,) or a colon (:) is put directly before the sentence while the sentence itself is put into inverted comas (“”).

*Jane said,/: “I need to talk to you.”*

In reported speech if the verbs **say** and **tell** are in the past tense e.g. *she said (that)…* the tenses of the reported sentence should be changed as well.

Present simple – past simple e.g. He said, “I am hungry.” – He said (that) he was hungry.

Present continuous – past continuous e.g. She said, “We are playing.” – She said (that) they were playing.

Present perfect – past perfect e.g. We said, “You haven’t done your work.” - We said (that) he hadn’t done his work.

Past simple – Past perfect e.g. I said, “She didn’t come.” – I said (that) she hadn’t come.

Will – Would e.g. You said, “We will not give up.” - You told us (that) we would not give up.

Can – Could e.g. They said, “We can’t do anything.” – They said they could not do anything.

May – Might e.g. He said, “We may find a solution” – He said they might find a solution.

*Should, would, could, might* **do not change** from in indirect sentences. e.g. She said, “I could not help him.” – She said she could not help him.

**That** can be omitted and there is no comma after **say, tell,** etc. Apart from the abovementioned changes certain words and phrases related to time, place as well as pronouns must change when making reported speech.

Say and tell are the two most common verbs used with reported speech. When it is known to whom the speech is addressed we use **say to** but **tell.**

*He* ***said to me*** *that he was tired.*

*He* ***told me*** *that he was tired*

If there is no addressee **say** is used **without to**.

He **said** (that) he was tired.

Time

now - then /at that time

today- that day

tonight - that night

yesterday - the day before

the day before yesterday - 2 days before/ 2 days ago

last week - the week before

tomorrow - the next day = the following day

the day after tomorrow - in two days' time

in a week - a week later

next year - the following year

yet - by that time

Place

here – there

this- that

these - those

Personal Pronouns

I - he/she

you - I/we

we - they

Possessive Adjectives

my - his/her

your - my/our

our - their