



Worksheet No. ()

Name :

Subject:

Reported Speech

Class:

Ten

Date:

REPORTED SPEECH

DIRECT AND INDIRECT (OR REPORTED) SPEECH.

INTRODUCTION

There are two ways of relating what a person has said: direct and indirect.

In direct speech we repeat the original speaker's exact words:

He said, "I have lost my umbrella."

In indirect speech we give the exact meaning of a remark or a speech, without necessarily using the speaker's exact words:

He said (that) he had lost his umbrella.

When we turn direct speech into indirect, some changes are usually necessary.

1-PRONOUNS AND ADJECTIVES: CHANGES NECESSARY

A. First and second person pronouns and possessive adjectives normally change to the third person except when the speaker is reporting his own words. (I = he, she; me = him, her; my = his, her; mine = his, hers; we = they...)

She said, "he's my son". She said that he was her son.

"I'm ill", she said. She said that she was ill.

2-EXPRESSIONS OF TIME AND PLACE IN INDIRECT SPEECH

A. Adverbs and adverbial phrases of time change as follows:

DIRECT SPEECH	INDIRECT SPEECH
today yesterday tomorrow next week/year etc	that day the day before the day after the week after

last week/year etc	the week before
today	that day
tonight	that night
here	there
ago	before
this	that
these	those
now	then

“I’ll do it tomorrow”, he promised. He promised that he would do it the next day.

She said, “My father died a year ago”. She said that her father had died a year before.

3-TENSE CHANGES

Indirect speech is usually introduced by a verb in the past tense. Verbs in the direct speech have then to be changed into a corresponding past tense. The changes are shown in the following table:

DIRECT SPEECH	INDIRECT SPEECH
Simple Present “I never eat meat”, he explained	Simple Past = He explained (that) he never ate meat.
Present Continuous “I’m waiting for Ann”, he said.	Past Continuous = He said (that) he was waiting for Ann.
Present Perfect “I have found a flat”, he said.	Past Perfect = He said (that) he had found a flat.
Present Perfect Continuous He said, “I’ve been waiting for ages”.	Past Perfect Continuous = He said (that) he had been waiting for ages.
Simple Past “I took it home with me”, she said.	Past Perfect = She said (that) he had taken it home with her.
Past Continuous "I was cleaning the house",she said	Past Perfect Continuous = She said (that) she had been cleaning the house.
Future He said, “I will/shall be in Paris on Monday”.	Conditional = He said (that) he would be in Paris on Monday.

Modals "I can swim very well", he said. "We must leave", they said. may shall can must	=He said (that) he could swim very well. = They said (that) they had to leave. might should could had to
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All those changes represent the distancing effect of the reported speech. Common sense, together with the time aspect from the speaker's point of view, are more important than the rules when making the usual changes.

QUESTIONS IN INDIRECT SPEECH

Direct question: He said, "Where is she going?"

Indirect question: He asked where she was going.

A. When we turn direct questions into indirect speech, the following changes are necessary:

a. tenses, pronouns and possessive adjectives, and adverbs of time and place change as in statements.

b. the interrogative form of the verb changes to the affirmative form.

c. the question mark is omitted in indirect questions.

B. If the introductory verb is say, it must be changed to a verb of inquiry, e.g. ask, wonder, want to know etc.

He said, "Where is the station?" He asked where the station was.

C. ask can be followed by the person addressed (indirect object):

He asked, "What have you got in your bag?" He asked (me) what I had got in my bag.

But wonder and want to know cannot take an indirect object, so if we wish to report a question where the person addressed is mentioned, we must use ask.

He said, "Mary, when is the next train?" He asked Mary when the next train was.

D. If the direct question begins with a question word (when, where, who, how, why etc.) the question word is repeated in the indirect question:

He said, "Why didn't you put on the brake?" He asked (her) why she hadn't put on the brake.

She said, "What do you want?" She asked (them) what they wanted.

E. If there is no question word, if or whether must be used:

"Is anyone there?" he asked He asked if/whether anyone was there.

COMMANDS, REQUESTS, ADVICE IN INDIRECT SPEECH

Direct command: He said, "Lie down, Tom".

Indirect command: He told Tom to lie down.

Indirect commands, requests, advice are usually expressed by:

a verb of command/request/advice + object + infinitive.

A. The following verbs can be used: advise, ask, beg, command, order, remind, tell, warn etc.

He said, "Get your coat, Tom!" He told Tom to get his coat.

B. Negative commands, requests etc. are usually reported by not + infinitive:

"Don't swim out too far, boys", I said I warned/told the boys not to swim out too far.

C. Note also:

He said, "Thank you!" He thanked me.

He said, "Good luck!" He wished me luck.

He said, "Happy Christmas!" He wished me a happy Christmas.

He said, "Congratulations!" He congratulated me.

He said, "Liar!" He called me a liar.

He said, "Damn!" etc. He swore.

The notice said: WELCOME TO WALES! ☞ The notice welcomed visitors to Wales.

OFFERS AND SUGGESTIONS IN INDIRECT SPEECH

A. OFFERS

"Shall I bring you some tea?" could be reported He offered to bring me some tea.

B. SUGGESTIONS

"Shall we meet at the theatre?" could be reported He suggested meeting at the theatre.

C. ORDERS

Here are a few examples:

"Please help me".

She asked me to help her.

"Please don't smoke".

She asked me not to smoke.

"Could you bring my book tonight?"

She asked me to bring her book that night.

"Could you pass the milk, please?"

She asked me to pass the milk.

"Would you mind coming early tomorrow?"

She asked me to come early the next day.

To report a negative request, use 'not':

Direct speech: Please don't be late.

Reported speech: She asked us not to be late.

EXERCISES

Ex1. Complete the following sentences using the verb tenses for the reported speech.

1. Maria asked, "Can you meet me at Lee's Sandwich shop today?"

Maria asked if I _____ meet her at Lee's Sandwich shop today.

2. Susan said, "The food is very delicious there."

Susan said the food _____ very delicious there.

3. Mark said, "I am going to ride my bike to work today."

Mark said he _____ to ride his bike to work today.

4. Janice said, "I have been to Dubai several times."

Janice said she _____ to Dubai several times.

5. Hani said, "I forgot to call my mother."

Hani said he _____ to call his mother.

6. Karine said, "I can teach you how to edit video."

Karine said she _____ me how to edit video.

7. Michael said, "I want to visit Cairo one day."

Michael said he _____ to visit Cairo one day.

8. Bob's boss said, "The meeting starts at 2:00."

Bob's boss said the meeting _____ at 2:00.

9. The mechanic said, "I'm sorry, but I won't be able to fix your car today."

The mechanic said he _____ sorry, but he _____ be able to fix my car today.

10. Sue said, "I've already seen that movie."

Sue said she _____ already seen that movie.

Ex 2. Change this direct speech into reported speech:

1. I am going to the library," she said.

2. "Close the door," the teacher told him.

3. "Are you coming to the party?" he asked me.

4. "We have finished our project," they said.

5. "Don't touch the stove," the mother warned her son.

6. "What time does the train leave?" she asked.

7. "Please help me carry these bags," he asked me.

8. "She will call you later," he told me .

9. "Do you know where my keys are?" she asked.

10. "Don't forget to submit your homework," the teacher reminded the students.

11. "Who took my notebook?" he asked angrily .

12. "He has already completed the assignment," they said.

13. "When will you come back?" she asked my father.

14. "Why didn't you attend the meeting?" he asked us.

15. "She has read a very interesting book," he said.

16. "We didn't enjoy the movie," they said.

17. "Can you show me how this works?" she asked the shop assistant.

18. "Don't speak loudly in the library," the librarian instructed.

19. "Will you join us for dinner?" they asked her.

20. "Clean your room before you go out," his mother ordered.

Ex 3. Rewrite the following sentences in reported speech using the reporting verbs in parentheses.

a. "Make some coffee, Bob", Carol said.(ask)

b. "You must do the homework soon, Jane", she said.(tell)

c. "Remember to buy a map, Ann", he said.(remind)

d. "You should see a doctor, Mrs Clark", he said.(advise)

e. "Keep all the windows closed, Bill", they said.(warn)

f. "Go home, Paul", Francis said.(order)

g. "Please stay for supper, Bob", he said.(try to persuade)

h. "Please buy some milk", she said (ask)

i. "You should go to bed early", she said to me(tell)

j. "I'll do the washing-up later", he said (promise)

k. "Don't be late!",he said to us (tell)

l. "Tidy your room!" , she said to her son (order)

m. " Why don't we eat out?" , she said (suggest)

n. "Don't try to be funny." He said to us (warn)

o. "Don't forget to thank Mrs Jones when you're saying good bye to her."

He said to me (remind)

p. "All right! I'll share the expenses with you." My friend said (agree)

q. "Yes, I stole the wallet." He said (admit)

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**Education is the passport to the future, for tomorrow belongs to those who
prepare for it today**