1. A. pronouns

b. changing words

say/tell

2. tenses (present simple/ present continuous)

Tenses (present perfect, past simple,)

1. Mixed tenses
2. Indirect to direct

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1. The teacher said, “You mustn’t bring your phones to school.”

The teacher said that (you, he, we)… mustn’t bring (your, our, his)… phones to school. We, our

1. The taxi driver said, “I don’t know the road.”

The taxi driver said that (I, we, he) didn’t know the road.

1. She said, “I am always happy to help you.”

She said that (she, I, you) was always happy to help (him, me, us)

1. The police said, “we are doing everything we can.”

The police said (we, they, he) were doing everything (us, they, them) could.

1. He said, “They are coming to stay with us for two weeks.”

He said that (we, they, them) were coming to stay with (they, we, them) for two weeks.

1. They said, “Our neighbors walk their dog three times a day.”

They said that (our, his, their) neighbors walked (their, ours, theirs) dog three times a day.

1. The customer said, “I bought the phone from your store but it doesn’t work.”

The customer said that (I, her, she) had bought the phone from but (it, he, she) didn’t work.

1. The sales manager said, “If you buy this car you will never regret it.”

The sales manager said that if (I, we, you) bought that car (**I, we**, you) would never regret it.

1. Mother said, “We need to hurry up or you’ll be late for school.”

Mother said (I, they, we) needed to hurry up or (we, they, us) would be late from school.

1. My friends said, “We didn’t want to tell them, but they said they would help you.”

My friends said (he, they, we) didn’t want to tell (him, them, us) but (they, we, us) said (we, he, they) would help (me, them, our).

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1. She told, “We are making dinner now.”

She told that (she, they, us) were making dinner (then, now)

1. He said, “My friends met you yesterday.”

He said that (his, my, our) friends had met (him, me, you) (yesterday, the day before).

1. Jane said, “I like that jacket.”

Jane said that (I, her, she) liked (this, that) jacket.

1. Frank said, “They will meet us tomorrow.”

Frank said that (they, we, you) would meet (them, us, him) (the next day/ the following day).

1. The shop assistant said, “These cookies are the best”

The shop assistant said that (these,those) cookies were the best

1. He said, “She is watching TV now”

He said that (her, she, he) was watching TV (now/ then).

1. Claire said, “My friends love these cookies.”

Claire said that (his/she/her) friends loved these/those cookies.

1. The receptionist said, “We are sorry about yesterday.”

The receptionist said that (they, we, them) were sorry about (the day before).

1. Father said, “Your grandparents are coming tomorrow.”

Father said that (your/his/our) grandparents were coming (the next day/ the following day)

1. She said, “Our holidays started yesterday.”

She said that (her/ours/their) holidays had started (the day before).

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1. She said, “I need to make a phonecall.” She said she needed to make a phonecall. She said that she needed to make a phonecall.
2. She told me, “I don’t want to go to college.” She told me that she didn’t want to go to college. She told me she didn’t want to go to college. She told me that she did not want to go to college.
3. My sister said, “I am working on my presentation.” My sister said that she was working on her presentation. My sister said she was working on her presentation.
4. They said, “We are going to the cinema now.” They said that they were going to the cinema then. They said they were going to the cinema then.
5. He said, “The meeting is going to be long.” He said that the meeting was going to be long. He said the meeting was going to be long.
6. The journalist told us, “We are trying to make an accurate report.” The journalist told us that they were trying to make an accurate report. The journalist told us they were trying to make an accurate report.
7. The teacher said, “You make a lot of mistakes because you are not attentive.” The teacher said I made a lot of mistakes because I was not attentive. The teacher said that I made a lot of mistakes because I was not attentive. The teacher said that I made a lot of mistakes because I wasn’t attentive. The teacher said that we made a lot of mistakes because we were not attentive. The teacher said we made a lot of mistakes because we were not attentive. The teacher said that we made a lot of mistakes because we weren’t attentive.
8. He said, “I don’t look like my parents.” He said he didn’t look like his parents. He said that he didn’t look like his parents.
9. We told Jack, “She is going to a concert tomorrow.” We told Jack that she was going to a concert the next day. We told Jack she was going to a concert the next day. We told Jack that she was going to a concert the following day. We told Jack she was going to a concert the following day.
10. Grandmother said, “I am leaving tomorrow in the evening.” Grandmother said she was leaving the next day in the evening. Grandmother said that she was leaving the next day in the evening. Grandmother said that she was leaving the following day in the evening. Grandmother said she was leaving the following day in the evening.

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1. She said/told, “Don’t wait up for me.”
2. Jane said/told to me, “I need some money.”
3. They told/said us, “We have a match tomorrow.”
4. Father told/said to me, “Take care of your mother.”
5. The teacher said/told the students, “Open the books at page 5.”
6. She told/said, “The conditions here are terrible.”
7. My brother said/told me, “You don’t have to drive fast.”
8. The waiter told/said to the guests, “Your order is coming.”
9. Jack said/told, “We need to wait for another bus.”
10. I told/said Bill, “You must be hungry.”

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1. The driver said, “There was a huge traffic jam here yesterday.” The driver said that there had been a huge traffic jam there the day before. The driver said that there’d been a huge traffic jam there the day before.
2. My friends told me, “We have bought the present for Jim.” My friends told me that they had bought the present for Jim. My friends told me that they’d bought the present for Jim.
3. I said to him, “You didn’t finish the work in time.” I said to him that he hadn’t finished the work in time. I said to him that he had not finished the work in time. I said to him that he’d not finished the work in time.
4. The instructor told me, “Your test results got back yesterday and they were good.” The instructor told me that my tests results had got back the day before and they had been good.
5. She told me, “I have got your email and answered you already.” She told me that she had got my email and answered me already. She told me that she had got my email and had answered me already. She told me that she’s got my email and answered me already.
6. My neighbor said to me, “I hope my music didn’t disturb you.” My neighbor said to me that he hoped his music hadn’t disturbed me. My neighbor said to me that he hoped his music had not disturbed me.
7. My wife told me, “I have made the dinner, it’s on the table.” My wife told me that she had made dinner, it was on the table.
8. Jason said, “Our roof leaked after the rain yesterday.” Jason said that their roof had leaked after the rain the day before.
9. The professor told the students, “Our university always was the best in town.” The professor told the students that their university had always been the best in town.
10. The receptionist said to the guests, “You left a bag in your room but I asked the ported to bring it down.” The receptionist said to the guests that they had left a bag in their room but he had asked the ported to bring it down. The receptionist said to the guests that they had left a bag in their room but she had asked the ported to bring it down.