**Reported speech**

* Direct speech: I like ice cream.
* Reported speech: She **said** (that) she **liked** ice cream.

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| **Tense** | **Direct Speech** | **Reported Speech** |
| present simple | I like ice cream | She said (that) she liked ice cream. |
| present continuous | I am living in London | She said (that) she was living in London. |
| past simple | I bought a car | She said (that) she had bought a car OR She said (that) she bought a car. |
| past continuous | I was walking along the street | She said (that) she had been walking along the street. |
| present perfect | I haven't seen Julie | She said (that) she hadn't seen Julie. |
| past perfect\* | I had taken English lessons before | She said (that) she had taken English lessons before. |
| will | I'll see you later | She said (that) she would see me later. |
| would\* | I would help, but... | She said (that) she would help but... |
| can | I can speak perfect English | She said (that) she could speak perfect English. |
| could\* | I could swim when I was four | She said (that) she could swim when she was four. |
| shall | I shall come later | She said (that) she would come later. |
| should\* | I should call my mother | She said (that) she should call her mother |
| might\* | I might be late | She said (that) she might be late |
| must | I must study at the weekend | She said (that) she must study at the weekend OR She said she had to study at the weekend |

\* doesn't change.

Occasionally, we don't need to change the present tense into the past if the information in direct speech is **still true** (but this is only for things which are **general** **facts**, and even then usually we like to change the tense):

* Direct speech: The sky is blue.
* Reported speech: She said (that) the sky **is/was** blue.
* The direct question is the present simple of 'be'. We make the question form of the present simple of be by inverting (changing the position of)the subject and verb. So, we need to change them back before putting the verb into the past simple.
* Here are some more examples:

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| **Direct Question** | **Reported Question** |
| Where is the Post Office, please? | She asked me where the Post Office was. |
| What are you doing? | She asked me what I was doing. |
| Who was that fantastic man? | She asked me who that fantastic man had been. |

**Reported requests**

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| **Direct Request** | **Reported Request** |
| Please help me. | She asked me **to help** her. |
| Please don't smoke. | She asked me not to smoke. |
| Could you bring my book tonight? | She asked me to bring her book that night. |
| Could you pass the milk, please? | She asked me to pass the milk. |
| Would you mind coming early tomorrow? | She asked me to come early the next day. |

To report a negative request, use 'not':

* Direct speech: Please don't be late.
* Reported speech: She asked us **not** to be late.

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| **Direct Order** | **Reported Order** |
| Go to bed! | He told the child to go to bed. |
| Don't worry! | He told her not to worry. |
| Be on time! | He told me to be on time. |
| Don't smoke! | He told us not to smoke. |

**Time expressions** in reported speech. Here's a table of some possible conversions:

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| now | then / at that time |
| today | yesterday / that day / Tuesday / the 27th of June |
| yesterday | the day before yesterday / the day before / Wednesday / the 5th of December |
| last night | the night before, Thursday night |
| last week | the week before / the previous week |
| tomorrow | today / the next day / the following day / Friday |