Reported Speech

The two most common reporting verbs are "say" and "tell".
We use say + that + clause.

- *He said that he was going out with Jane that night.*

We use tell + object pronoun + that + clause.

- *He told me that he was going out with Jane that night.*

If the sentence starts in the present, there is no backshift of tenses in reported speech.

Susan: "I work in an office."
Susan says that she works in an office.

If the sentence starts in the past, there is often a backshift of tenses in reported speech.

Susan: "I work in an office."
Susan said that she worked in an office.

Direct speech	Reported speech
Present simple	Past simple
Past simple Present perfect Past perfect	Past perfect
Present continuous	Past continuous
Will Would	Would
Can	Could
May	Might
Must	Had to

If the sentence contains an expression of time, you must change it as well.

Peter: "I worked in the garden <u>yesterday</u>."

Peter said that he had worked in the garden <u>the day before</u>.

Time and place references

this (evening)	that (evening)
today/this day	that day
these (days)	those (days)
now	then
(a week) ago	(the week) before
last (weekend)	(the weekend) before / the previous (weekend)
here	there
next (week)	the following (week)
tomorrow	the next/following day

We use *ask*, *want to know* or *wondered* to report **questions**. We change the interrogative form to the affirmative form, and we put the subject before the verb.

*'Where **are you**?'*
*He wanted to know **where I was**.*

A "yes/no" question is introduced by **if** or **whether**.

'Can I borrow your bike?'
*She wondered **if/whether she could borrow my bike.***

For **commands**, we use *told/asked* + object + (*not*) to + infinitive.

*'Please **help** me'.*

*He **asked her to help** him.*

*'**Don't shout** at me.'*

*She **told him not to shout** at her.*