

UNIT 10

Reported Speech



What did Mr Reed tell his class yesterday?

He said to the class, **'I'm very happy with your results in the History exam.'**

OR

He told the class (that) **he was very happy with their results in the History exam.**

- ◆ We can report people's words by using **direct speech** or **reported speech**.
- ◆ **Direct speech** is the exact words someone used. We use quotation marks (' ') in direct speech.
e.g. **'It's nice to be home,'** Tom said.
- ◆ **Reported speech** is the exact meaning of what someone said, but not the exact words. We do not use quotation marks in reported speech. We can either use the word **that** after the introductory verb (say, tell, etc.), or we can omit it. e.g. Tom said (that) **it was nice to be home.**

Say - Tell

We can use the verbs **say** and **tell** both in direct and reported speech.

- ◆ **Tell** is always followed by a personal object (told me).
- ◆ **Say** is used with or without a personal object. When used with a personal object it is always followed by the preposition **to** (said to me).

Study the following examples:

direct speech	reported speech
He said , 'I'm Ted.'	He said (that) he was Ted.
He said to me , 'I'm Ted.'	He said to me (that) he was Ted.
He told me , 'I'm Ted.'	He told me (that) he was Ted. (NOT: He told that he was Ted.)

Say and **tell** are also used with the following expressions:

say	good morning/afternoon, etc., something/nothing, etc., one's prayers, so, a few words
tell	the truth, a lie, a secret, a story, the time, the difference, sb one's name, sb the way, one from another, one's fortune



Fill in the gaps with say or tell in the correct tense.

A Katie (1) ...**told**... Dave that she had met a set of twins at a party. 'They looked exactly the same,' she (2) 'I couldn't (3) the difference between them.' 'I've got a twin brother, too,' (4) Dave. 'Are you (5) me the truth?' asked Katie. '(6) me his name.' 'His name is Stephen,' Dave (7) her. 'I'll take you to meet him tomorrow.'

B 'You never listen to me,' Tara (1) Jim. 'I (2) good morning to you three times today and you didn't answer,' she (3) 'To (4) you the truth, it makes me really angry. Why don't you listen to me?' 'Oh, hello Tara,' said Jim. 'Did you just (5) something?'

C 'Claire (1) me that she and John are getting married,' (2) Sue. 'She (3) that they're going to have a big wedding with lots of guests.' 'That will be expensive,' (4) Tom. 'I thought John (5) that they couldn't afford a big wedding.' 'Well that's what Claire (6) me,' (7) Sue. 'I don't think she would (8) a lie.'

Reported Statements

- In reported speech personal pronouns, possessive adjectives/possessive pronouns change according to the meaning of the sentence.

e.g. Sam said, 'I'm leaving for Germany with **my** family tomorrow.'

Sam said (that) **he** was leaving for Germany with **his** family the following day.

We can report someone's words either a long time after they were said (out-of-date-reporting) or a short time after they were said (up-to-date-reporting).

out-of-date reporting

We usually report someone's words a long time after they were said. In this case the introductory verb is in the past simple and the tenses change as follows:

direct speech	reported speech
present simple 'I want to go to bed early,' he said.	past simple He said (that) he wanted to go to bed early.
present continuous 'She's feeding the baby,' he said.	past continuous He said (that) she was feeding the baby.
present perfect 'I've bought a new dress,' she said.	past perfect She said (that) she had bought a new dress.
past simple 'I finished work early,' Alex said.	past simple or past perfect Alex said (that) he (had) finished work early.
past continuous 'I was planning to call you later,' she said.	past continuous or past perfect continuous She said (that) she was planning/had been planning to call me later.
future (will) 'I'll talk to you tomorrow,' she said.	conditional (would) She said (that) she would talk to me the next day.

- The past perfect and past perfect continuous remain the same.

direct speech: 'The film **had finished** by the time I got home,' he said.

reported speech: He said (that) the film **had finished** by the time he got home.

- Certain words and time expressions change according to the meaning of the sentence as follows:

now › then, at that time, immediately	last week › the week before, the previous week
today, tonight › that day, that night	next week › the week after, the following week
yesterday › the day before, the previous day	two days ago › two days before
tomorrow › the next day, the following day	here › there
this week › that week	come › go

- When **this/these** are used in time expressions, they change to **that/those**.

e.g. **this week** › **that week**, **these days** › **those days**

- When **this/that/these/those** are not used in time expressions, they change as follows:

a) as adjectives, that is, when they are followed by a noun, they change to **the**.

e.g. '**This cake** is delicious,' Pam told me. › Pam told me (that) **the cake** was delicious.

b) as pronouns, that is, when they are not followed by a noun, they change to **it** or **they/them**.

e.g. a) '**This** is a brilliant idea,' Debbie said. › Debbie said (that) **it** was a brilliant idea.

b) He said, '**Those** are the men who helped me.' › He said (that) **they** were the men who (had) helped him.

UNIT 10

Reported Speech

up-to-date reporting

When we report someone's words a short time after they were said, the tenses can either change or remain the same in reported speech.

direct speech: 'I'm **seeing** the manager tomorrow,' Jack said to us.

reported speech: Jack told us (that) he **is seeing/was seeing** the manager tomorrow.

◆ Certain modal verbs change in reported speech as follows:

will/shall	→ would	can	→ could/would be able to (future reference)
may	→ might	must	→ must/had to (obligation)
can	→ could	shall	→ should (asking for advice)

◆ *Would, could, might, should, ought, had better* and *mustn't* do not change in reported speech. *Must* does not change in reported speech when it expresses a logical assumption.

direct speech	reported speech
He said, 'I'll have some tea.'	He said (that) he would have some tea.
He said, 'She can type fast.'	He said (that) she could type fast.
He said, 'I can talk to you tomorrow.'	He said (that) he could/would be able to talk to me the next day. (it refers to the future)
He said, 'They may come home.'	He said (that) they might come home.
He said, 'What shall I tell her?'	He asked what he should tell her.
He said, 'You must stay in.'	He said (that) I must/had to stay in.
He said, 'She must be exhausted.'	He said (that) she must be exhausted.

◆ In Type 1 conditionals tenses change in reported speech as follows: the *present simple* becomes *past simple* in the if-clause and *will* becomes *would* in the main clause.

direct speech: 'If I **have** the time, I'll **come round**,' Lisa said.

reported speech: Lisa said (that) if she **had** the time, she **would come round**.

◆ Type 2 and Type 3 conditionals do not change in reported speech.

direct speech: 'If she **knew**, she **would help** us,' Tony said.

reported speech: Tony said (that) if she **knew**, she **would help** us.

◆ The verb tenses and time expressions change in reported speech:

a) when reporting someone's words a long time after they were said (out-of-date reporting).

b) when we consider what the speaker says to be untrue.

direct speech: 'I **like** Shakespeare's plays a lot,' he said to us.

reported speech: He told us (that) he **liked** Shakespeare's plays a lot, but he didn't know the name of any.

◆ The verb tenses can either change or remain the same in reported speech:

a) when reporting someone's words a short time after they were said (up-to-date reporting).

b) when reporting a general truth or law of nature.

direct speech: 'The sun **sets** in the west,' the teacher said.

reported speech: The teacher said (that) the sun **sets/set** in the west.

◆ The verb tenses remain the same in reported speech:

When the introductory verb is in the present, future or present perfect.

direct speech: The singer **says**, 'I **enjoy** cycling.'

reported speech: The singer **says** (that) she **enjoys** cycling.

2 Fill in the gaps with the correct pronoun or possessive adjective.

- James said, 'My boss wants me to go to London tomorrow.'
James said ...*his*... boss wanted to go to London the following day.
- Mary said, 'I'm waiting for my son to come out of school.'
Mary said that was waiting for son to come out of school.
- George said, 'I've bought a new car for my mum.'
George said had bought a new car for mum.
- Julie said to me, 'I need you to help me with the shopping.'
Julie told me that needed to help with the shopping.
- John said, 'I'd like to take you out to dinner.'
John said 'd like to take out to dinner.
- Helen said to Jane, 'I think your new haircut is lovely.'
Helen told Jane that thought new haircut was lovely.

3 Turn the following sentences into reported speech.

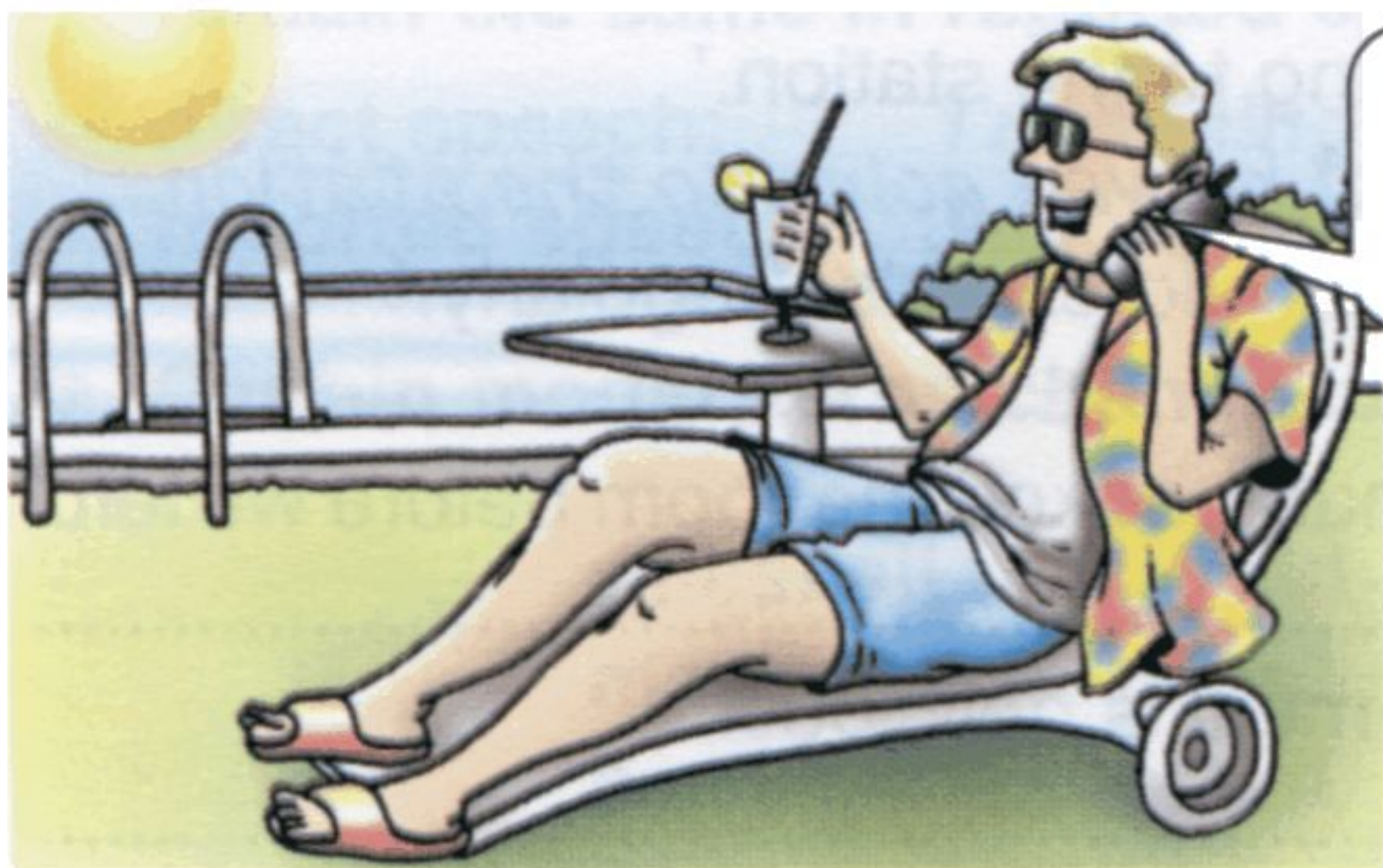
- Robin said, 'These biscuits taste delicious.'
...*Robin said (that) the biscuits tasted delicious....*...
- 'I can't see you this afternoon because I've got a lot to do,' Ann told me.
.....
- She came into the room holding some letters in her hand and said, 'I found these while I was tidying the desk drawers.'
.....
- Fiona said, 'That picture was painted by my great-grandfather.'
.....
- 'Those were good times for my family,' Jack said.
.....
- 'I received a parcel this morning, but I haven't opened it yet,' Tom said.
.....
- 'You mustn't do that again,' Mum said to Bob.
.....
- 'These shoes are worn out. You'd better throw them away,' Mum said to me.
.....

4 Turn the following sentences into reported speech.

- He said, 'I'm going to the station.'
...*He said (that) he was going to the station....*...
- Tina said, 'You should exercise regularly.'
.....
- They said, 'We had booked the room before we left.'
.....
- Tom said, 'This meal is delicious.'
.....
- 'I've written you a letter,' she said to her friend.
.....
- 'We've decided to spend our holidays in Jordan,' they told us.
.....
- Jill said, 'I'll go to the bank tomorrow.'
.....
- She said to him, 'We've been invited to a wedding.'
.....
- She told me, 'You must leave early tomorrow.'
.....
- 'They've gone out for the evening,' Jessie said to me.
.....
- They said, 'We may visit Joe tonight.'
.....
- She said, 'I can meet you on Tuesday.'
.....
- Keith said, 'There is a letter for you on the table.'
.....
- 'We won't be visiting Tom this evening,' Sam told us.
.....
- Eric said, 'They had been talking on the phone for an hour before I interrupted them.'
.....
- 'I haven't spoken to Mary since last week,' Gloria said.
.....
- 'They delivered the letters this morning,' she said.
.....
- He said, 'I'd like to buy this jumper.'
.....
- 'They aren't going on holiday this year,' he said.
.....
- Jane said, 'I haven't finished my homework yet.'
.....
- 'I'm going to bed early tonight,' Caroline said.
.....
- 'My mother is coming to visit us,' I said.
.....
- 'We don't want to watch a film tonight,' the children said.
.....
- 'He's playing in the garden now,' his mother said.
.....
- She said, 'You must do your homework now.'
.....

UNIT 10
Reported Speech

5 Look at the pictures and make sentences, as in the example.



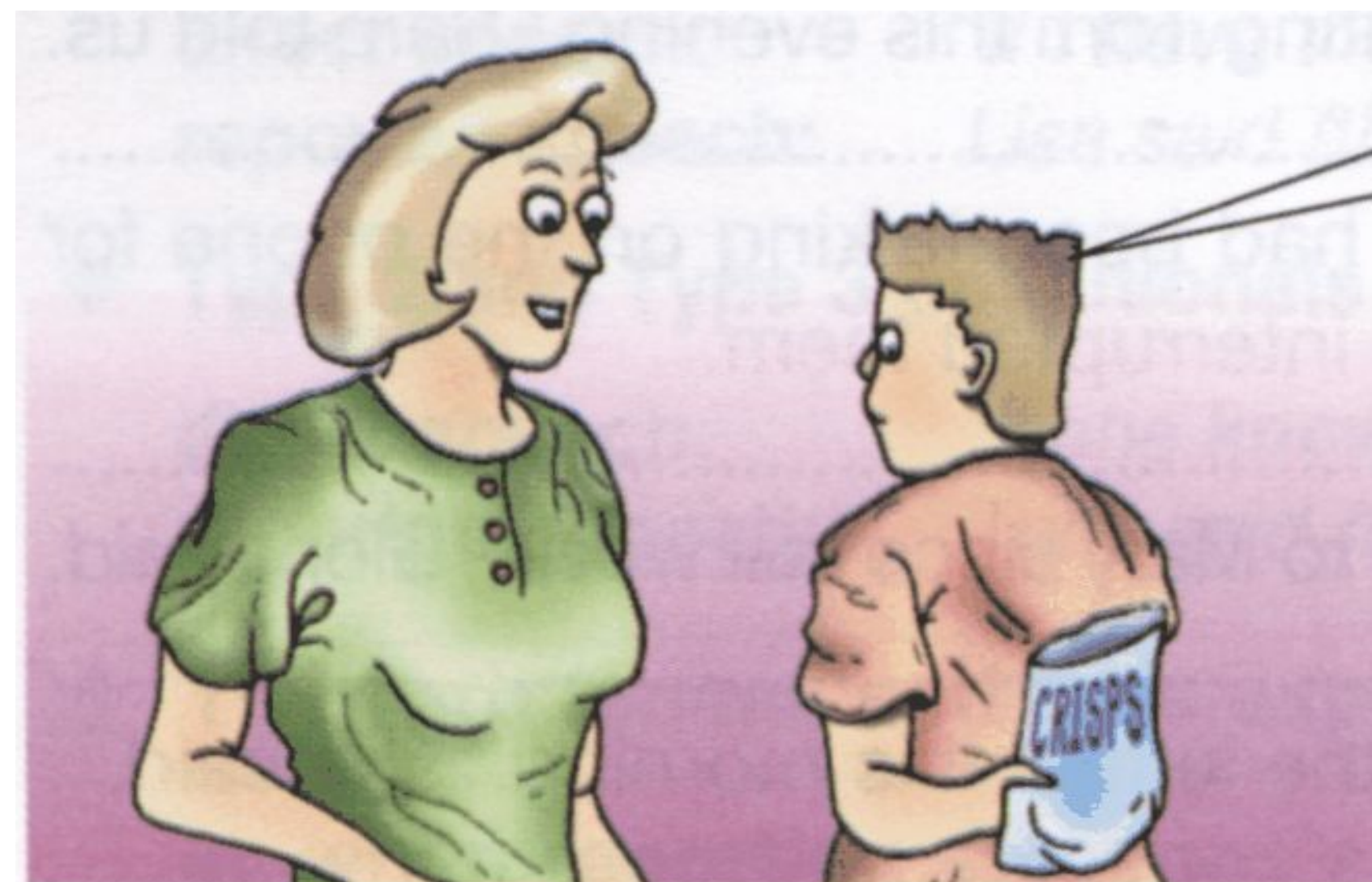
1 He said (that) he couldn't meet her because he was very busy.



2



3



4

6 Turn the sentences into reported speech. In which of the following sentences do the tenses not change? In which do they not have to be changed? Why?

- The article says, 'The artist only uses oil paints.'
...The article says (that) the artist only uses oil paints...
...The tenses do not change because the introductory verb is in the present simple. ...
- 'They are working hard today,' he said.
.....
- 'I've done the things you asked me to do,' Mary said.
.....
- 'The sun rises in the east,' she said.
.....

- 'He broke the window,' they said.
.....
- 'We've never been on holiday abroad,' they said.
.....
- Mum says, 'Dinner is ready.'
.....
- 'I'll start cooking at six o'clock,' she said.
.....
- 'We went to the supermarket yesterday,' he said.
.....
- Mrs Jones says, 'My daughter is going to have a baby.'
.....
- 'You're never going to get a job,' Dad always says.
.....
- 'Fish live in water,' he said.
.....
- 'We went to the beach last weekend,' they said.
.....
- 'He showed me his photographs,' she said.
.....
- 'I'm working on my project now,' Billy said.
.....

7 Turn the following sentences into reported speech.

- 'Seaweed grows in the sea,' the teacher said to the students.
...The teacher said to the students/told the students (that) seaweed grows/grew in the sea...
- 'I saw Amanda at the cinema,' she said.
(up-to-date reporting)
- 'They don't live here any more,' he said to me.
(out-of-date reporting)
- 'Canada is a large country,' he said.
.....
- 'The Statue of Liberty is in America,' she said to us.
.....
- 'I'll help you with your homework,' he said.
(out-of-date reporting)
- 'I would go on holiday if I had enough money,' Bill said. (up-to-date reporting)
- 'If I'm free, I'll call you,' Tom said.
(up-to-date reporting)
- 'You should make a decision,' he said to us.
.....
- 'You can ask John for advice,' she said.
(up-to-date reporting)

Reported Questions



Yesterday, Eric had a job interview.
The manager **asked** Eric **if/whether he had had any experience**.
He also asked him **why he wanted the job**.

- ◆ **Reported questions are usually introduced with the verbs ask, inquire, wonder or the expression want to know.**
- ◆ **When the direct question begins with a question word (who, where, how old, how long, when, why, what, etc.), the reported question is introduced with the same question word.**
e.g. 'What do you want to know?' she asked me.
She asked me **what** I wanted to know.
- ◆ **When the direct question begins with an auxiliary (is, do, have) or a modal verb (can, may, etc.), then the reported question begins with if or whether.**
e.g. 'Have you seen this man before?' he asked me.
He asked me **if/whether** I had seen the man before.
- ◆ **In reported questions, the verb is in the affirmative. The question mark and words/expressions such as please, well, oh, etc. are omitted. The verb tenses, pronouns and time expressions change as in statements.**
e.g. 'Can you hold the door for me, please?' the man asked me.
The man asked me **if/whether I could hold the door for him**.
'Where are you going?' Sam asked her.
Sam asked her **where she was going**.
(NOT: ~~Sam asked her where was she going.~~)

8

Turn the following into reported questions.

- 1 'Where do you live?' I asked her.
...I **asked her where she lived**....
- 2 'How old will you be on your next birthday?' he asked me.
.....
- 3 'Where is your umbrella?' she asked her daughter.
.....
- 4 'Do you like playing football?' John asked us.
.....
- 5 The boss asked, 'What time are you going home today?'
.....
- 6 'Will you take the children to school today?' he asked.
.....
- 7 'Who called you today?' she asked.
.....
- 8 'When will you decorate the kitchen?' Martha asked.
.....
- 9 'Who broke my vase?' I asked.
.....
- 10 Father asked, 'Will you help me lift these boxes, please?'
.....
- 11 'Can you speak a foreign language?' she asked her.
.....
- 12 'Where is the tourist information centre?' we asked.
.....

9

Yesterday, Marion met a couple who were on holiday in London. They were looking at a map. She asked them some questions. Turn them into reported questions.

- 1 'Are you lost?'
...Marion **asked them if/whether they were lost**....
- 2 'Can you speak English?'
.....
- 3 'Where are you from?'
.....
- 4 'Is your hotel near here?'
.....
- 5 'Where do you want to go?'
.....
- 6 'Were you looking for Big Ben?'
.....
- 7 'Have you been to the British Museum?'
.....
- 8 'Have you visited Buckingham Palace?'
.....
- 9 'Do you like London?'
.....

UNIT 10

Reported Speech

Reported Commands/ Requests/Suggestions

Let's fly the kite.
Pull the strings harder!
Unroll more string, please.
Don't let go of the kite!



Keith **suggested flying** the kite.
He **told Paul to pull** the strings harder.
He **asked Paul to unroll** more string.
He also **told him not to let go** of the kite.

- ◆ To report **commands** or **instructions** in reported speech, we use the introductory verbs **order** or **tell + sb + (not) to-infinitive**.

e.g. 'Put the gun down!' he said to him.
He **ordered him to put** the gun down.
'Don't look down!' he said to us.
He **told us not to look** down.
'Put the shopping in the kitchen,' she said to her.
She **told her to put** the shopping in the kitchen.

- ◆ To report **requests**, we use the introductory verbs **ask** or **beg + sb + (not) to-infinitive**. The direct sentence usually contains the word 'please'.

e.g. 'Help me, please,' Jean said to Tom.
Jean **asked Tom to help** her.
'Please, please don't call the police,' he said to Colin.
He **begged Colin not to call** the police.

- ◆ To report **suggestions**, we use the introductory verb **suggest + -ing form/that sb (should) + bare infinitive**.

e.g. 'Let's go outside,' I said to them.
'We can/could go outside,' I said to them.
'Shall we go outside?' I said to them.
'How about going outside?' I said to them.
↓
I **suggested going/that we (should) go** outside.

10

Fill in the gaps with the introductory verbs in the list in the correct form.

order, tell, ask, beg, suggest

- 1 'Please visit me in hospital,' Joan said to Colin.
Joan ...*asked*... Colin to visit her in hospital.
- 2 'Let's eat out this evening,' Paul said to her.
Paul eating out that evening.
- 3 'Please, please be careful,' she said to him.
She him to be careful.
- 4 'Don't go near the fire,' Dad said to us.
Dad us not to go near the fire.
- 5 'Be quiet!' the commander said to the troops.
The commander the troops to be quiet.

11

Turn the following sentences into reported speech.

- 1 'Let's try the exercise again.'
...*The ballet teacher suggested trying the exercise again....*

- 2 'Lift your leg higher please, Rachel.'

.....

- 3 'Turn your head a little more.'

.....

- 4 'Don't lean back.'

.....

.....



12

Turn the following sentences into reported speech.

- 1 The doctor said to the patient, 'Come back to see me again next week.'

...*The doctor told the patient to go back and see him again the following week/the week after.*

- 2 The guard said to the driver, 'Stop!'

.....

- 3 He said, 'Shall we go for a walk?'

.....

- 4 She said to him, 'Please, please don't leave me!'

.....

- 5 Jenny said to Dave, 'Please help me with this.'

.....

- 6 She said to him, 'Open the window, please.'

.....

- 7 Mother said, 'How about going for a drive?'

.....

- 8 She said, 'Let's eat now.'

.....

Introductory Verbs

introductory verb	direct speech	reported speech
agree + to-inf offer promise refuse *threaten	'Yes, I'll give you a lift.' 'Shall I carry the boxes?' 'I promise I'll help you.' 'No, I won't buy you a car.' 'Stop talking or I'll send you out.'	She agreed to give me a lift. He offered to carry the boxes. He promised to help me. She refused to buy me a car. He threatened to send me out if I didn't stop talking.
*advise + sb + to-inf ask beg command invite order *remind *warn	'You should see a doctor.' 'Could you do something for me?' 'Please, please call the police.' 'Drop your weapons!' 'Will you come to my party?' 'Get out of the house!' 'Don't forget to write to Paul.' 'Don't go near the oven.'	He advised me to see a doctor. She asked me to do something for her. She begged me to call the police. He commanded them to drop their weapons. She invited me to (go to) her party. She ordered me to get out of the house. She reminded me to write to Paul. She warned me not to go near the oven.
*admit (to) + gerund accuse sb of apologise for *boast about/of complain to sb of deny *insist on suggest	'Yes, I stole the plans.' 'You lied to me.' 'I'm sorry I shouted at you.' 'I'm the cleverest of all.' 'I have a headache.' 'I didn't take your bag.' 'You must do your work.' 'Let's visit Jane.'	He admitted (to) stealing/having stolen the plans. She accused me of lying/having lied to her. He apologised for shouting/having shouted at me. He boasted of/about being the cleverest of all. She complained to me of having a headache. He denied taking/having taken my bag. She insisted on me/my doing my work. She suggested visiting Jane.
complain + that deny explain exclaim/remark promise suggest	'You're always late.' 'I didn't take the money.' 'It's a difficult situation.' 'What a beautiful baby he is!' 'I promise I'll call you.' 'You'd better go home.'	She complained that I was always late. She denied that she had taken the money. He explained that it was a difficult situation. She exclaimed/remarked that he was a beautiful baby. She promised that she would call me. He suggested that I (should) go home.

* Note: *admit, advise, boast, insist, threaten, warn, remind* can also be followed by a **that**-clause in reported speech.

13

Fill in the gaps with one of the introductory verbs from the list below in the past simple.

agree, invite, warn, accuse, boast, complain, insist, explain, exclaim, remind, suggest, promise

- 'Will you come to the ball?' he said to her.
He ...*invited*... her to go to the ball.
- 'I'm the best student in the school,' he said.
He about being the best student in the school.
- 'Yes, I'll lend you some money,' he said to Jane.
He to lend Jane some money.
- 'What a beautiful dress she is wearing!' he said.
He that she was wearing a beautiful dress.

- 'He never buys me flowers,' she said.
She that he never bought her flowers.
- 'Let's go for a picnic,' he said.
He going for a picnic.
- 'You stole the money,' Tom said to Jim.
Tom Jim of stealing the money.
- 'Don't forget to hang out the washing,' she said to me.
She me to hang out the washing.
- 'I promise I'll write to you,' she said to him.
She to write to him.
- 'You must finish the report,' she said to him.
She on him finishing the report.
- 'Don't touch the wet paint,' Dad said to us.
Dad us not to touch the wet paint.
- 'There's nothing else I can do,' he said.
He that there was nothing else he could do.

UNIT 10

Reported Speech

14

First, choose an appropriate introductory verb, then report the sentences.

- 1 'Please, please don't go.'
...*beg*...
She ...*begged me not to go.*.....
- 2 'Yes, I'll do the shopping.'
.....
Paul
- 3 'Everyone sit down!'
.....
The teacher
- 4 'Could I borrow your pen?'
.....
She
- 5 'It was me who made the mistake.'
.....
Mary
- 6 'You should speak to the manager.'
.....
Jill
- 7 'No, I won't type the letter for you.'
.....
Bob
- 8 'I promise I'll take you home.'
.....
Jack
- 9 'Fire at the enemy!'
.....
The sergeant
- 10 'I'll send you to your room if you're naughty.'
.....
Mum
- 11 'No, I didn't call you.'
.....
Kim
- 12 'Let's go for a walk.'
.....
Tom
- 13 'I'm sorry I broke your glasses.'
.....
Ted
- 14 'Don't forget to pay the bills.'
.....
Sam
- 15 'Don't go near the river.'
.....
Dad
- 16 'You broke the window.'
.....
Peter
- 17 'Children, be quiet!'
.....
Miss Black

Reporting a Dialogue

In dialogues we use a mixture of statements, questions, commands, requests, etc. In reported speech we use: **and, as, adding that, and (he/she) added that, because, but, since, and then (he/she) went on to say (that), while, then, etc.** to link the sentences in a dialogue. We can also use introductory verbs in the present participle form (*offering, begging, explaining, etc.*). Words or exclamations such as **Oh, Oh dear, Well, etc.**, are omitted in reported speech.

a 'Oh, this is a delicious cake!' he said. 'Who made it?'
He exclaimed/remarked that it was a delicious cake **and** asked who had made it.

b He picked up the heavy bag and said, 'Can I carry it for you?'
He picked up the heavy bag, **offering** to carry it for me.

c Jill: Oh! I love your dress. Is it new?
Ann: Well, actually it is.
Jill: Where did you buy it? I've been looking for one like that for ages!
Jill exclaimed that she loved Ann's dress **and** asked her if it was new. Ann replied that it was. Jill wanted to know where Ann had bought it, **explaining** that she had been looking for one like it for ages.

15

Turn the following sentences into reported speech.

- 1 'Don't be late tonight,' said Dad. 'You have to get up early tomorrow.'
...*Dad asked us not to be late, explaining that we had to get up early the following day.*...
- 2 'Let's go out tonight,' he said. 'We haven't been out for ages.'
.....
- 3 'I'm exhausted,' he said. 'I've been working hard all week.'
.....
- 4 'You're late,' she said to Tom. 'I was about to go home.'
.....
- 5 'Are you busy?' he asked me. 'I need to talk to you.'
.....

Punctuation in Direct Speech

- ◆ We put the speaker's words in quotation marks and we capitalise the first word of the direct speech. e.g. *'He isn't at home.'*
- ◆ We mention the speaker before or after the direct speech. When the speaker is mentioned *before* the direct speech, we put the comma outside the quotation marks. When the speaker is mentioned *after* the direct speech, we put the comma inside the quotation marks.
e.g. *She said, 'He isn't at home.'*
OR: 'He isn't at home,' she said.
- ◆ If the direct speech is a question and the person being spoken to comes after it, we put a question mark and not a comma.
e.g. *'Do you know him?' she asked me.*
OR: She asked me, 'Do you know him?'

16 Punctuate the following, making any other necessary changes.

- 1 shall we meet again next Thursday Roger asked
... 'Shall we meet again next Thursday?' Roger asked....
- 2 Jack said don't touch the wire
- 3 where have you been Tina asked
- 4 basketball is my favourite sport Sam said to me
- 5 Rita told me I have no time to spare
- 6 did you phone your uncle Mother asked
- 7 Sandra said I don't want to stay here any longer
- 8 the children are in the garden Dorothy said
- 9 why did you do that Bob asked
- 10 Linda said close the window please
- 11 Paul said I don't like horror films
- 12 they asked where are you going
- 13 we're lost they said to me

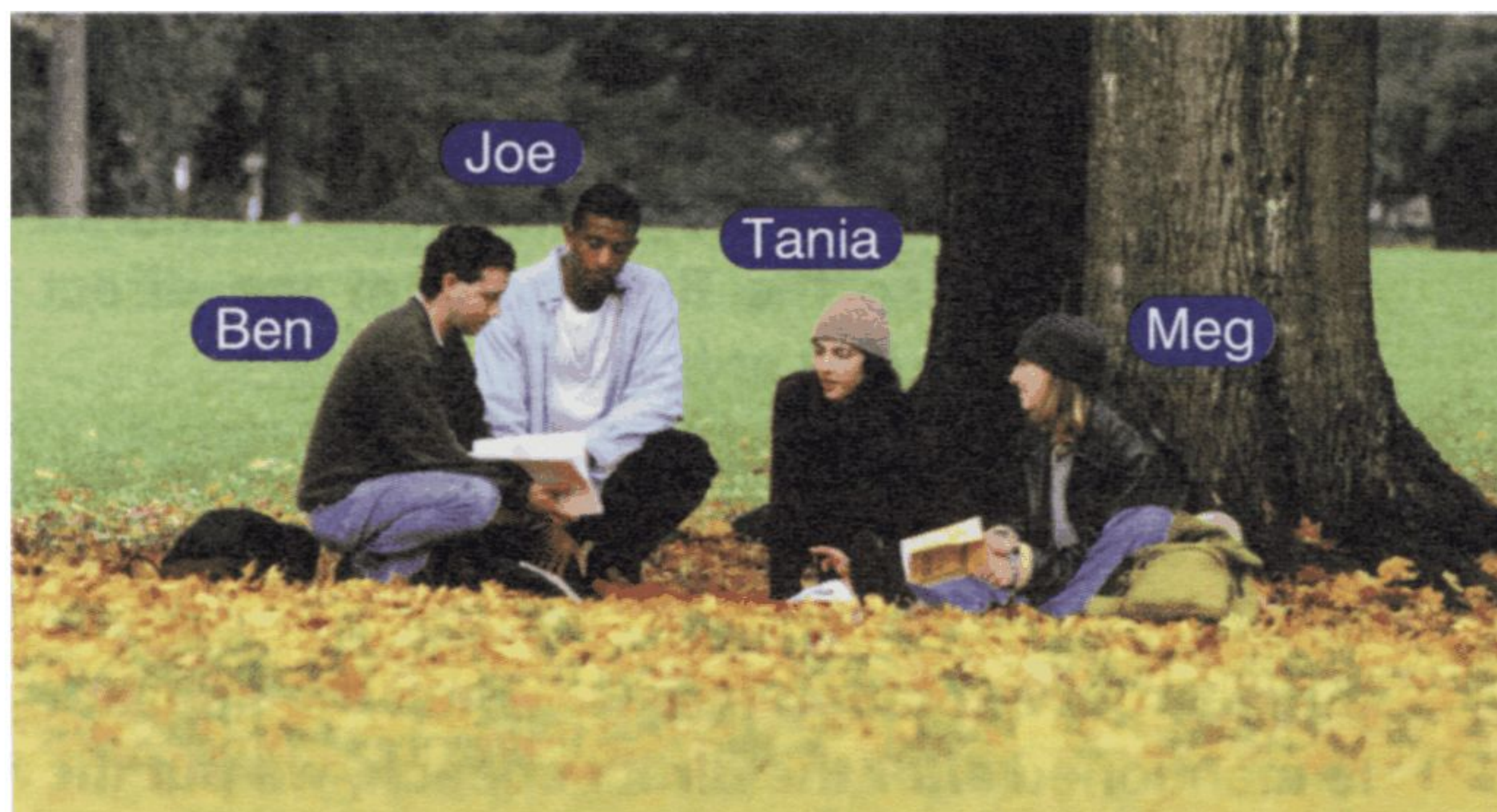
- 6 'Have you had your hair cut?' he asked Jessie. 'It looks great.'
- 7 'I'm bored,' Peter said. 'This film is terrible.'
- 8 'I'm going shopping,' Linda said. 'I'll be back in an hour.'
- 9 'Bill wants to talk to you,' Tina said to the boss. 'He's waiting outside.'
- 10 'Are you ready?' Mother said to the children. 'It's time to go.'
- 11 'I'm going to bed,' Emma said. 'I'm tired.'
- 12 'Wait for me,' I said. 'I'm coming with you.'
- 13 'Open the window,' he said. 'It's hot in here.'
- 14 'Go away,' she said to them. 'I want to be alone.'
- 15 'What time is it?' Bob asked. 'My watch has stopped.'
- 16 'Are you leaving now?' Sam said. 'I'll give you a lift.'
- 17 'I'm sorry I'm late. I lost my way,' she said to us.
- 18 'Who's there?' she asked. 'Come in.'
- 19 'Did you miss the bus?' he said. 'You're late.'
- 20 'Have you got an umbrella?' Liz asked. 'It's raining.'
- 21 Ben: I've joined a gym. I want to get fit.
Tom: Which gym have you joined?
Ben: The Star Gym. It's close to my house.
- 22 George: Tim isn't here. He's playing football.
John: Where is he playing?
George: At the school. I'm going there now.
- 23 Eric: Are you busy? I need some help.
Sonia: What's wrong?
Eric: There's a problem with my computer. I can't get it to work.

UNIT 10

Reported Speech

17

Turn the following into **reported speech**. Use appropriate introductory verbs.



- 1 Ben: 'I didn't do very well in the test.'
...*Ben remarked that he hadn't done very well in the test.*...
- 2 Joe: 'We won't get the results until next week.'
.....
- 3 Tania: 'I'll be very disappointed if I fail.'
.....
- 4 Meg: 'I had done a lot of revision.'
.....
- 5 Ben: 'Let's talk about something else.'
.....
- 6 Joe: 'Does anyone want to come to the cinema with me this afternoon?'
.....
- 7 Tania: 'My roommate is having a party at the weekend. You're all invited.'
.....
- 8 Meg: 'I'd love to come to the party. Count me in.'
.....

18

Turn the following text into **direct speech**.

The boss said that an important client was arriving the next day. He asked us to be at work on time. He explained that the client was going to stay for a week. He pointed out that he owned several large companies and that he was the most important client we had ever had.

...*'An important client is arriving tomorrow.*

19

Study the speech bubbles, then complete the sentences below using **reported speech**, as in the example.



- 1 James was playing his music very loudly, so I
...*told him to turn it down.*.....
- 2 It was Tom's birthday, so he
- 3 Tony was having difficulty with his studies, so he
- 4 Janet was planning to eat at her friend's house, so she
- 5 It was very cold, so I
- 6 Sue was busy when the phone rang, so she

20

Turn from **direct** into **reported speech** or **vice versa**.

- 1 'I have a lot of work to do today,' she said.
...*She said that she had a lot of work to do that day.*...
- 2 He asked her to phone him later that evening.
.....
- 3 'Where are you going in such a hurry?' he asked her.
.....
- 4 Sue begged her friend not to tell anyone what she had done.
.....
- 5 'Are you ready to go to school?' Mum asked us.
.....
- 6 Tom said he was nervous because he had never been on a plane before.
.....
- 7 'Can you pass me the newspaper, please?' Jane asked Toby.
.....
- 8 John suggested that they go to Italy on holiday.
.....
- 9 'We could go for a picnic tomorrow if you like,' said Jack.
.....

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

- 'You opened my letters,' he said to his wife.
of He **accused his wife of opening** his letters.
He **accused his wife of having** opened his letters.
- 'I didn't tell Brian your secret,' she said.
denied She **denied telling/having told/that she (had) told** Brian my secret.
- 'I was the one who organised the party,' Peter said.
admitted Peter **admitted organising/having organised/ that he (had) organised** the party.
- 'I'll phone your parents if you don't do as I say,' she said to the student.
threatened She **threatened to phone/that she would phone** the student's parents if he didn't do as she said.
- 'Don't forget to invite Miss Green to dinner,' she said to her sister.
reminded She **reminded her sister to invite** Miss Green to dinner.
- 'Why don't we go away for the weekend?' she said.
going She **suggested going** away for the weekend.
go She **suggested that we (should) go** away for the weekend.

21

Complete the sentences with two to five words, including the word in bold.

- 'I will fire you if you arrive late again,' he said to her.
threatened He ...*threatened to fire*... her if she arrived late again.
- 'Why don't we buy Emma a present?' Jane said.
should Jane Emma a present.
- 'You ate my bar of chocolate!' Sarah said to Mike.
of Sarah her bar of chocolate.
- 'I borrowed your favourite jumper,' David said.
admitted David my favourite jumper.
- 'Don't forget to lock all the doors and windows,' Mum said to me.
reminded Mum all the doors and windows.
- 'I didn't leave the garden gate open!' she said.
denied She the garden gate open.
- 'Let's meet for lunch,' he said.
meeting He for lunch.

- 'No, I won't do your homework for you,' Danny said.
refused Danny for me.
- 'You must come to the theatre with me,' said Jane.
on Jane to the theatre with her.
- 'I'm sorry I broke your favourite cup,' said Sam.
for Sam my favourite cup.
- 'Will you come to dinner with me?' said Paul.
invited Paul to dinner with him.
- 'What a beautiful dress!' said Julie.
exclaimed Julie a beautiful dress.
- 'I feel very tired,' she said to me.
feeling She very tired.
- 'I promise I'll visit you next week,' he said to her.
promised He next week.

22

Turn the following sentences into direct speech, as in the example.

- Jack complained that I was always interrupting him.
...*'You're always interrupting me!'* Jack said.....
- We insisted on them staying for dinner.
.....
- She apologised for forgetting my birthday.
.....
- He accused her of stealing his wallet.
.....
- He agreed to help me organise the party.
.....
- They warned the children to stay away from the water.
.....
- She promised to write every week.
.....
- He threatened to tell the teacher if we misbehaved.
.....
- I advised him to study hard for the exam.
.....
- She suggested going for a walk.
.....
- He explained that it wasn't his fault.
.....
- They denied opening my letters.
.....
- She offered to help me with the housework.
.....
- He complained that she was always tired.
.....
- They invited me to their party.
.....
- She threatened to call the police if they did it again.
.....