You met Anna. Here are some of the things she said in *direct* speech:

My parents are fine.

I'm going to learn to drive.

I want to buy a car.

John has a new job.

I can't come to the party on Friday.

I don't have much free time.

I'm going away for a few days.

I'll phone you when I get back.

Later you tell somebody what Anna said. You use reported speech:

- Anna said that her parents were fine.
- She said that she was going to learn to drive.
- She said that she wanted to buy a car.
- She said that John had a new job.
- She said that she couldn't come to the party on Friday.
- She said she didn't have much free time.
- She said that she was going away for a few days and would phone me when she got back.



ANNA

- Past simple
- 'I wasn't there.'
- Past continuous
- 'I was working.'
- Present perfect
- 'I've been ill.'
- Past perfect
- 'I had drunk the pill before.'

Past perfect

He said (that) he hadn't been there.

Past perfect continuous

He said (that) he had been working.

Past perfect

She said (that) she'd been ill.

Past perfect

He said (that) he had taken the pill before.

► PAST SIMPLE can usually stay the same:

Joe said: "I woke up feeling ill, so I didn't go to work."

Joe said that he woke up feeling ill, so he didn't go to work.

OR

Joe said that he had woken up feeling ill, so he hadn't gone to work.

You don't need to change the verb tense if the situation is still the same:

Paul said: "My new job is boring."

Paul said that his new job is boring. (i.e. it is still boring)

You can change the verb to the past:

Paul said that his new job was boring.

If the situation has changed or finished, you MUST change the verb.

Paul has left his job. He said that it was boring.

We also use the infinitive in reported speech, especially with TELL and ASK (for orders and requests).

"Drink plenty of water," the doctor said to me.

The doctor told me to drink plenty of water.

"Don't smoke," he said to me.

He told me not to smoke.

"Can you help me, please," she said to me.

She asked me to help her.

Reporting WH-Questions

"What do you mean?" he asked me.

He asked me what I meant.

"Where did you go?" she asked.

She asked me where I had been.

Reporting Yes/No Questions

"Do you know that doctor?" he asked me.

He asked me if I knew that doctor.