

REPORTED SPEECH

VERB TENSE CHANGES

PRESENT

Present simple	Past simple
Present continuous	Past continuous
Present perfect	Past perfect
Present perfect continuous	Past perfect continuous

PAST

Past simple	Past simple Past perfect
Past continuous	Past perfect continuous
Past perfect	Past perfect

FUTURE

Future simple (will)	Conditional simple (would)
Future simple (shall)	(should / would) *Different person

MODALS

Must / have to	Had to
Can	Could
May	Might

NO CHANGE:

Should / Could / Would / Might / Ought to / Used to

TIME PHRASE & REFERENCE WORD CHANGES

Now	Then
Today / tonight	That day / night
Yesterday	The day before The previous day
Tomorrow	The following day
Next week	The following week
Last week	The week before
Ago	Before
Here	There
This	That
These	those

REPORTED QUESTIONS

YES/NO Questions ~ We use IF/Whether	Are you tired? He asked me if I was tired
With Question Words ~ Order of affirmative	Where are you? He asked me where I was.

ORDERS, REQUESTS, ADVICE...

Sit down and be quiet! The teacher said.
The teacher ordered me **to** sit down and be quiet
You should go to the doctor, said the old woman.
The old woman advised me **to** go to the doctor.

REPORTING VERBS

VERB + INFINITIVE	AGREE ASK CLAIM HOPE OFFER PROMISE REFUSE <i>*He hoped to stay.</i>
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VERB + OBJECT + INFINITIVE	ADVISE ASK INSTRUCT INVITE ORDER PROMISE RECOMMEND REMIND TELL WARN <i>*He recommended us to wait</i>
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VERB + (THAT) CLAUSE	AGREE COMPLAIN EXPLAIN HOPE POINT OUT PROMISE REPLY SAY SUGGEST WARN <i>*He replied that they were friends.</i>
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VERB + OBJECT + (THAT) CLAUSE	PROMISE REMIND TELL WARN <i>*He reminded us that we should go</i>
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VERB + ING	ADMIT ADVISE DENY RECOMMEND REGRET SUGGEST <i>*He suggested going</i>
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VERB + PREPOSITION + GERUND	APOLOGISE <i>*He apologised for shouting</i>
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