

Reported speech

REPORTED SPEECH				
Use	It is used when relating words said previously, in other places and by other people. This implies changes in different components of the sentence to maintain the same perspective on what was originally said. These elements are susceptible to change according to who, when and where the original speech relates to:			
Form	Variations		Direct speech →	Reported speech
	Personal pronouns, subject and object		> "I'll call you again soon."	> George said he would call me again soon.
	Possessives, adjectives and pronouns		> "I'll paste my report with yours ."	> Joe said he'd paste his report with mine .
	Demonstratives	<i>this → that</i> <i>these → those</i>	> " These branches are going to be sold at the end of this month."	> The CEO said that those branches were going to be sold at the end of that month.
	References to time	<i>now → then</i> , <i>today → that day</i> , <i>yesterday/last week → the day/week before or the previous day/week</i> <i>tomorrow/next year → the day/year after or the following day/year</i>	> "It's high time we decided on what our policy will be from today up to next year ." > " Now , we'll simply record the invoices, tomorrow we'll check them through."	> The manager said it was high time we decided what our policy would be from that day up to the following year . > Mark said that then , we would simply record the invoices, but the day after we would check them through.
	References to place	<i>here → there</i>	> "The headquarters will be here ."	> The Board said that the headquarters would be there .
	Tenses (if introductory verb is in the past tense)	<i>Present simple → Past simple</i> <i>Present cont. → Past cont.</i> <i>Past simple → Past perfect</i> <i>Past cont. → =</i> <i>Present perf. → Past perfect</i> <i>Past perf. → =</i> <i>Future simple → Cond. Simple</i> <i>Imperative → Infinitive</i> <i>1st type cond. → 2nd type cond.</i> <i>2nd/3rd type cond. → =</i>	> "I'm in the office, I'm finishing typing, boss." > "While I was checking the sales figures I noticed a mistake." > "I've updated the list." > "Yes, I'll come ." > "Mary, come here!" > "If we launch this product, we'll certainly boost sales."	> She told her boss she was in the office and she was finishing typing. > John said that while he was checking the sales figures he had noticed a mistake. > Caroline said she had updated the list. > Joe said he would come . > The boss told Mary to go there. > He was sure that if we launched that product we would boost sales.
Questions		There is no longer an inversion.	> " Have you met Mr Miller?" > " Where was the conference held?"	> Susan asked me if / whether I had met Mr Miller. > Harris asked where the conference had been held .
Introductory verbs		<ul style="list-style-type: none"> say + (to + obj.) + (that) + ... tell + obj. + (that) + ... ask + (obj.) + <i>if/whether/wh-word</i> + ... 	> John to Mark: "I'm off. Are you coming? How are you getting back home?"	> John said (to Mark)/told Mark (that) he was off and asked him if he was going and how he was getting back home.
!!!		Other verbs can be used to report a speech while giving more information about the intention of the speaker. <ul style="list-style-type: none"> warn, advise, persuade, order, encourage, remind + object + to inf. offer, promise, refuse + to inf. deny, admit, apologise for + ing form 	> Paul to Mary: "You'd better accept! " > "Yes, I'll recruit a new mechanic." > "I'm sorry I've kept you waiting so long, Mrs Lynette."	> Paul advised Mary to accept . > He promised to recruit a new mechanic. > Darren apologised for keeping Mrs Lynette for so long.

1 Report these sentences using the prompts.

1. Johanna to her professor: "The frequency of a wave is the number of waves passing a point in a certain time."

Johanna

2. Carol to Sam: "I've just told the technician that there has been a problem with the Wi-Fi."

Carol

3. Jim: "These laptops are too expensive for us, we are going to buy the cheaper ones."

Jim

4. Mr Constable to Anna: "Do not answer this e-mail, it might be a virus."

Mr Constable

5. Ms Clondy to Kim: "I need to install this application on your computer. Log on with your account, please".

Ms Clondy

6. Mr Williamson: "I'm using social media to reach a wider audience."

Mr Williamson



2 Match and complete the sentences.

- | | |
|--|--------------------------|
| 1. "Remember to share the file." | <input type="checkbox"/> |
| 2. "I'm not going to share the file, forget about it!" | <input type="checkbox"/> |
| 3. "No, I haven't shared the file." | <input type="checkbox"/> |
| 4. "Yes, it was me who shared the file." | <input type="checkbox"/> |
| 5. "Yes, don't worry, I'll share the file for you." | <input type="checkbox"/> |
| 6. "Shall I share the file for you?" | <input type="checkbox"/> |
| 7. "Share the file by tonight!" | <input type="checkbox"/> |
| 8. "I think you should share the file." | <input type="checkbox"/> |

- a. She denied the file.
- b. She advised Jim the file.
- c. She promised the file.
- d. She refused the file.
- e. She reminded Jim the file.
- f. She offered the file.
- g. She admitted the file.
- h. She ordered Jim the file.

3 Choose the correct direct sentence corresponding to these reported ones.

1. They asked Luke if he was going to choose a host-based firewall.
 - a. "Are you going to choose a host-based firewall?"
 - b. "Were you going to choose a host-based firewall?"
 - c. "If you are going to choose a host-based firewall?"
2. Mr Holly confirmed that a hacker had stolen his personal information.
 - a. "Mr Holly confirms that a hacker steals his personal information."
 - b. "Yes, a hacker had been stealing his personal information."
 - c. "Yes, a hacker has stolen my personal information."
3. They asked when the earliest delivery date would be if they placed the order then.
 - a. "When the earliest delivery will be if we place the order in this moment?"
 - b. "When would the earliest delivery date be if we placed the order now?"
 - c. "When is the earliest delivery date whether we place the order now?"
4. He admitted wanting to change the operating system.
 - a. "I admit wanting to change the operating system."
 - b. "Yes, I'd like to change the operating system."
 - c. "Could you change the operating system?"