

Reported Statements

The tenses change as follows:

present simple → past simple

*'I **need** a new car,' Greg said.*

*Greg said (that) he **needed** a new car.*

present continuous → past continuous

*'He's **sleeping**,' she said.*

*She said (that) he **was sleeping**.*

present perfect → past perfect

*'I've already **seen** this film,' he said.*

*He said (that) he **had** already **seen** the film.*

past simple → past simple or past perfect

*'I **got up** late,' Tonia said.*

*Tonia said (that) she (**had**) **got up** late.*

past continuous → past cont. or past perfect cont.

*'I **was working** at four o' clock,' Tim said.*

*Tim said (that) he **was working/had been working** at four o' clock.*

future (will) → conditional (would)

*'I'll **call** you tomorrow,' Rea said.*

*Rea said (that) she **would call** me the following day.*

The past perfect and past perfect continuous remain the same.

◆ **Some words and time expressions change according to the meaning of the sentence:**

now → **then, at that time, immediately**

today, tonight → **that day, that night**

yesterday → **the day before, the previous day**

tomorrow → **the next day, the following day**

this week → **that week**

last week → **the week before, the previous week**

next week → **the week after, the following week**

two days ago → **two days before**

here → **there**

come → **go**

- ◆ When **this/these** are used in time expressions, they change to **that/those**.

e.g. **this** week → **that** week, **these** days → **those** days

When **this/these/that/those** are not used in time expressions, they change as follows:

- a) they change to **the** when used as adjectives, that is, when they are followed by a noun.

e.g. '**This** film is boring,' Claire told me.

Claire told me (that) **the** film was boring.

- b) they change to **it** or **they/them** when used as pronouns, that is, when they are not followed by a noun.

e.g. '**This** is an unusual situation,' Dad said.

Dad said (that) **it** was an unusual situation.

◆ **Certain modal verbs change as follows:**

will → would

He said, 'One day I'll be able to afford a car.'

*He said (that) one day he **would** be able to afford a car.'*

can → could

*He said, 'I **can** speak French.'*

*He said (that) he **could** speak French.*

can → could/would be able to (future reference)

*He said, 'We **can** meet tomorrow.'*

*He said (that) we **could/would be able to** meet the next day.*

may → might

*He said, 'I **may** call you.'*

*He said (that) he **might** call us.*

shall → should (asking for advice)

→ offer (expressing offers)

*He said, 'When **shall** I come?'*

*He asked when he **should** come.*

*He said, '**Shall** I help you?'*

*He **offered** to help me.*

must → must/had to (obligation)

*He said, 'You **must** finish this.'*

*He said (that) I **must/had to** finish it.*

needn't → needn't/didn't need to/didn't have to

*He said, 'You **needn't** pay in cash.'*

*He said (that) I **needn't/didn't need to/didn't have to** pay in cash.*

Would, could, might, should, ought, had better, used to and mustn't do not change. Must does not change when it expresses a logical assumption.

*e.g. a) 'I **might** talk to her,' Danny said.*

*Danny said (that) he **might** talk to her.*

*b) 'You **must** be tired,' Paul told Susan.*

*Paul told Susan (that) she **must** be tired.*

- ◆ In Type 1 conditionals tenses change in reported speech as follows: the *present simple* becomes *past simple* in the if-clause and *will* becomes *would* in the main clause.

e.g. 'If you **ask** Liz, she'll **help** you,' he said.

He said (that) if I **asked** Liz, she **would help** me.

◆ In Type 2 and Type 3 conditionals tenses do not change.

e.g. a) 'If I **had** more time, I **would** take up a hobby,'

Eric said to me.

Eric told me (that) if he **had** more time, he **would** take up a hobby.

b) 'If I **hadn't parked** my car on a double yellow line, I **wouldn't have got** a ticket,' Sam said.

Sam said (that) if he **hadn't parked** his car on a double yellow line, he **wouldn't have got** a ticket.

The verb tenses remain the same in reported speech when the introductory verb is in the present, future or present perfect.

e.g. Mum **says**, 'Dinner **is** ready.'

Mum **says** (that) dinner **is** ready.

The introductory verb is in the present tense:

a) when we pass on messages. e.g. Debbie **says** she needs the car tonight.

b) when we report the content of a letter, article, etc. while reading it.

e.g. The article **says** that people use too much water.

c) when we refer to something someone says very often. e.g. Mum often **says** that I shouldn't talk to strangers.

◆ The verb tenses can either change or remain the same in reported speech:

a) in up-to-date reporting.

b) when reporting a general truth or law of nature.

e.g. The teacher said, 'Paris **is** the capital of France.'

The teacher said (that) Paris **is/was** the capital of France.

Introductory Verbs

introductory verb	direct speech	reported speech
+ to - inf agree *claim demand offer *promise refuse *threaten	'Yes, I'll lend you the money.' 'I saw the robbers.' 'Give me the money.' 'Would you like me to help you?' 'I'll return the book to you soon.' 'No, I won't call her.' 'Stop shouting or I'll punish you.'	He agreed to lend me the money. He claimed to have seen the robbers. He demanded to be given the money. He offered to help me. He promised to return the book to me soon. He refused to call her. He threatened to punish her if she didn't stop shouting.
+ sb + to - inf advise allow ask beg command forbid invite order *remind warn	'You should eat more fruit.' 'You can go to the party.' 'Could you do me a favour?' 'Please, please don't hurt me.' 'Put your hands up.' 'You mustn't stay out late.' 'Will you come to my wedding?' 'Go to your room!' 'Don't forget to buy some milk.' 'Don't touch the iron.'	He advised me to eat more fruit. He allowed me to go to the party. He asked me to do him a favour. He begged them not to hurt him. He commanded them to put their hands up. He forbade me to stay out late. He invited me to (go to) his wedding. He ordered me to go to my room. He reminded me to buy some milk. He warned me not to touch the iron.
+ -ing form accuse sb of *admit (to) apologise for *boast about/of *complain to sb of *deny *insist on *suggest	'You committed the crime.' 'Yes, I gave away your secret.' 'I'm sorry I'm late.' 'I'm the best student in my class.' 'I have noisy neighbours.' 'No, I didn't use your computer.' 'You must finish by Friday.' 'Let's go out to dinner.'	He accused her of committing/having committed the crime. He admitted (to) giving/having given away my secret. He apologised for being late. He boasted about/of being the best student in his class. He complained of having noisy neighbours. He denied using/having used my computer. He insisted on me/my finishing by Friday. He suggested going out to dinner.
explain to sb + how	'That's how it works.'	He explained to us how it worked.
+ that - clause explain inform sb exclaim/remark	'I don't like him because he's rude.' 'The results will come out tomorrow.' 'What a glorious day!'	She explained that she didn't like him because he was rude. He informed us that the results would come out the next day. He exclaimed/remarked that it was a glorious day.
<p>* Note: The verbs marked with an asterisk can also be followed by a that - clause in reported speech.</p> <p>e.g. He claimed that he had won a prize. He promised that he would call. He threatened thathe would leave. He reminded me that I had a meeting that afternoon. He admitted that he was wrong.</p> <p>He boasted that he was very rich. He complained thathe didn't earn enough money. He denied thathe had taken the money. He insisted that I (should) work on Saturday. He suggested that we (should) take out a loan.</p>		