

# Changing Direct Speech into Reported Speech

To change one sentence from direct speech into reported speech follow these steps:

- 1) Identify the **subject**, **verb** and **tense**  
“I like fruit” Marisa said. *\*present simple*
- 2) If you know the speaker’s name, you may use it or change it into its corresponding pronoun  
Marisa... / She...
- 3) Use the verb **said** to introduce the statement  
Marisa **said** ...
- 4) You may use the particle **that**  
Marisa **said that** ...
- 5) Use pronoun that corresponds to refer to the person who originally said what you report  
Marisa **said that she** ...
- 6) Change the verb into its immediate past tense  
Marisa **said that she liked** ...
- 7) Write the complement  
Marisa **said that she liked fruit.**



- You may also use **tell** in the past to introduce the report, in this case you must state an **object** (to whom the information was told)

Marisa **told me** she liked fruit.



- Check the table for changes of tenses.

Grammar	
Reported Speech Part One	
Direct speech	Reported speech
<b>Present Simple</b> He said, "I <b>eat</b> cheese."	<b>Past Simple</b> He said that he <b>ate</b> cheese.
<b>Present Continuous</b> He said, "I <b>am eating</b> cheese."	<b>Past Continuous</b> He said that he <b>was eating</b> cheese.
<b>Present Perfect</b> He said, "I <b>have eaten</b> cheese."	<b>Past Perfect</b> He said that he <b>had eaten</b> cheese.
<b>Past Simple</b> He said, "I <b>ate</b> cheese."	<b>Past Perfect</b> He said that he <b>had eaten</b> cheese.
<b>Past Perfect</b> He said, "I <b>had eaten</b> cheese."	<b>Past Perfect</b> He said that he <b>had eaten</b> cheese.
<b>Will</b> She said, "I <b>will</b> eat cheese."	<b>Would</b> She said that she <b>would</b> eat cheese.
<b>Can</b> She said, "I <b>can</b> eat cheese."	<b>Could</b> She said that she <b>could</b> eat cheese.



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► Changes in time expressions:

<b>this (evening)</b>	<b>that (evening)</b>
<b>today/this day</b>	<b>that day</b>
<b>these (days)</b>	<b>those (days)</b>
<b>now</b>	<b>then</b>
<b>(a week) ago</b>	<b>(a week) before</b>
<b>last weekend</b>	<b>the weekend before / the previous weekend</b>
<b>here</b>	<b>there</b>
<b>next (week)</b>	<b>the following (week)</b>
<b>tomorrow</b>	<b>the next/following day</b>