

# LESSONS

## Reported Speech

When reporting statements to indirect speech, some changes concerning punctuation, pronouns, verb tenses and time expressions are necessary.

### ❖ Verb Tense Changes

#### Simple Present

⇒

#### Simple Past

"I always drink coffee," she said

She said that she always drank coffee.

#### Present Continuous

⇒

#### Past Continuous

"I am reading a book," He told me.

He told me that that he was reading a book".

#### Simple Past

⇒

#### Past Perfect

"Bill arrived last Saturday," he told us

He told us that Bill had arrived the previous Saturday.

#### Present Perfect

⇒

#### Past Perfect

"I had just turned out the light," he said.

He explained that he had just turned out the light.

#### Present Perfect Continuous

⇒

#### Past Perfect Continuous

They said "We have been waiting for hours". They complained that they had been waiting for hours.

#### Past Continuous

⇒

#### Past Perfect Continuous

"We were living in Paris", they told her.

They told her that they had been living in Paris.

#### Simple Future

⇒

#### Present Conditional

"I will be in Geneva on Monday", he said

He said that he would be in Geneva on Monday.

#### Future Continuous

⇒

#### Conditional Continuous

She said, "I'll be using the car next Friday". She said that she would be using the car the next Friday

**NB:** These modal do not change in reported speech; might / could / would / should / ought to.

You do not need to change the tense if the reporting verb is in the present.

### ❖ Time & Place Expressions Changes

|                          |   |                                   |
|--------------------------|---|-----------------------------------|
| Now                      | ⇒ | then / at that time               |
| Today                    | ⇒ | that day                          |
| Tonight                  | ⇒ | that night                        |
| Yesterday                | ⇒ | the day before / the previous day |
| The day before yesterday | ⇒ | two days before                   |
| Tomorrow                 | ⇒ | the next / following day          |
| The day after tomorrow   | ⇒ | in two days time / two days later |
| Next week / month / year | ⇒ | the following week / month / year |
| Last week / month / year | ⇒ | the previous week / month / year  |
| Ago                      | ⇒ | before                            |
| Here                     | ⇒ | there                             |