

- English Grammar in Use (Grammar Addition to the Textbook English for Pharmacy and Medical Bioanalytics)
- Mgr. Zuzana Katerová
- Reported Speech

Reported Speech

When we report someone's words we can do it in two ways. We can use **direct speech** with quotation marks (*"I work in a bank"*), or we can use **reported speech** (*He said he worked in a bank.*)

In **reported speech** the tenses, word-order and pronouns may be different from those in the original sentence.

Present simple and present continuous tenses

Direct speech: *"I travel a lot in my job."*

Reported speech: *He said that he travelled a lot in his job.*

The present simple tense (*I travel*) usually changes to the past simple (*he travelled*) in reported speech.

Direct speech: *"Be quiet. The baby's sleeping."*

Reported speech: *She told me to be quiet because the baby was sleeping.*

The present continuous usually changes to the past continuous.

"I work in Italy" Reported speech: *He told me that he works in Italy.*

It isn't always necessary to change the tense. If something is still true now – he *still* works in Italy – we can use the present simple in the reported sentence.

Past simple and past continuous tenses

Direct speech: *"We lived in China for 5 years."*

Reported speech: *She told me they had lived in China for 5 years.*



The past simple tense (*we lived*) usually changes to the past perfect (*they had lived*) in reported speech.

Direct speech: *“I was walking down the road when I saw the accident.”*

Reported speech: *He told me he’d been walking down the road when he’d seen the accident.*

The past continuous usually changes to the past perfect continuous.

Perfect tenses

Direct speech: *“They’ve always been very kind to me.”*

Reported speech: *She said they’d always been very kind to her.*

The present perfect tense (*have always been*) usually changes to the past perfect tense (*had always been*).

Direct speech: *“They had already eaten when I arrived.”*

Reported speech: *He said they’d already eaten when he’d arrived.*

The past perfect tense does not change in reported speech.

True or relevant information: no need to change

Direct speech: *“I cannot tell you whether you’re going to get a pay rise, said the boss.”*

Reported speech: *My boss refused to tell me whether I’m going to get a pay rise next year.*

Direct speech: *„Jupiter is the largest planet.”*

Reported speech: *We were told that Jupiter is the largest planet.*

Verbs used in reported speech, e.g.:

☞ add	☞ confirm	☞ let	☞ say
☞ admit	☞ estimate	☞ someone know	☞ shout
☞ announce	☞ explain	☞ remind	☞ suggest
☞ answer	☞ find out	☞ reply, respond	☞ tell someone
☞ boast	☞ inform	☞ report	☞ warn
☞ complain			☞ whisper



e.g.:

“I’m afraid I made a mistake.”

She **admitted that** she **had made** a mistake.

“Oh, and I’m sorry.”

She **added that** she **was** sorry.

“Listen everyone, we are getting married!”

They **announced that** they **were getting married.**

Reporting time and places

Here	→	There
Now	→	Then
This/these	→	That/those
Tomorrow	→	The next day/the day after/the following day
Yesterday	→	The day before/the previous day
This week	→	That week
Last week	→	The week before/the previous week
Next week	→	The week after/the following week
Ago	→	Before
Today	→	That day
In two days	→	Two days later



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Check your grammar

Exercise I

MATCH THE DIRECT SPEECH WITH THE MOST APPROPRIATE REPORTING VERB ACCORDING TO THE SITUATION.

- "My car is better than yours", he said.
 "I'm sure you did it! I saw you stealing the purse yesterday!", he said
 "If you don't release me, I'll tell it all to the police", she said
 "I'm so sorry I couldn't go to the funeral last week", she said
 "Why don't we all spend next weekend at the new spa?", she said
 "I must phone her. I must phone her now. She has to know", he said
 "Please, please. Let me go with you tomorrow.", she said
 "Yes, you're right. The train leaves in 30 minutes", he said
 "Don't forget to call me when you arrive", she said
 "I think that the plane ticket will be about \$200 by the day after tomorrow", he said

INSIST ESTIMATE BOAST ACCUSE APOLOGISE
 THREATEN BEG SUGGEST CONFIRM REMIND

Exercise II

COMPLETE THE SENTENCES WITH THE MOST APPROPRIATE REPORTING VERB. WRITE IT IN THE CORRECT FORM. CHOOSE FROM THE FOLLOWING

THANK	REFUSE	AGREE	ENCOURAGE	REMIND
BLAME	WARN	BEG	CONGRATULATE	ACCUSE

- He ... to help so I could finish my homework on time.
- They ... Susan for forgetting to invite them to the conference.
- He ... to make a speech because he hadn't been told in advance.
- He ... me to be careful when walking through the park late in the evening.
- My father ... me on passing my English course.
- He ... me for bringing the flowers.
- He ... Tim of cheating in the exam.
- She ... me not to tell her parents that she had been so late.
- She ... me to phone Tom for his birthday.
- They ... Tim to go on studying and get a degree.

