

# Reported speech

Professional Communication – 2TIN

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## REPORTED speech

### Use?

We use reported speech to tell someone what another person said

### How?

In reported speech, we usually report what was said at a different time, so we change the tense to reflect the time which we are reporting

Present → Past
Will → Would
Past simple/present perfect → past perfect

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## Reported speech

- Some modal verbs change as well

Can → Could
May → Might
Must → Had to

### Pronouns

Sometimes we need to change the pronoun according to the subject.

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## Reported speech

### Place and time

We may also need to change other words about place and time, as they may have changed

Tomorrow → the next day
Here → there
This → that
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## Reported speech

### Important points

Instead of using 'said', you can also use 'told + pronoun'

Other possible reporting verbs?

Explain, promise, agree, decide, refuse

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## Reported speech

- When we repeat another person's words, we can use **direct speech** or **reported speech**
- When we use reported speech with a **reporting verb** (e.g. say) in the present, we use the same tenses but we have to change the pronouns and verb forms when necessary.
- When we report another person's words some time after he/she said them, we usually use a **past tense verb** to introduce them, and we **change the tense of the verbs** as well
- We can use **that** after said but we often leave it out

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## Tense changes in reported speech

Original words	Reported statement
<b>Present simple</b> We <b>work</b> for the town council	<b>Past simple</b> They said they <b>worked</b> for the town council
<b>Present continuous</b> I'm <b>doing</b> the washing	<b>Past continuous</b> She said she <b>was doing</b> the washing
<b>Past simple</b> We <b>decided</b> to leave earlier today	<b>Past perfect</b> He said they <b>had decided</b> to leave earlier that day
<b>Past continuous</b> I <b>wasn't telling</b> the truth	<b>Past perfect continuous</b> She admitted she <b>hadn't been telling</b> the truth

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## Tense changes in reported speech

Original words	Reported statement
<b>Present perfect simple</b> My guests <b>haven't arrived</b> yet	<b>Past perfect simple</b> She said her guests <b>hadn't arrived</b> yet
<b>Present perfect continuous</b> <b>We've been waiting</b> for ages	<b>Past perfect continuous</b> They complained (that) they <b>had been waiting</b> for ages.
<b>Be going to</b> <b>They're going to</b> stay at home tonight.	<b>Past continuous</b> They said they <b>were going to</b> stay at home that night
<b>Most modal verbs (e.g. can, will, must)</b> I <b>can't</b> say anymore	<b>Could, would, had to</b> He added that he <b>couldn't say</b> anymore

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## Pronouns and possessives

Direct	Reported
I	He/she
Me	Him/her
My	His/her
Mine	His/hers
You	I/we
Your	My/our
Yours	Mine/ours
We	They
Us	Them
Our	Their
Ours	Theirs

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## Words for time and place

Direct	Reported
Today	That day
Tonight	That night
Tomorrow	The next day
Next (week, month, etc.)	The next/the following (week, month, etc.)
Ago	Before
Yesterday	The day before/the previous day
Last (week, month, etc.)	The last/the previous (week, month, etc.)
Now	Then
Here	There
This (place)	That (place)

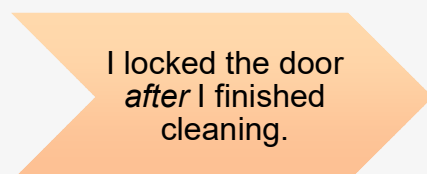
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## Reasons for not changing the tense

- When the situation or feelings/opinions in the original speech are still true



- When the verb follows the linking words *after* or *because*



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## Reported questions

- When we report a question, we change the word order of the question – it becomes the same word order as a statement

Direct question	Reported question
	<i>If/whether/wh- word (+ subject) + verb</i>
Are you going to buy that book?	He asked if I was going to buy the book.
What was the result?	They asked what the result was.

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## Remarks reported questions

- We do not use the auxiliary 'do', 'does' or 'did' in reported questions

~~He asked what time did the flight leave Paris.~~



He asked what time the flight left Paris.

- We don't use question marks in reported questions

~~They asked if I was satisfied with the room?~~

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## Reported yes/no questions

**Ask/want to know + if/whether**

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## Reported wh-questions

**Ask/want to know + wh-word**

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## REPORTED orders

**Told + person + to-infinitive : positive statements**

Command: 'Go to bed!'

Reported speech: He told me to go to bed.

**Told + person + not + to-infinitive : negative statements**

Command: 'Don't go to bed!'

Reported speech: He told me not to go to bed.

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## REPORTED requests

### **Asked + person + to-infinitive : positive statements**

Request: 'Could you buy some eggs?'

Reported speech: She asked me to buy some eggs.

### **Asked + person + not + to-infinitive : negative statements**

Request: 'Don't buy any eggs, please.'

Reported speech: She asked me not to buy any eggs.

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## Reporting advice

- **We report advice with 'advise', 'tell' or 'warn'**
- The doctor said, 'I think you should go to the gym'. →
- **We report negative advice with verb + not + infinitive with to.**
- Please don't bring food into the shop. →

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## Tell and say

- **Tell → needs an object, usually a person**
- He told the reporters that the explosion had been an accident.
- **Say → does not usually have an object (it does if you use 'to')**
- He said that the explosion had been an accident.

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## Reporting verb patterns

PATTERN		VERBS
1 verb + that clause	No object	Add admit announce claim complain insist reply respond say state suggest
	+ object	Tell someone warn someone
2 verb + infinitive with to	No object	Agree claim offer refuse
	+ object	Advise someone ask someone
3 verb + ing form	No preposition	Admit advise consider regret suggest
	+ preposition	Admit to apologise for complain about insist on

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