

LESSON 1 Verbs say and tell

The verb say

The verb **say** (past simple and past participle **said**) is used to:

- indicate who says the words reported in inverted commas (quotes) in direct speech. Often we find **say** at the end of the quotation, preceded by a comma. The name of the person who says the words is generally put after the verb, but it can also go before the verb → *'Everything's ready,' said Peter / Peter said.*

The pronoun, however, always goes before the verb. → *'Help me, please!' he said.*



Remember! **Say** is followed by the pronoun **to** when we indicate the person we are talking to → *'You're right,' she said to me.* NOT *she said me.*

- introduce indirect speech when we do not indicate the person to whom we are speaking → *He said he would come the following day.*



Remember! Between the main clause and the declarative clause that follows, there may be the conjunction **that**, or no conjunction → *The weather forecast says (that) it will rain tomorrow.*

Remember the personal passive construction: **Someone is said to be... / to have...** → *She is said to have a great talent. He is said to have been a hero in time of war.*

The verb tell

The verb **tell** (past simple and past participle **told**) is used:

- to introduce reported speech, only when we have the name of the person to whom something is said. The person, name or pronoun, is not followed by any preposition → *I told Jane... I told her...*

The main clause with the verb **tell** can be followed by:

- a declarative clause with or without the conjunction **that** → *He told me (that) he had just arrived.*
- a verb with **to** → *I told him to keep calm.*
- in direct speech, after the words in inverted commas, only if the person we are talking to is mentioned → *'I'm ready to go,' she told him.* If the person is not mentioned, we use the verb **say**.

We can use the personal passive form with the verb **tell** as well: **Someone was told to do / not to do something** → *He was told to stay at home. I was told not to go.*

Look at this summary table of the two structures.

Direct speech	Reported speech
'.....,' he said / said Peter.	He said / Peter said (that)...
'.....,' he said to me / he told me.	He told me (that)...
'.....,' said my father / my father said.	My father told me (that)...
'.....,' my father said to me / my father told me.	My father told me to...

Other uses of say and tell

The verbs **say** and **tell** are also used in the following expressions:

SAY	TELL
say yes, say no	tell the truth
say a word	tell a lie
say please	tell the time
say thank you	tell a story
say something, say nothing	tell jokes
say hello, say goodbye	tell someone your name
say a poem, say a prayer	tell someone about something

1 Complete the sentences with the correct form of say or tell.

- me about your new school, Simon.
- Don't a word. Someone may be listening.
- thank you to Grandma, Carol.
- I'm very bad at jokes.
- Why don't you me the truth?
- Did I something wrong?
- yes, Mum. Please let me go to the party!
- Excuse me, can you me the time, please?

2 Circle the correct option.

- I told **her** / **to her** it was too late.
- I said **him** / **to him** that I couldn't come before eight.
- 'Hurry up!' **said she** / **she said**.
- They were told **not to be late** / **to be not late**.
- 'Wake up, lazybones!' my mother **says** / **tells** every morning.
- He told **to me** / **me** that it was a lie.
- They **told** / **said** goodbye and went away.
- 'Don't wait for me. I'll be late,' she **told** / **told us**.

3 Transform the sentences from active to passive.

- They told me to wait until they came back.
I was
- They say she's a great artist.
She is
- They told us to reach the conference room before nine.
.....
- They say the lecturer is one of the best in his field.
.....
- They told the Board of Directors to meet in the afternoon.
.....
- They say that Serena Williams is one of the best tennis players ever.
.....

LESSON 2 Indirect speech: giving orders and expressing statements in the present that are still true

Reporting commands or advice

Transformations from direct to indirect speech

Direct speech	Reported speech
Verbs in the imperative <i>My friend said to me:</i> <i>'Take a break and relax.'</i>	to / not to + base form of the verb <i>My friend told me to take a break and relax.</i> Or (that) + subject + should / shouldn't + base form of the verb <i>My friend told me (that) I should take a break and relax.</i>

Look at another example:

'Don't worry, everything will be alright,' his mother told him. → *His mother told him not to worry / (that) he shouldn't worry.*

As well as **tell** and **say**, we can find other verbs in the introductory clause in indirect speech, e.g. **order**, **remind**, **warn**, **ask**, **advise** → *She reminded me to lock the door.* *They warned us not to drive on the icy road.*

1 Transform the sentences into indirect speech. Use both forms, as in the example.

The day before the school trip, the teacher said to the children:

0 'Don't be late for the trip.'
→ *The teacher told the children not to be late / they shouldn't be late for the trip.*

1 'Wait for the coach in the car park.'
She told them

2 'Walk in a line while we are in town.'
.....

3 'Hold your friend's hand when we cross the street.'
.....

4 'Don't walk around on your own.'
.....

5 'Bring your packed lunch.'
.....

6 'Don't forget to bring an anorak and a hat.'
.....

7 'Wear comfortable shoes.'
.....

8 'Remind your parents to pick you up at 6 pm in front of the school.'
.....



2 Complete the sentences with the correct form of the verbs below.

order warn remind ask advise

- 1 'Take some photos of the event, please.'
I was to take some photos of the event.
- 2 'Remember to send the photos to the press.'
They me to send the photos to the press.
- 3 'You shouldn't drive in this weather!'
They us not to drive in that weather.
- 4 'Three coffees, please.'
They three coffees.
- 5 'Keep away from the fire, Jack!'
His mother Jack to keep away from the fire.

3 Rewrite the sentences using indirect speech. Use the verbs in brackets.

- 0 'Don't go out in the cold, Marion,' said her mother. (tell)
Marion's mother told her not to go out in the cold.
- 1 'You should use sunscreen in this heat,' said Mike. (advise)
.....
- 2 'Don't feed the animals,' the ranger said to the visitors. (remind)
.....
- 3 'Stop making so much noise, children,' said the teacher. (tell)
.....
- 4 'Don't drive up the mountain in this snow,' the police said to the drivers. (warn)
.....
- 5 'Leave your valuables in the hotel safe,' said the receptionist to the hotel guests. (advise)
.....

Reporting statements in the present: He says that...

If the introductory verb is in the present (**He says...**) and the facts that are reported have not changed compared to the present time, the tense of the verb in the direct speech does not change in indirect speech. However, the personal and possessive pronouns do change, according to the following tables:

Subject pronouns: I → he / she you → I / we we → they

Object pronouns: me → him / her you → me / us us → them

Possessive adjectives: my → his / her your → my / our our → their

Possessive pronouns: mine → his / hers yours → mine / ours ours → theirs

Look at this example:

Direct speech	Reported speech
Mum always says, 'I <u>don't like</u> the way <u>you</u> dress. Your clothes <u>look</u> so shabby!'	My mother always tells me that she <u>doesn't like</u> the way I dress and that my clothes <u>look</u> shabby, but I don't care!

As you can see, the **present simple** is used in both the direct and indirect speech, but the pronouns and possessives are different. These transformations occur in most other languages, too.



When the introductory verb is in the past (**He said...**), and the fact that is reported is always true or is something that has not changed compared to the present time, the verb tense remains the same in indirect speech. Look at these examples:

'The museum opens at nine,' said the teacher. → *The teacher said that the museum opens at nine.* (This is still a true fact.)

'John's having a great time in London,' his friend told me. → *His friend told me that John's having a great time in London.* (The situation has not changed, John is still having a great time in London.)

4 Complete the sentences with the verbs below.

would like says (x2) will be going thinks dates back look has passed

- 1 A survey teenagers at their cell phones up to 16 times an hour!
- 2 James says the exam was very hard, but he he it.
- 3 My daughter always says she to spend a semester studying abroad.
- 4 The weather forecast it overcast in the morning.
- 5 What does Tom say he's to do?
- 6 Our guide said that the castle to the 13th century.

5 Rewrite the sentences in indirect speech.

- 1 Robert says, 'I've just found a part-time job in a pub.'
Robert says he a part-time job in a pub.
- 2 Laura always says, 'I want to go to the States when I finish studying.'
Laura always says to go to the States when studying.
- 3 My dad often tells me, 'You need to work hard if you want your dreams to come true.'
My dad often tells me to work hard if to come true.
- 4 Ryan says, 'I'm going to the Everglades this afternoon.'
Ryan says to the Everglades this afternoon.
- 5 'The next test is on Monday 11th October,' says the teacher.
The teacher says

6 a Mr Ryder is speaking to his daughter, who is studying in Brighton, on Skype. Read the conversation.

- Dad** So, how is life in Brighton, Sarah?
Sarah I quite like it, Dad. I've made some new friends already. Oh, and I went to see Uncle Jack yesterday in Hove.
Dad Good. What about the weather? Is it cold there?
Sarah Yes, it's quite cold. I've just been out shopping for some winter clothes.
Dad What did you buy?
Sarah I've bought a jumper and an anorak because it's quite windy here.
Dad Are you coming back home next weekend?
Sarah No, I'm not, I'm afraid. I've got to study. I think I'll come back in a fortnight.
Dad Oh, no. I'll be away on business then. But Mum will be home. Well, bye, Sarah! I'll call you again in a couple of days.
Sarah Bye, Dad! And say hello to Mum.

b He then tells his wife about the conversation. Complete the text with the same verbs as in the dialogue. Use the same tenses, but change the pronouns.

'Sarah says ¹..... life at college. She says that ²..... some new friends and that ³..... Uncle Jack yesterday. She says ⁴..... just ⁵..... shopping for some winter clothes because it's quite cold there. ⁶..... a jumper and anorak because ⁷..... . And she says that ⁸..... home next weekend because ⁹..... . She thinks ¹⁰..... in a fortnight. Pity, because I ¹¹..... on business but ¹²..... home. Anyway, I ¹³..... in a couple of days. Oh, and she says ¹⁴..... .'

LESSON 3 Indirect speech: statements that were true in the past

Reporting a statement that was true in the past: *He said that...*

Transformation from direct to indirect speech

If facts or opinions that were true in the past are reported now, we use reported speech in the past, and the verb tenses change according to the following table:

Direct speech	Reported speech
Present simple: <i>'I like it.'</i>	Past simple: <i>He said he liked it.</i>
Present continuous: <i>'I'm going.'</i>	Past continuous: <i>He said he was going.</i>
Past simple: <i>'I saw John.'</i>	Past perfect: <i>He said he had seen John.</i>
Present perfect: <i>'I've been there.'</i>	Past perfect: <i>He said he had been there.</i>
Future simple: <i>'I will go.'</i>	Present conditional: <i>He said he would go.</i>

In reported speech, as well as pronouns and possessives, as we have seen on page 349, there are changes to other parts of speech, in particular:

demonstratives

this → that

these → those

adverbs of place

here → there

adverbs and expressions of time

now → then

today → that day

tonight → that night / that evening

yesterday → the day before / the previous day

tomorrow → the next day / the following day / the day after

last Saturday → the previous Saturday

two weeks ago → two weeks before / earlier

next week → the following week

Direct speech	Reported speech
Ben said, 'I can't go skating tomorrow because I have some work to do.'	Ben said he couldn't go skating the following day because he had some work to do.
Danny said, 'My friend's helping me a lot with my maths homework.'	Danny said his friend was helping him a lot with his maths homework.
Emma said, 'We didn't play the final of the tennis tournament yesterday because it rained all day.'	Emma said they hadn't played the final of the tennis tournament the day before because it had rained all day.
Alan said, 'I've been here for two months, but I still don't know many people.'	Alan said he had been there for two months, but he still didn't know many people.
Georgia said, 'I'm going on a trip to Yosemite National Park next week. I'm sure it will be a great experience!'	Georgia said she was going on a trip to Yosemite National Park the following week. She said she was sure it would be a great experience.

In addition to **say** and **tell**, we can use other introductory verbs in reported speech, e.g. **add, explain, remark, claim, state** (for formal use):

In 1956, the Supreme Court of the United States stated that segregation on buses was illegal.

1 Complete the second sentence using indirect speech.

- 0 'He's been waiting for an hour,' they said.
They said ... *he had been waiting* ... for an hour.
- 1 'I won't be back from Chicago till tomorrow,' she said.
She said from Chicago till
- 2 'Our next school trip will be in two weeks' time. We'll be going to Windsor,' said the teacher.
The teacher said next school trip two weeks later and added to Windsor.
- 3 'I spent my holidays in Oslo three years ago,' she said.
She said holidays in Oslo three years
- 4 'I'll phone you tomorrow when I arrive,' he said.
He said when
- 5 'I booked my flight last week,' Ted said.
Ted said flight

2 Rewrite the sentences in indirect speech. Use the verbs **say** and **tell**.

- 1 They said to us, 'We went to a new Thai restaurant last Saturday. It was really good.'
They told us they and added it
- 2 Jane said to me, 'I always travel by myself. That way I'm more open to meeting new people.'
.....
- 3 I said to my secretary, 'I'm going to leave earlier tomorrow.'
.....
- 4 'We have been to the museum this morning,' they said.
.....
- 5 'I'm afraid I won't be able to get seats for tonight's show,' the receptionist told us.
.....
- 6 Mum said, 'I can't go to bed early tonight. I still have a lot of work to do.'
.....

3 Complete the text with the correct tense of the verbs below.

sound write be (x3) say move can live get

When my son ¹..... in Thailand for the first time in 2012, he ²..... me an email every day. He ³..... enthusiastic about the place. He ⁴..... the people ⁵..... friendly and the food was superb. He also said there ⁶..... fantastic sandy beaches and magnificent plants and flowers. And he said that if he ⁷..... find a job, he would like to ⁸..... there. And that's what he did! He ⁹..... a job as a scuba-diving instructor on the island of Phuket and ¹⁰..... there ever since.



4 Rewrite the sentences in indirect speech. Use the introductory verbs in brackets.

- 1 The law in 1865: 'Slavery is abolished all over the United States'. (state)
.....
- 2 The suspect: 'I was at home all day on June 1st. I didn't see anyone except for my wife.' (claim – add)
.....
.....
- 3 The physics teacher yesterday: 'The speed of a body is the distance it covers over a period of time.' (explain)
.....
- 4 Critics: 'The famous composer's new symphony is not very original.' (remark)
.....

5 Read the dialogue from a managerial meeting about sportswear.

- Sales Manager:** Some of our customers would like a new, more technological product. They are asking for an even lighter waterproof jacket.
- Purchasing Manager:** In that case, we have to buy a different kind of fabric to meet their requirements.
- Production Manager:** The machines should be updated too if we want to manufacture a new product.
- Finance Manager:** I think we have to draw up a business plan. The costs can't exceed the benefits.
- Sales Manager:** We also need to carry out a survey so that we have real data to analyse.
- Finance Manager:** And the survey must be included in the costs. We can send questionnaires because interviews will be more expensive.

Now prepare a report about what was discussed.

This is the report of the March 15th meeting.
The Sales Manager stated that some of the customers would like...
The Purchasing Manager remarked that...

LESSON 4 Reported speech: questions

Reporting questions

Transforming questions in direct speech to questions in indirect speech

The verb that introduces a question is usually **ask**. It can be used in both the active form (**I asked him...**) and the passive form (**He was asked...**).

Other verbs that introduce reported questions are: **I want to know..., I'd like to know..., I wonder....**

Reported questions:

- have the same construction as positive sentences, that is **subject + verb** (i.e. without the inversion of subject and verb): *'What time is it?'* → *She asked me what time it was.* (NOT ...what time ~~was~~ it.)
- do not use the auxiliary **do**, which is found in direct questions: *'What kind of films do you like?'* → *He asked me what kind of films I like.*

Wh- questions

A **Wh- question** maintains the same **Wh- word** in indirect speech as it uses in direct speech (**what, where, how, how often...**). The tenses have the same variations as those we have seen for declarative clauses: *'How often do you train?'* he asked me. → *He asked me how often I trained.*
'Who did you see?' she asked him. → *She asked him who he had seen.*

Yes / No questions

Yes / No question in reported speech are introduced by the conjunction **if**: *'Do you often go skiing, Trish?'* asked Oliver. → *Oliver asked Trish if she often went skiing.*

We can also find the conjunction **whether... or...**: *'Did you do this puzzle by yourself or did someone help you, Julia?'* → *I asked Julia whether she had done the puzzle by herself or (whether) someone had helped her.*

FAQ

Q: We always talk about questions. What about answers? How do we report answers in indirect speech?

A: To introduce the answer, we can use the word **answer** or, more formally, **reply**. Here's an example: *'Do you like the film?'* 'Yes, I do.' → *He asked me if I liked the film and I answered that I did.* Another example: *'Do you know when we have our next school trip?'* 'No, I don't.' → *My friend asked me if I knew when we had our next school trip and I answered that I didn't.* We don't say 'I answered **yes / no**'!

Suggestions and proposals

Questions that contain suggestions or proposals (**How about...? What about...? Why don't you...?**) are usually reported using the introductory verb **suggest** or **recommend** which is more formal, with the construction:

suggest to somebody that + subject + should / could + base form of the verb

'Why don't you go for a walk before dinner, Sam?' → *I suggested to Sam that he could go for a walk before dinner.*

Or: **suggest that + subject + past simple form of the verb**

'Why don't you go for a walk?' → *I suggested that they went for a walk.*

When the person making the suggestion to do something includes themselves in the suggestion (**Let's... / don't we...?**), we can use the construction:

suggest + -ing form of the verb

or **suggest + we should + base form of the verb**

'Why don't we wait for them?' → *I suggested waiting for them. / I suggested we should wait for them.*

1 Complete the questions in indirect speech.

- | | |
|---|--|
| <p>1 John: 'Where can I find the tickets for the show, please?'
John asked me where</p> <p>2 My friend: 'What time shall we meet?'
My friend asked me what time</p> <p>3 Peter: 'Why don't we play video games?'
Peter suggested</p> <p>4 Rachel: 'What about looking on Wikipedia?'
Rachel suggested that we</p> | <p>5 Sammy: 'How much does this tablet cost?'
Sammy asked the assistant</p> <p>6 'What does he have on his mind?'
I still wonder</p> <p>7 'When are they coming?'
I'd like to know</p> <p>8 Suzanne: 'Why don't you take up a winter sport?'
Suzanne suggested</p> |
|---|--|

2 Rewrite the questions in indirect speech.

- | | |
|--|--|
| <p>0 'Did you enjoy the trip, John?' she asked.
<i>She asked John if he had enjoyed the trip.</i></p> <p>1 Amanda asked: 'What time is Jane coming tomorrow?'
.....</p> <p>2 Angela asked: 'Does Sammy like canoeing?'
.....</p> <p>3 Tom asked me: 'Why didn't you go swimming last night?'
.....</p> | <p>4 Sally asked Kate: 'Is your brother working in Switzerland?'
.....</p> <p>5 I asked Sue: 'Can you lend me your pen, please?'
.....</p> <p>6 The teacher asked: 'Class, have you done your homework?'
.....</p> |
|--|--|

3 16 Rewrite the dialogues in the reported speech. Then listen and check.

- 1 Grandma: 'What's your school like?' Me: 'It's great!'
Grandma asked me and I answered
- 2 'How long have you lived in Italy?' 'For two years.'
I was asked and I answered
- 3 Dad: 'Did you know that more standing stones have been found near Stonehenge?' Me: 'No, I didn't.'
Dad asked me if and I answered that
- 4 Pat: 'Have you ever been to Iceland?' Me: 'No, I've never been there. But I would like to go. I know it must be an amazing place.'
Pat asked me if and I answered that I
..... but and I added
- 5 Mum: 'Are you curious to know your exam results?' Me: 'I can't wait!'
Mum asked me if and I answered that

4 Rewrite the sentences in direct speech.

1 Sarah told me she lived in a new house.

Sarah:

2 Ben asked David where he had studied Italian.

Ben:

3 Mum said she was very tired.

Mum:

4 Mr Smith told Jason that he would arrive late the next day.

Mr Smith:

5 Fiona asked me if Tom was working that afternoon.

Fiona:

5 17 Rewrite the text as a dialogue, then listen and check.

Marco: 'I met an old friend, Julian, the other day. He asked me when we had last seen each other. I told him that I thought it had been two years earlier. Then he asked me if I still lived in the same house near the main street. I said no, I'd moved to a new house. He wanted to know where it was and I told him it was in the suburbs. He asked if I liked it and I told him I loved it because it had a big garden and a conservatory.'



Julian Hi, Marco!

Marco Hi, Julian! It's nice to see you again.

Julian

Marco

Julian

Marco

Julian

Marco

Julian

Marco

6 Write the Yes / No questions and answers in reported speech.

0 'Do you go skating every day, Lisa?' asked Ellen. 'Yes, I do,' Lisa answered.

Ellen asked Lisa if / whether she went skating every day and Lisa answered that she did.

1 'Have you been to Athens before, Rick?' asked John. 'No, I haven't,' Rick answered.

.....

2 'Are you having fun at the water park, children?' asked Emma. 'Yes, we are!' the children said.

.....

3 'Is your husband happy with his new motorbike, Sarah?' asked Matt. 'Yes, he's very happy,' Sarah said.

.....

4 'Did you come by train, Sylvia?' asked Mark. 'No, I didn't. I came in the car,' Sylvia answered.

.....

5 'Have you got time to go for lunch, Julia?' asked Angela. 'Yes, I have,' Julia said. 'I suggest we go to the pub on the corner.'

.....

7 Match the two parts of the sentences.

- | | |
|--------------------------------------|--|
| 1 The doctor wanted to know | A if they had all understood the new lesson. |
| 2 The coach asked the team | B where they could find a nice place for their tent. |
| 3 The campers wondered | C if they had been exercising lately. |
| 4 The teacher asked the students | D when I was going to come home from college. |
| 5 The golf instructor wanted to know | E how long I had had those symptoms. |
| 6 My parents asked me | F if I had ever played before. |
- 1 2 3 4 5 6

8 Write what they suggest in reported speech. Use the verbs *suggest* or *recommend*.

- 0 'Why don't we go fishing next weekend?' said Luke.
Luke suggested going / that they went fishing the following weekend.

- 1 'How about eating at the new Thai restaurant tonight?' said Lewis.

- 2 'You should go to Rhodes next summer,' said the tour operator.

- 3 'What about organising a garage sale to raise some money?' asked Marion.

- 4 'You'd better not go out today, Peter,' said his mother.

- 5 'Let's have a sleepover at my house on Saturday,' said June.

- 6 'You should have a long brisk walk at least twice a week,' said the therapist.

9 Change the *Wh-* questions into reported questions. In the main clause use the verbs in brackets in the past simple tense.

- 0 Linda: 'How are you going to travel to Portugal?' (ask)
Linda asked how we were going / would be going to travel to Portugal.

- 1 Ryan: 'Where will they go on holiday next summer?' (wonder)

- 2 Olivia: 'Who has booked the seats for the theatre?' (want to know)

- 3 Carl: 'What time are we meeting our guide for the city tour?' (ask)

- 4 Pamela: 'When is Nancy leaving for Rome?' (want to know)

- 5 Simon: 'Where would you like to go today?' (ask)

- 6 Mr Wilson: 'What is my son going to do when he leaves school?' (wonder)

ROUND UP 19

1 Write the following words in the correct column.

the time hello no something wrong a lie the truth a word
 the difference a joke me about... thank you goodbye

SAY	TELL

2 Complete the sentences with the verbs *say* or *tell* in the correct tense.

- You should always *please* and *thank you*.
- Where's your mum? I want to goodbye to her.
- They didn't me the truth about what had happened.
- Vicky we were going to meet at 4.30.
- Can you the difference between a bee and a wasp?
- 'Remember to take your keys,' she him.
- Could you please me what time it is?
- 'Don't forget your packed lunch,' his mother.
- My teacher always we must work hard for the exam.
- Why didn't you me it was time to go?

3 Match the two parts of the sentences.

- | | |
|--|---|
| 1 The science teacher told us | A not to drive on the icy road. |
| 2 A police officer warned us | B visitors to the park to walk only along the path. |
| 3 The doctor advised me | C not to come back late on Saturday night. |
| 4 The zoo keeper reminded the children | D to find information about global warming. |
| 5 The ranger warned | E to do physical exercise and lose some weight. |
| 6 Rachel's mother warned her | F not to swim far out to sea when it's rough. |
| 7 The teacher asked the children | G not to feed the monkeys. |
| 8 A life guard advised bathers | H to stop making all that noise. |

1 2 3 4 5 6 7 8

4 Complete the second sentence with the correct pronoun, demonstrative and time adverb.

- Weather forecaster: 'There will be heavy rain tomorrow.'
 The weather forecaster said there would be heavy rain *the following day*
- Hilary: 'I will go skiing this afternoon if it doesn't snow too hard.'
 Hilary said that would go skiing afternoon if it didn't snow too hard.
- Andrew: 'I can't come to see you next weekend. I'll be working.'
 Andrew said that couldn't come to see because
 would be working.
- Danny: 'Dad, we haven't watched this film yet.'
 Danny told his dad that hadn't watched film yet.

- 4 Ruth: 'I really want to visit this art gallery. I like pop art.'
Ruth said that really wanted to visit art gallery. She also said likes pop art.
- 5 PE teacher: 'You aren't trying hard enough this term, Mike. Practice makes perfect.'
The PE teacher told Mike that wasn't trying hard enough term.
He added that practice makes perfect.
- 6 Shop assistant: 'We don't have any blue jackets in stock. You should try again at the end of next week.'
The shop assistant said didn't have any blue jackets in stock. She added that should try again at the end of

5 Write sentences in reported speech, making all the necessary changes.

- 0 My best friend told me, 'I'm happy to hear you are expecting a child!'
My best friend told me she was happy to hear I'm expecting a child.
- 1 Joan often says to her husband, 'I don't like you lying on the sofa all day on Sundays.'
.....
- 2 The science teacher said, 'Some dinosaurs were herbivores, others were carnivorous.'
.....
- 3 The sales manager remarked, 'These data can't be correct! There must be a mistake!'
.....
- 4 Alan keeps telling Nicole, 'I want to find a better place to live and raise our children.'
.....
- 5 Mum always says, 'Patience is a great virtue. Never forget it!'
.....
- 6 My son sometimes tells me, 'You are a great cook, Mum!'
.....
- 7 Liza always says, 'I'll become a great singer.' And I think she will.
.....

6 In every reported sentence there is one mistake. Correct it.

- | | |
|---|--|
| <ul style="list-style-type: none"> 1 He said: 'I will go to the mountains tomorrow.'
→ He said that I would go to the mountains the day after.
..... 2 She said: 'I am happy for you.' → She said she is happy for him.
..... 3 I told him: 'Don't play in your bedroom in those dirty shoes!' → I told him not play in his bedroom in those dirty shoes.
..... 4 Sam said: 'I met Jenny at the concert yesterday.' → Sam said he had met Jenny at the concert yesterday.
..... | <ul style="list-style-type: none"> 5 Keira replied: 'I don't want to pay extra money for this service.' → Keira replied she doesn't want to pay extra money for that service.
..... 6 He asked her: 'Whose bike is it?' → He asked her whose bike was it.
..... 7 He told me: 'You and your family are very important to me.' → He told me that I and my family are very important to me.
..... 8 I said: 'I'm going home because I feel sick.' → I said I was going home because I feel sick.
..... |
|---|--|

7 Rewrite the sentences in indirect speech. Choose the introductory verbs from the ones below and make all the necessary changes.

said (x2) explained told (x4) suggested answered asked

- 1 Mum to the children: 'Stop making all that noise. I'm working.'
.....
- 2 Ted to me: 'Let's meet at the station at eight tomorrow morning.'
.....
- 3 The guide to the tourists: 'The stones used to build Stonehenge were taken from very far away.'
.....
- 4 Sam to his friend Paul: 'I'd like to stay a little longer. You can go home if you want to.'
.....
- 5 The teacher to her pupils: 'This Norman castle was built in the 12th century.'
.....
- 6 My friend who lives in the USA to me: 'I'm going to visit Yellowstone National Park next summer.'
.....
- 7 John to me: 'Can you let me have a look at your history project?'
I to John: 'Sorry, I can't. I've already handed it in.'
.....
- 8 The doctor to me: 'Eat less and do physical exercise regularly.'
.....

8 Fill in the gaps with the past simple of the verbs below.

ask (x2) say (x3) remind suggest answer

My sister ¹..... me that tomorrow is Dad's birthday and ²..... me if I was going to buy him a present. I ³..... yes and ⁴..... that we could buy a book or a classical CD. She ⁵..... it was a good idea and that we might buy both a book and a CD. I then ⁶..... who would go and buy them and guess what she ⁷.....? She ⁸.....: 'Here's my money. You go.' Typical of my sister! So I'll go to the shopping mall later. I hope she won't criticise what I choose.

9 Hilary works at a travel agency. When she goes home in the evening, she tells her husband, Fred, about her day at work. Read and turn the paragraph into a dialogue. Start like this:

Hilary: Do you know who came to the agency today, Fred?
Fred: Of course not. How should I?
Hilary:

Hilary went back in the evening and told her husband Fred that a schoolmate of theirs had come into to the travel agency that day. Fred asked who it was and Hilary said it was Albert Swanson. Fred commented that they hadn't seen him since they had left school and asked her what he was like. Hilary said that he was very elegant and looked even younger than he was when they were at school. He seemed to be very rich too because he was interested in very expensive holiday resorts. Fred reminded Hilary of how scruffy Albert had looked when he was a student and asked Hilary if she was sure it was really Albert. Hilary said that Albert had recognised her too. He had even suggested going out for a meal one day, the three of them and Albert's wife. Fred asked who Albert's wife was and Hilary answered that he would never guess. Albert's wife was Rose, the most beautiful girl in the school. Fred said he couldn't believe it because at that time Rose hadn't even wanted to sit next to Albert during lessons.

10 Rewrite the sentences into reported speech. Use the word given and don't change the meaning.

- 0 Arthur said to me: 'I can't come to the countryside with you tomorrow.'
TOLD *Arthur told me he couldn't go to the countryside with me the next day.*
- 1 Rachel asked me: 'Do you want any more food for the picnic?'
KNOW
- 2 Tony told his father: 'I've had some trouble with my mountain bike recently.'
SAID
- 3 Damien asked her: 'Are you happy with your new car?'
WANTED
- 4 A friend asked me: 'Why did you give up fencing?'
WONDERED
- 5 The ranger said to Don: 'Stay at home during the snowstorm.'
WARNED
- 6 The instructor said to me: 'You should go waterskiing in the summer.'
ADVISED
- 7 Andrew said to the children: 'Get out of that boat.'
ORDERED

Reflecting on grammar

Reflect on the rules and say whether the following statements are true or false.

	True	False
1 The verb tell takes the preposition to before the name of a person or a pronoun, while say does not need any preposition.		
2 The expression <i>Tell thank you</i> is correct.		
3 The sentence <i>She asked me to wait for her</i> is correct.		
4 <i>He said: 'I'm leaving tomorrow'</i> becomes, in indirect speech <i>He said he's leaving tomorrow</i> (if I say this on the same day, when he has not yet left), or <i>He said he was leaving the next day</i> (if I say this some time later, when he has already left).		
5 The present simple in direct speech becomes the past perfect in indirect speech.		
6 The verb suggest can be followed by a verb in the -ing form when making a suggestion to do something together.		
7 In the sentence <i>He said he was tired</i> , the conjunction that is understood and not expressed.		
8 The auxiliary do is used in both direct and indirect questions.		
9 A Yes / No question is usually reported by using the conjunction if , for example: <i>He asked me if I wanted a cup of tea.</i>		
10 When we report a Wh- question , we put the verb first, then the subject, for example: <i>I asked him whose coat was it.</i>		