

## REPORTED SPEECH

### 1. Write the actual words that each person says. Use contractions where possible.

1 Anna said that she had already finished.

(Anna's actual words) 'I've already finished.'

2 She said he would be back after lunch.

(Her actual words) '\_\_\_\_\_.'

3 He said she was going to contact the printers.

(His actual words) '\_\_\_\_\_.'

4 Paul said that he wanted to make a phone call.

(Paul's actual words) '\_\_\_\_\_.'

5 She said she was meeting the bank manager at eleven.

(Her actual words) '\_\_\_\_\_.'

6 Pierre said he had found out about the problem a long time ago.

(Pierre's actual words) '\_\_\_\_\_.'

7 David said he had to be back in the office by three thirty.

(David's actual words) '\_\_\_\_\_.'

### 2. Look at the actual words spoken. Underline the correct words in the reported version.

1 (Helen's words) 'I won't do it until tomorrow.'

Helen said *I/she* wouldn't do it until the *previous/following* day.

2 (Peter's words) 'It's very busy in here. I'll call you later.'

Peter said it was very busy *here/there*, and he'd call *me/him* later.

3 (The sales manager's words) 'We received your order last week.'

He said *they'd/we'd* received *our/their* order the week *after/before*.

4 (Mel Bowen's words) 'I'm sorry about the delay, I'll deal with this now.'

She said *she/I* was sorry about the delay, and she'd deal with it *right then/later*.

### 3. Rewrite the sentences in reported speech. Use contractions where possible.

1 'I won't put it in the sales because it's selling very well,' she said.

She said she wouldn't put it in the sales because it wasn't selling very well.

2 'I've read the report and I don't understand section 4,' he said.

He said \_\_\_\_\_

3 'When I finish my presentation, I'm going to have a drink,' he said.

He said that when \_\_\_\_\_

4 'I'm preparing the figures but I won't be long,' she said.

She said \_\_\_\_\_

5 'I like playing tennis, but I don't do it very often,' she said.

She said \_\_\_\_\_