

Reported speech

FORM

- Change personal pronouns and possessive adjectives
- *Yes / No* questions: use *if / whether* before reported clause and use statement form
- *Wh-* questions: use question word in reported question. Same word order as in statements

TENSE CHANGES

present simple (→) past simple
 present continuous (→) past continuous
 past simple & present perfect simple (→) past perfect simple
will (→) *would*
can (→) *could*
may (→) *might*
must/have to (→) *had to*

Reporting verbs and structures

Say + Tell

say (no direct object)
tell (object)

Verb + *that*

admit, complain, explain, mention, point out, recommend, state, prove, say, suggest

Verb + *to* + infinitive

agree, claim, decide, demand, expect, guarantee, hope, offer, prefer, promise, refuse, threaten

Verb + object + *to* + infinitive

advise, allow, ask, beg, command, encourage, forbid, instruct, invite, order, permit, persuade, prefer, recommend, remind, request, teach, tell, urge, want, warn

Verb + *-ing*

accuse somebody of, admit to, apologise for, complain about, confess to, deny, insist on, recommend, suggest