

When reporting speech, the verb tense usually shifts back one step into the past, unless the original statement is still true or it's a general fact.

Direct Speech

Reported Speech

"I am happy." He said that he **was** happy.

"She will call later." She said she **would** call later.

"I went to the market." He said he **had gone** to the market.

Changes in Pronouns

Pronouns change to reflect the perspective of the reporter.

Direct Speech

Reported Speech

"I love this book." She said she loved that book.

"We are learning English." They said they were learning English.

Changes in Time and Place Expressions

Time and place words are adjusted based on the context of reporting.

Direct Speech

Reported Speech

"I'll see you tomorrow." He said he'd see me **the next day**.

"I saw her here." He said he had seen her **there**.

"We met last week." They said they had met **the previous week**.

Reporting Statements

Use a reporting verb like "said," "told," "mentioned," etc., followed by a clause.

- Direct: "I am studying English."
- Reported: She said (that) she was studying English.

Reporting Questions

- **Yes/No Questions:** Use "if" or "whether" after the reporting verb.
 - Direct: "Are you coming?"
 - Reported: She asked if I was coming.
- **Wh- Questions:** Keep the question word but change the word order to a statement.
 - Direct: "Where are you going?"
 - Reported: He asked where I was going.

Reporting Commands, Requests, and Advice

Use "told," "asked," or similar verbs + an infinitive.

- Direct: "Close the window."
- Reported: She told me to close the window.
- Direct: "Please help me."
- Reported: He asked me to help him.
- Direct: "You should see a doctor."
- Reported: She advised me to see a doctor.

No Tense Change in Certain Cases

- If the reporting verb is in the present tense:
 - "I like coffee," she says. → She says she likes coffee.
- If reporting universal truths or general facts:
 - "The Earth orbits the Sun." → He said the Earth orbits the Sun.
- If the original statement is still true at the time of reporting:
 - "We live in London." → They said they live in London.