

REPORTED SPEECH TENSE CONVERSION RULES

Direct Speech	Reported Speech
"I <u>want</u> a holiday" <i>(Present Simple)</i>	She told me she <u>wanted</u> a holiday <i>(Past Simple)</i>
"Bob <u>is annoying</u> me" <i>(Present Continuous)</i>	Jane said Bob <u>was annoying</u> her <i>(Past Continuous)</i>
"I <u>have eaten</u> too much" <i>(Present Perfect)</i>	He said he <u>had eaten</u> too much <i>(Past Perfect)</i>
"The class <u>has been interesting</u> " <i>(Present Perfect Continuous)</i>	Anne said the class <u>had been interesting</u> <i>(Past Perfect Continuous)</i>
"I <u>saw</u> her arrive" <i>(Past Simple)</i>	He told me he <u>had seen</u> her arrive <i>(Past Perfect)</i>
"The team <u>were playing</u> well" <i>(Past Continuous)</i>	John said the team <u>had been playing</u> well <i>(Past Perfect Continuous)</i>
"I <u>had arrived</u> before 9am" <i>(Past Perfect)</i>	She said she <u>had arrived</u> before 9am <i>(NO CHANGE)</i>
"We <u>had already been dating</u> for 3 years" <i>(Past Perfect Continuous)</i>	Mick told me they <u>had already been dating</u> for 3 years <i>(NO CHANGE)</i>
"I <u>will</u> take you out tonight" <i>(will)</i>	He said he <u>would</u> take me out tonight <i>(would)</i>
"I <u>can</u> easily pass the test" <i>(can)</i>	She said she <u>could</u> easily pass the test <i>(could)</i>
"You <u>must</u> leave immediately" <i>(must)</i>	He told me I <u>had to</u> leave immediately <i>(had to)</i>
"We <u>may</u> go out later" <i>(may)</i>	She said they <u>might</u> go out later <i>(might)</i>
"You <u>ought to</u> come at 7pm" <i>(ought to)</i>	He told me I <u>ought to</u> come at 7pm <i>(NO CHANGE)</i>
"I <u>should</u> have helped you" <i>(should)</i>	He said he <u>should</u> have helped me <i>(NO CHANGE)</i>
"I <u>would</u> walk the dog at night" <i>(would)</i>	She said she <u>would</u> walk the dog at night <i>(NO CHANGE)</i>
"You <u>couldn't</u> do it" <i>(could)</i>	"He told me I <u>couldn't</u> do it" <i>(NO CHANGE)</i>
"I <u>might</u> arrive late" <i>(might)</i>	He said he <u>might</u> arrive late <i>(NO CHANGE)</i>

Time

two weeks ago - two weeks before/ earlier
last night - the night before
yesterday - day before, or the previous day
today - that day
now - then, at that time, at that moment
this afternoon - that afternoon
tomorrow - the day after, or the next day
next week - the following/next week
in a week - a week later
yet - by that time

Place

here - there

**Personal
Pronouns**

I - he or she
you - I or we
we - they

**Possessive
Adjectives**

my - his or her
your - my or our
our - their

**Demonstrative
Pronouns**

this - that
these - those

PLACE & TIME

Direct Speech	Reported Speech
today	that day
now	then / at the moment
yesterday	the day before
... days ago	... days before
last week	the week before
next year	the following year
tomorrow	the next day the following day
here	there
this	that
these	those
ago	previously / before
tonight	that night

TENSE CHANGE

Direct Speech	Reported Speech
will	would
can	could
must / have to	must or had to
may / might	might
should	should
ought to	ought to