

## A GUIDE TO UNDERSTANDING REPORTED SPEECH, NOTES, QUESTIONS AND ANSWERS

### REPORTED SPEECH

- UNDERLINE THE CHANGES YOU HAVE TO MAKE!
- DROP OR REMOVE THE INVERTED COMMAS
- DROP OR REMOVE THE COMMA AFTER THE INTRODUCTORY CLAUSE (HE SAID...) AND REPLACE IT WITH THAT/WHETHER/IF/etc.

#### The following changes have to take place

1. If you start in the present tense

-He says / remarks / asks/ shouts.

-You ONLY Change the person / pronoun.

He says, "I like being an adult."

He says that he likes being an adult.

2. If you start in the past tense

Said / remarked/ asked / shouted.

You have to change:

~The person / pronoun

~The verb's tense

The verb takes **one** step back into the past

|                 |                |          |
|-----------------|----------------|----------|
| Sing            | Sang           | had sung |
| Am / is         | Was            | had been |
| Was / were      | had been       |          |
| Do              | Did            | had done |
| Has / have      | had            |          |
| Must            | had to         |          |
| Needn't         | Didn't have to |          |
| go              | Went           | Had gone |
| Had             | Had had        |          |
| Shall / will go | Would go       |          |
| Don't / doesn't | Didn't         |          |
| Didn't go       | Hadn't gone    |          |

~The time

|       |          |
|-------|----------|
| Today | That day |
|-------|----------|