

1. Verb tense changes in reported speech:

Direct speech	Reported speech
Simple present	Simple past
Present continuous	Past continuous
Present perfect	Past perfect
Present perfect continuous	Past perfect continuous
Simple past	Past perfect
Past perfect	Past perfect
Past continuous	Past perfect continuous
Simple future	Simple conditional (present conditional)
Future continuous	Conditional continuous

2. Reporting modal verbs:

Direct speech	Reported speech
Will + infinitive without "to"	Would + infinitive without "to"
Can + infinitive without "to"	Could + infinitive without "to"
Shall + infinitive without "to"	Should + infinitive without "to"
May + infinitive without "to"	Might + infinitive without "to"
Must + infinitive without "to"	Had to ...
Have to	Had to...
Would/Could/Should/Might/ought to	No change

3. Adverbials of time and place:

Direct speech	Reported speech
Now/just	then
Hence	Thence
Today	The other day / that day
Yesterday	The day before / the previous day
Last year, week ...etc.	The year before/the previous year
Tomorrow	The next day/the following day
Next week, year ...etc.	The following week
tonight	That night
Ago	Before
This	That
Here	There
These	Those
Thus	In that way
The day before yesterday	Two days before
The day after tomorrow	In two days' time

1. "I can't put up with the noise you are making." She said.
She told the children
2. "A new policy will be adopted in the management of human resources in the ministry."
The Minister of Education informed the journalists
3. "You must unload your luggage so that I can check it." The customs officer said.
The customs officer told me
4. "I'll phone you back later in the evening." He told me.
He let me know
5. "We must have the courage to say that we have almost done nothing to help the poor
countries."
The Heads of States admitted
6. "I won't tell your father about the damage you caused to my car." He said to me.
He said to me
7. "No, I won't let you in." The security guard said to the boy.
The security guard said
8. "I can't drive because I am sick." James said.
James said

Task two: Report the following statements as suggested:

1. "Keep the environment clean!" He said.
The city councilor ordered the residents
2. "Don't leave your luggage unattended!" They wrote on the notice.
The notice on the wall reminded the passengers
3. "Don't be late for work or I'll be angry." The boss said to his secretary.
The boss warned
4. "Stop smoking and listen to me." Said James to his friend.
James ordered his friend
5. "Keep quiet and pay attention to me." The teacher said to the class.
The teacher ordered the class

Task three: Report the following statements as suggested:

1. "How much did you pay for your new flat?" My neighbor asked.
My neighbor wanted to know
2. "Do you often travel t in business class?" He wondered.
He wondered
3. "Which book are you reading?" She asked.
She asked him
4. "When did you last write an e-mail in English? The teacher asked the class.
The teacher asked her students
5. "What's your opinion about living in big cities?" Karim asked me.
Karim asked
6. "Would you like to go with me for a walk?" My brother asked me.
My brother asked