

Worksheet 3.3: Reported Speech (Direct and Indirect Speech)

Date: _____

Reported Speech (Direct and Indirect Speech)



- We may report the words of a speaker in two ways:

Type	Use	Examples
Direct speech	When we quote the speaker's actual words In direct speech , we use inverted commas to signify the exact words of the speaker.	John said, "I am very busy now."
Indirect/Reported speech	When we report what the speaker said without quoting his exact words. In indirect speech we do not use inverted commas.	John said that he was very busy then.

Certain changes have been made when we changed the direct speech into an indirect speech.

John said, "I am very busy now." ——————→ John said that he was very busy then.

1. We have used the conjunction **that** before the indirect statement. (The word 'that' is often omitted especially in spoken English.)
2. The pronoun **I** is changed to **he**.
3. The verb **am** (present) is changed to **was** (past).
4. The adverb **now** is changed to **then**.

Basic verb shifts for indirect speech

Original Verb	Reported Form
Present simple He said, "I dance all the time." will/shall He said, "I will study!" He said, "I should study for the exam tonight."	Past Simple He said (that) he danced all the time. would/should He said (that) he would study! He said (that) he should study for the exam that night.
can He said, "I can study for the exam."	could He said (that) he could study for the exam.

Present Progressive He said, "I am studying now."	Past Progressive He said (that) he was studying then.
Imperative He said, "Study!"	Infinitive He ordered me to study!

- *However, if reporting about general truths, we do not need to shift the verb tense back.*

For example,

John said, "The sky is blue." John said that the sky is blue.

Reporting questions

When reporting questions, there are certain rules to follow, as is clear from the following examples.

Original Verb	Reported Form
He asked, "What are you doing?"	He asked what I was doing.
We use if/whether to report Yes/No questions. The teacher asked me, " Do you know the answer?"	The teacher asked me whether/if I knew the answer.

Transforming Direct Speech into Reported Speech

As discussed earlier, when transforming a sentence from direct speech into reported speech, you will have to change the **pronouns**, **tense** and **adverbs of time and place** used by the speaker. Let us look at the following tables to see how they work.

Table 1 - change of pronouns

Direct Speech	Reported Speech
I	he, she
me	him, her
we	they
us	them
you	he, she, they
you	him, her, them
my	his, her
mine	his, hers
our	their
ours	theirs
your	his, her, their
yours	his, hers, theirs

Table 2 – change of adverbs of place and adverbs of time

direct speech	reported speech
this	that
these	those
adverbs of place	
here	there
adverbs of time	
now	then
today	that day
tomorrow	the next day / the following day
tonight	that night
next week	the week after
next month	the following month
next year	the following year

1. Rewrite what Rachel says using reported speech. The first one is done for you.



1. "I'm bored." Rachel said.

Rachel said that she was bored.

2. "I don't want to watch a film."

Rachel said that she didn't want to watch a film.

3. "I'm going to ring Lia."

Rachel said that she was going to ring Lia.

4. "I can't find my mobile."

Rachel said that she couldn't find her mobile.

5. "I can borrow my mom's phone."

Rachel said that she could borrow her mom's phone.

6. "My mom doesn't have Lia's number on her phone."

Rachel said that her mom didn't have Lia's number on her phone.

7. "I am going to Lia's house."

Rachel said that she was going to Lia's house.

1. Change the following sentences into reported speech by making the necessary changes.

1. Rachel said, "I have an interview tomorrow."

Rachel said that she had an interview the following day.

2. Maha said, "What is he doing here?

Maha asked what he was doing there.

3. Sherly said, "My daughter is playing the lead role in the play tonight."

Sherly said her daughter was playing the lead role in the play that night.

4. Dina said, "It is a wonderful movie!"

Dina said that it was a wonderful movie.

5. Suzi said, "My son is getting married next month."

Suzi said that her son was getting married the following month.

6. Anna said, "I look forward to meeting you."

Anna said she looked forward to meeting me.

7. The teacher said, "Make sure you complete the homework tomorrow."

The teacher asked me to make sure I complete the homework the following day.

8. Sylvester said, "I am not going to cry anymore."

Sylvester said that he was not going to cry anymore.

9. Jade said, "My sister is going on a trip now."

Jade said his sister was going on a trip then.

10. "Are you going to the station?" asked John.

John asked if/ whether I was going to the station.

11. "Do you live here?" she asked.

She asked if/ whether I lived there.

3. Rewrite the following direct speech sentences as indirect speech, make any necessary changes:

1. "I am going to the movies tonight," Rachel said.

Rachel said that she was going to the movies that night.

2. "When will you arrive?" John asked his brother.

John asked his brother when he would arrive.

3. "You shall do your homework tomorrow," the teacher said to us.

The teacher said to us that we should do our homework the next day.

4. "We will visit Paris next month," Sarah exclaimed.

Sara exclaimed that they would visit Paris next month.

5. "Shut the door," she told him.

She told him to shut the door.

6. "I love this song," Jack said.

Jack said that he loved that song.

7. "I work here," my dad said.

My dad said that he worked there.

8. "I don't have a pen," John said.

John said that he didn't have a pen.

9. "Are you ready for the test?" the teacher asked the students.

The teacher asked the students if they were ready for the test.

10. "Don't touch the paintings," the museum guide warned us.

The museum guide warned us not to touch the paintings.