REPORTED SPEECH

A   TENSE CHANGES

Actual words   ->   Report (indirect speech)

„I **work** for IBM."   -> She said she **worked** for IBM.
„I`m **working** for IBM."->She said she **was working** for IBM.
„I`**ve worked** for IBM."->She said she **had worked** for IBM.

„**I've been working** for IBM."   ->
                        She said she **had been working** for IBM.

„I **worked** for IBM."
                -> She said she **had worked** for IBM.
                                or
                -> She said she **worked** for IBM.

„I **had worked** for IBM."->She said she **had worked** for IBM.
„I'**m going** to work for IBM."
                        -> She said she **was going** to work for IBM.

„I **can / will / may** work for IBM."
                -> She said she **could / would / might** work for IBM.

- *There is <u>no change</u> for might, could, should, would.*

B   PEOPLE, PLACES, TIMES AND THINGS

PEOPLE

I	->	HE / SHE
YOU	->	ME
MY	->	HIS / HER
YOUR	->	MY

PLACES

HERE	->	THERE, AT THE OFFICE

TIMES

NOW	->	THEN, AT THE TIME
TODAY	->	THAT DAY, ON MONDAY
YESTERDAY	->	THE DAY BEFORE, THE PREVISOUS DAY
TOMORROW	->	THE NEXT DAY, THE FOLLOWING DAY
THIS AFTERNOON	->	THAT AFTERNOON
LAST WEEK	->	THE WEEK BEFORE, THE PREVIOUS WEEK
NEXT WEEK	->	THE WEEK AFTER, THE FOLLOWING WEEK
A FEW DAYS AGO	->	A FEW DAYS BEFORE, A FEW DAYS EARLIER

THINGS

THIS PROJECT	->	THE PROJECT

__I__'ll see __you here tomorrow__, said Sue.
Sue said __she__'d see __me there the next day__.

__I__'ve read __your__ report about __this__ project, he said.
He said __he__'d read __my__ report about __the__ project.

C   NO TENSE CHANGE

- We do not need to change tense if the information is <u>still true</u>.

The sales team are doing very well at the moment.
He says / said the team are doing very well.

- We do not need to change tense if we report something which <u>is always true</u>.

There is always a period of uncertainty after a merger.
He says / said there is always a period of uncertainty after a merger.

D   REPORTING QUESTIONS

<u>Where</u> **is it**?   ->He asked me <u>where</u> **it was**.

<u>Do</u> you speak French?
                    -> She asked me <u>if/whether</u> **I spoke** French.

- *The **word order** in reported questions is like a normal statement.*

E   REPORTING COMMANDS

Take us to the airport.
            ->She **told the driver to take** us to the airport.

Don't worry. I'll deal with it.
            ->She **told me not to worry**.