

Direct speech

Direct speech is the exact words someone said. We use quotation marks in Direct speech.



She said, "I'll wait for you."

Direct speech

Reported speech is the exact meaning of what someone said but not the exact words. We do not use quotation marks in Reported speech.



Say - Tell

- We use **say** in Direct speech. We also use say in Reported speech when say is not followed by the person the words were spoken to. We use **tell** in Reported speech when tell is followed by the person the words were spoken to.

Direct speech: She **said to me**, "I am very tired."
Reported speech: She **told me** that she was very tired.
Reported speech: She **said that** she was very tired.

Expressions with say	say good morning, etc., say something, say one's prayers, say so
Expressions with tell	tell the truth, tell a lie, tell a secret, tell a story, tell the time, tell the difference, tell sb / one's name, tell sb the way, tell one from another

Reported Statements

We can report: A. statements B. questions C. commands, requests, suggestions

- To report statements we use a reporting verb (say, tell, advise, explain, promise, etc.) followed by a that-clause. In spoken English that may be omitted.
- Pronouns and possessive adjectives change according to the meaning.
Direct speech : He said, "I can't fix it **myself**."
Reported speech: He said he couldn't fix it **himself**.
- Certain words change as follows:

Direct speech	this / these	here	come
Reported speech	that / those	there	go

"**This** is my book," he said. He said **that** was his book.

Note that:

can changes to **could**
will changes to **would**
may changes to **might**
must changes to **had to**

Direct speech	Reported speech
Present Simple "I want to go to bed early," she said.	Past Simple She said she wanted to go to bed early.
Present Continuous "She's speaking to Joe," he said.	Past Continuous He said she was speaking to Joe.
Present Perfect "I've bought you some flowers," she said.	Past Perfect She said she had bought me some flowers.
Past Simple "He lost all the money," she said.	Past Perfect She said he had lost all the money.
Future "I'll see you later," he said.	Conditional He said he would see me later.

1. Fill in: say or tell in the correct form.

- 1 The police officer *said* that the man was lying.
- 2 Philip it would probably rain tomorrow.
- 3 Susan , "Let's go out for dinner tonight."
- 4 Jim me about the party last night.
- 5 Our teacher he was pleased with our work.
- 6 My father that he hit a tree.
- 7 She is a liar. She never the truth.
- 8 I really can't the difference between Belgian and British chocolate. They taste the same to me.
- 9 Mary us that she was having a party on Saturday.
- 10 'Please close the window,' Kelly
- 11 My mother used to me a story before I went to bed.
- 12 Bob came into the office, good morning and went into the meeting.
- 13 You mustn't do that again,' Mum to Pat.
- 14 'I'll see you tonight,' she to him
- 15 She she would call me later.
- 16 Kevin his parents the truth about what had happened at school.

Time expressions change as follows:

Direct speech	Reported speech
tonight, today, this week / month / year.	that night, that day, that week / month / year
now	then, at that time, at once, immediately
yesterday, last night / week / month / year	the day before, the previous night / week / month / year
tomorrow, next week / month / year	the day after, the next / following day, the next / following week / month / year
two days / months / years, etc., ago	two days / months / years, etc., before
"He arrived last week," she said.	She said (that) he had arrived the previous week.

- There are no changes in verb tenses when the reporting verb is in the Present, Future or Present Perfect tense or when the sentence expresses something which is always true.

Direct speech	<i>She'll say, "I can do it."</i>	<i>"The Earth is round," said the teacher.</i>
Reported speech	<i>She'll say (that) she can do it.</i>	<i>The teacher said (that) the Earth is round.</i>

- **The Past Continuous** does not usually change.

Direct speech	<i>"I was travelling to Brighton while she was flying to the USA," he said.</i>
Reported speech	<i>He said he was travelling to Brighton while she was flying to the USA.</i>

- Certain **modal verbs** do not change in Reported speech. These are: would, could, might, should, ought to.

Direct speech	<i>"He might visit us," Mum said.</i>
Reported speech	<i>Mum said (that) he might visit us.</i>

2. Turn the following sentences into reported speech.

- 1 Tom said, 'It is a great restaurant.'
Tom said (that) it was a great restaurant.
- 2 'That film is very interesting,' Mark told me.
.....
- 3 'I will come tomorrow and fix the tap,' the plumber said to them.
.....
- 4 'I gave her the papers,' Paul said.
.....
- 5 'You must type these letters today,' said my boss.
.....
- 6 'I've already done the shopping,' he said.
.....
- 7 'Those were the best days of my life,' Patty said.
.....
- 8 'I can't go to the party this evening,' Eric told me.
.....

3. Rewrite the following sentences in reported speech.

- 1 "New Year's Eve is always on December 31st," she said.
She said (that) New Year's Eve is always on December 31st.
- 2 "The children are riding their bikes," Jennifer said to me.
- 3 "The Earth revolves around the Sun," the teacher said to the students.
- 4 "Jack and Karen have bought a house in the countryside," Nick said to us.
- 5 "Burglars broke into the museum last night," the news reporter said.
- 6 "Dad was mowing the lawn while I was cleaning the car," Ryan said.
- 7 "We will have a housewarming party next week," said Mike and Helen.
- 8 "Julia and Jose might move to Australia next year," Rory said to us.

Reported Questions

• In **Reported questions** we use affirmative word order and the question mark is omitted. To report a **wh-question**, we use **ask** followed by the question word (who, what, etc.). When there is no question word in direct questions, **if** or **whether** is used in Reported questions. Pronouns, possessive adjectives, tenses, time expressions, etc. change as in the statements.

Direct speech	He asked, "What time is it?"	He asked me, "Do you know her?"
Reported speech	He asked <i>what</i> time it was.	He asked me <i>if / whether</i> I knew her.

4. Turn the following into reported questions as in the example:

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| <ol style="list-style-type: none"> 1 "What are you doing?" she asked her son.
<i>She asked her son what he was doing.</i> 2 "Do you like my new clothes?" she asked her friend. 3 "Where are my keys?" he asked his wife. 4 "Who is your favourite singer?" Mike asked me. 5 "Where were you?" Barbara asked him . 6 "Can you pick me up after school?" she asked her mother. 7 "Have you seen Kim?" David asked Sarah. 8 "When will you return?" Tom asked her. | <ol style="list-style-type: none"> 9 "What time is it?" I asked him. 10 Dad asked, 'Can you take the rubbish outside, please?' 11 'Who is your favourite actor?' John asked me. 12 'Where is your coat?' she asked her son. 13 'The teacher asked, 'Who knows the answer?' 14 'Where are you going?' Bill asked her. 15 'Do you like sports?' Jim asked Cindy. 16 'Will you pick me up at three o'clock?' she asked. |
|--|--|

Reported Commands / Requests / Suggestions

- To report commands, requests, suggestions, etc. we use a reporting verb (order, ask, tell, beg, suggest,* etc.) followed by to infinitive or not to infinitive.
- ***suggest** is followed by the -ing form. e.g. *He said, "Shall we go by bus?" He suggested going by bus.*

Direct speech	<i>He said to me, "Get out of the house!" She said to me, "Do me a favour, please."</i>	<i>He said to me, "Don't touch it!" She said to him, "Please, please don't hurt me."</i>
Reported speech	<i>He ordered me to get out of the house. She asked me to do her a favour.</i>	<i>He told me not to touch it. She begged him not to hurt her.</i>

5. Use the correct form of the introductory verbs in the list to complete the sentences.

- tell (X2) • suggest (X2) • beg (X2) • order (X2) • **ask** (X2)

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|---|---|
| <p>1 'Please keep in touch,' Philip said to Margie.
Philip asked Margie to keep in touch.</p> <p>2 'Let's go for a walk this afternoon,' Susan said to him.
Susan going for a walk that afternoon.</p> <p>3 'Leave the building!' the police officer said to the protesters.
The police officer the protesters to leave the building.</p> <p>4 'Turn down the radio,' Mum said to us.
Mum us to turn down the radio.</p> <p>5 'Please, please drive safely,' she said to him.
She him to drive safely.</p> | <p>6 'Close the door, please,' Ann said to Jack.
Ann Jack to close the door.</p> <p>7 'Let's go shopping,' she said to me.
She going shopping.</p> <p>8 'Please, please don't go,' he said to Mary.
He Mary not to go.</p> <p>9 'Get out of the car!' he said to them.
He them to get out of the car.</p> <p>10 'Don't touch anything,' she said to him.
She him not to touch anything.</p> |
|---|---|

6. Turn the following sentences into direct speech.

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|---|--|
| <p>1 He said that he had ordered a pizza for dinner.
<i>"I've ordered a pizza for dinner," he said.</i></p> <p>2 The teacher told him that he had made too many mistakes.
.....
.....</p> <p>3 Paul asked me if he could have another piece of cake.
.....
.....</p> <p>4 My dad told me to stop yelling.
.....</p> <p>5 Barry told me that he was going to the party.
.....
.....</p> <p>6 My mother asked me what time it was.
.....
.....</p> <p>7 She said that he was telling the truth.
.....
.....</p> <p>8 She told me she would call me the following day.
.....
.....</p> | <p>9 She asked me if I could play the guitar.
.....</p> <p>10 She said that they had to call their lawyer.
.....
.....</p> <p>11 The plumber told them that he would go the following day to fix the tap.
.....
.....</p> <p>12 She told her friend that was the best holiday she had ever had.
.....</p> <p>13 She asked him why he had said that to her.
.....
.....</p> <p>14 She told them not to speak to their father like that.
.....
.....</p> <p>15 He asked the secretary to show him where the manager's office was.
.....
.....</p> <p>16 She told her son to take his books with him.
.....
.....</p> |
|---|--|

Reporting Verbs

Reporting verb	Direct speech	Reported speech
to infinitive offer, promise, refuse	"Shall I carry the bags?" "I promise I'll be back early." "No, I won't buy you a computer."	He offered to carry the bags. He promised to be back early. She refused to buy me a computer.
+sb+to infinitive advise, ask, beg, order, warn	"You should see a doctor." "Could you feed the dog?" "Please, please help me!" "Go to your room." "Don't play with matches."	He advised me to see a doctor. She asked me to feed the dog. She begged me to help her. She ordered me to go to my room. She warned me not to play with matches.
+ -ing form suggest	"Let's visit Sally."	She suggested visiting Sally.
+ that explain	"I'm going to stay with my sister."	She explained that she was going to stay with her sister.

7. Choose a reporting verb and turn the following into the reported speech.

• ~~asked~~ • suggested • ordered • explained • promised • offered • refused • advised

- | | |
|---|--|
| <p>1 "Could you do something for me?" he said to her.
<i>He asked her to do something for him.</i></p> <p>2 "Go to your room immediately and do your homework," she said to her son.
.....</p> <p>3 "You will be paid twice a month," her boss said.
.....</p> <p>4 "Would you like me to drive you into the town?" she said to me.
.....</p> | <p>5 "Let's go to the cinema," he said to her.
.....</p> <p>6 "I really will phone this evening," he said.
.....</p> <p>7 "I will not answer your questions," the actor said to him.
.....</p> <p>8 "I think you should exercise more," the doctor said to me.
.....</p> |
|---|--|

8. Write what the people said using reported speech.



- Grandma told Ben *to put his hat on.*
- Ben asked Grandma
- Dad said
- Mum asked Dad
- Uncle Tom asked
- Eddie said
- Aunt Sarah told Lisa
- Lisa said

9. Complete the sentences using the words given in bold.

- Don't touch that wire," he said to me.
WARNED He *warned me not to touch that wire.*
- "Where is my book?" she said to him.
ASKED She
- "You should stop eating junk food," my friend said to me.
ADVISED My friend
- "Put your hands up," the police officer said to them.
ORDERED The police officer