**Reported Speech**

We use a 'reporting verb' like 'say' or 'tell'. If this verb is in the present tense, we don't need to change the tense, though probably we do need to change the 'person' from 'I' to 'she', for example. We also may need to change words like 'my' and 'your'.

* Direct speech: I like ice cream.
* Reported speech: She **says** (that) she **likes** ice cream.

**But**, if the reporting verb is in the past tense, then usually we change the tenses in the reported speech:

* Direct speech: I like ice cream.
* Reported speech: She **said** (that) she **liked** ice cream.

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| **Tense** | **Direct Speech** | **Reported Speech** |
| present simple | I like ice cream | She said (that) she liked ice cream. |
| present continuous | I am living in London | She said (that) she was living in London. |
| past simple | I bought a car | She said (that) she had bought a car OR She said (that) she bought a car. |
| past continuous | I was walking along the street | She said (that) she had been walking along the street. |
| present perfect | I haven't seen Julie | She said (that) she hadn't seen Julie. |
| past perfect\* | I had taken English lessons before | She said (that) she had taken English lessons before. |
| will | I'll see you later | She said (that) she would see me later. |
| would\* | I would help, but..” | She said (that) she would help but... |
| can | I can speak perfect English | She said (that) she could speak perfect English. |
| could\* | I could swim when I was four | She said (that) she could swim when she was four. |
| shall | I shall come later | She said (that) she would come later. |
| should\* | I should call my mother | She said (that) she should call her mother |
| might\* | I might be late | She said (that) she might be late |
| must | I must study at the weekend | She said (that) she must study at the weekend OR She said she had to study at the weekend |

\* doesn't change.

Occasionally, we don't need to change the present tense into the past if the information in direct speech is still true (but this is only for things which are general facts, and even then usually we like to change the tense):

* Direct speech: The sky is blue.
* Reported speech: She said (that) the sky **is/was** blue.

**Reported Questions**

. The tense changes are the same, and we keep the question word. We need to change the grammar to a normal positive sentence.

* Direct speech: Where do you live?
* Reported speech: She asked me where I lived.
* Direct speech: Where is Julie?
* Reported speech: She asked me where Julie was.

If you need to report a 'yes / no' question? We don't have any question words to help us. Instead, we use **'if'**:

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| **Direct Question** | **Reported Question** |
| Do you love me? | He asked me if I loved him. |
| Have you ever been to Mexico? | She asked me if I had ever been to Mexico. |
| Are you living here? | She asked me if I was living here. |

**Reported Requests**

* Direct speech: Close the window, please
* Or: Could you close the window please?
* Or: Would you mind closing the window please?

All of these requests mean the same thing, so we don't need to report every word when we tell another person about it. We simply use **'ask me + to + infinitive'**:

* Reported speech: She asked me to close the window.

Here are a few more examples:

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| **Direct Request** | **Reported Request** |
| 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.

**Reported Orders**

* Direct speech: Sit down!

In fact, we make this into reported speech in the same way as a request. We just use 'tell' instead of 'ask':

* Reported speech: She told me to sit down.

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| **Direct Order** | **Reported Order** |
| Go to bed! | He told the child to go to bed. |
| Don't worry! | He told her not to worry. |
| Be on time! | He told me to be on time. |
| Don't smoke! | He told us not to smoke |

**Time Expressions with Reported Speech** Here's a table of some possible conversions:

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| --- | --- |
| now | then / at that time |
| today | yesterday / that day |
| yesterday | the day before / the previous day |
| last night | the night before/the previous night |
| last week | the week before / the previous week |
| tomorrow | the next day / the following day |