

# Reporting statements

# Direct speech

She said, 'I ...'

# Reported speech

She said that **she** ...

# **Reported speech**

**report what another  
person has said**

**Reported speech**  
**without tense change**

**the original statement**  
**is still true** at the time  
**of reporting**



# 1. Remove quotation marks

## Direct speech

‘People **like** surfing the Internet,’ Peter said.

## Reported speech

Peter said that people **like** surfing the Internet.



## 2. Use a reporting verb

### Direct speech

'I **will keep** trying until I **succeed**,' **said** Sally.

### Reported speech

Sally **said that** she **will keep** trying until she **succeeds**.

We often add ***that*** after a reporting verb.

### 3. Change pronouns, possessive adjectives and possessive pronouns

#### Direct speech

'I always **bring my** notebook,' said Tom.

'The pen **is mine,**' said Mary.

#### Reported speech

Tom said that **he** always **brings his** notebook.

Mary said that the pen **is hers.**

**Make sure the verb form agrees with the subject.**

## 4. Change *this/these/here* to *that/those/there*

### Direct speech

'**These** robots **were here** a long time ago,' said Sam.

### Reported speech

Sam said **those** robots **were there** a long time ago.





# Reported speech with tense change

the original statement  
is out of date, or may  
not be true



**Simple present tense**  
**→ Simple past tense**

**Example:**

**'I hear** a drone,' said Eric.

**→ Eric said he heard**  
**a drone.**



**Present continuous tense**  
**→ Past continuous tense**

**Example:**

**'I'm playing games on my phone,'**  
**said Susan.**

**→ Susan said that**  
**she was playing**  
**games on her phone.**



# Expressions of time

Direct speech	Reported speech
today	→ that day /yesterday
tonight	→ that night /last night
this week	→ that week /last week
now	→ then/at that time /just now
tomorrow	→ the next/following day /today
next week	→ the following week /this week

# Review:

**When do we use  
reported speech?**



**to report what another  
person has said**



# Basic rules of reported speech



**No quotation marks**

**Use a reporting verb**

**Change pronouns, possessive adjectives  
and possessive pronouns**

**Change *this/these/here* to *that/those/there***



**no tense change**

**original statement is still true**

**with tense change**  
**(including time expressions)**

**original statement is out of date**  
**or may not be true**

The end