



Reported Speech Worksheet

Explanation of Reported Speech

Use reported speech (also known as indirect speech) to describe what someone said without quoting their exact words.

Note: You may need to change the tense, pronouns, time expressions, etc.

Rules for Changing Tense

- **Present Simple → Past Simple**
 - Direct: *"I like coffee,"* she said.
 - Reported: She said (that) she **liked** coffee.
- **Present Continuous → Past Continuous**
 - Direct: *"I am studying,"* he said.
 - Reported: He said (that) he **was studying**.
- **Present Perfect → Past Perfect**
 - Direct: *"I have finished,"* they said.
 - Reported: They said (that) they **had finished**.
- **Past Simple → Past Perfect**
 - Direct: *"I visited Amsterdam,"* she said.
 - Reported: She said (that) she **had visited** Amsterdam.

Changing Pronouns

- "I" becomes *he/she/they*, "we" becomes *they*, etc.

Changing Time Expressions

- "now" → "then"
- "today" → "that day"
- "tomorrow" → "the next day"
- "yesterday" → "the day before"
- etc.



Reporting Questions

- Yes/No questions are introduced with *if* or *whether*.
 - Direct: "*Do you like coffee?*" she asked.
 - Reported: She asked **if I liked** coffee.
- WH-questions keep the question word.
 - Direct: "*Where do you live?*" he asked.
 - Reported: He asked **where I lived**.

Reporting Imperatives

- Use *to* + verb for **positive commands**
- Use *not to* + verb for **negative commands**
 - Direct: "*Close the door,*" he said.
 - Reported: He told me **to close** the door.
 - Direct: "*Don't be late,*" she said.
 - Reported: She told me **not to be** late.

Exercise: Rewrite the Sentences Using Reported Speech

1. **"I'm going to the store,"** he said.
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2. **"She has finished her homework,"** they said.
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3. **"We will meet at 6 p.m.,"** she said.
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4. **"I didn't see the movie,"** he said.

5. **"Do you speak French?"** she asked.

6. **"What are you doing?"** they asked.

7. **"Don't forget your keys,"** she reminded me.

8. **"I was reading a book,"** he said.

9. **"Can you help me?"** she asked.

10. **"We are planning a trip,"** they said.

11. **"He went home early,"** she told us.



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12. **"Why are you crying?"** he asked.

13. **"Call me when you arrive,"** she said.

14. **"I have never been to London,"** he admitted.

15. **"We can start the meeting now,"** she said.

16. **"Are you coming with us?"** they wanted to know.

17. **"Please open the window,"** he said.

18. **"I need to finish this by tomorrow,"** she stated.

19. **"She was singing when I arrived,"** he explained.



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20. **"Don't touch that,"** she advised.

21. **"Have you completed the project?"** Peter asked.

22. **"Where have you been?"** they asked me.

23. **"It's raining,"** she said.

24. **"I'll call you later,"** he said.

25. **"Sit down,"** she told Joe.



Answer Key

1. He said (that) he **was going** to the store.
2. They said (that) she **had finished** her homework.
3. She said (that) they **would meet** at 6 p.m.
4. He said (that) he **hadn't seen** the movie.
5. She asked **if I spoke** French.
6. They asked **what I was doing**.
7. She reminded me **not to forget** my keys.
8. He said (that) he **had been reading** a book.
9. She asked **if I could help** her.
10. They said (that) they **were planning** a trip.
11. She told us (that) he **had gone** home early.
12. He asked **why I was crying**.
13. She told me **to call** her when I arrived.
14. He admitted (that) he **had never been** to London.
15. She said (that) they **could start** the meeting now.
16. They wanted to know **if I was coming** with them.
17. He told me **to open** the window.
18. She stated (that) she **needed to finish** it by the next day.
19. He explained (that) she **had been singing** when he arrived.
20. She advised me **not to touch** that.
21. Peter asked **if I had completed** the project.
22. They asked me **where I had been**.
23. She said (that) it **was raining**.
24. He said (that) he **would call** me later.
25. She told Joe **to sit down**.