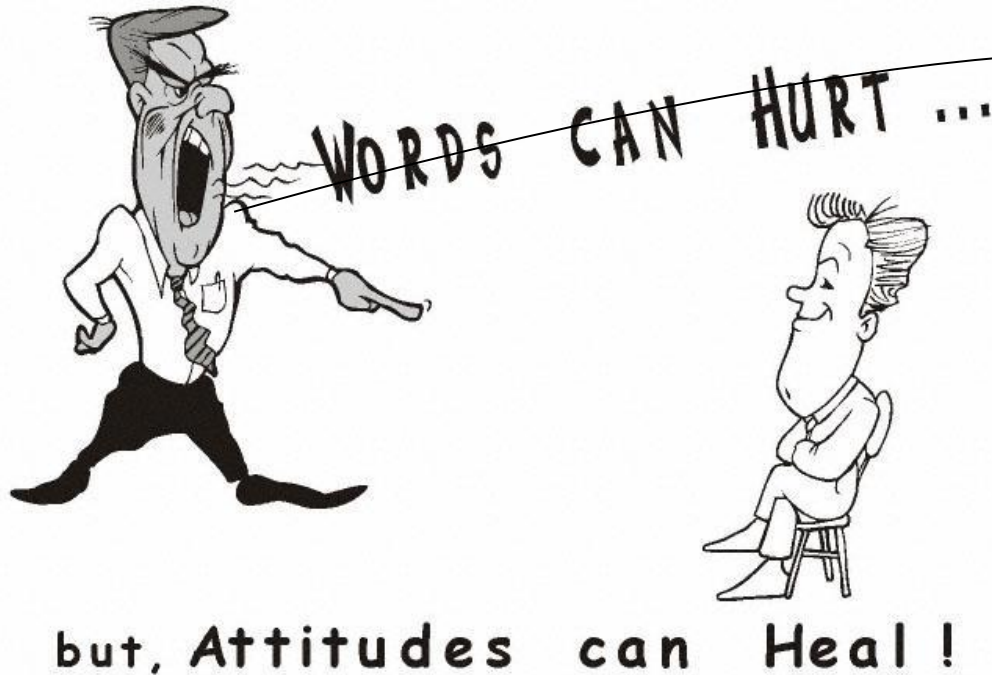


Reported Speech



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He said
(that) words
could hurt
but,
attitudes
could heal!

Note

- Tell_me
- Say to me

Active Voice Tense Forms

	Simple	Continuous	Perfect	Perfect Continuous
Present	V , he/she/it Vs	Am/is/are + Ving	Have / has + V3	Have/has been + Ving
Past	V2, Ved	Was/were + Ving	Had + V3	Had been + Ving
Future	Will V	Will be + Ving	Will have + V3	Will have been + Ving

Reported Speech

	Simple	Continuous	Perfect	Perfect Continuous
Present	V , V ^s - he/she/it	am/is/are + V ^{ing}	have / has + V ³	have/has been + V ^{ing}
Past	V ² , V ^{ed}	was/were + V ^{ing}	had + V ³	had been + V ^{ing}
Future	will +V	will be + V ^{ing}	will have + V ³	will have been + V ^{ing}
Future-in- the-past	would +V	would be + V ^{ing}	would have + V ³	would have been + V ^{ing}

- When reporting verbs (e.g. **said**) in the past

- **WE USE ONE TENS BACK RULE.**

Speech	Reporting
present tense verb	simple past
present continuous	past continuous
present perfect simple past past perfect	past perfect
simple future (will)	would
future (be going to)	was/were going to

Modal Verbs

REPORTED SPEECH

can

- may (possibility)
- may (permission)
 - will
 - might
 - must
 - have to
 - should
 - ought to
 - shall
 - shall

could

- might
- Could
- would
- might
- had to
- had to
- should
- ought to
- would (future)
- should (ask for advice)

Adverbs of Time

REPORTED SPEECH

- Yesterday
- next month
- next year
- the previous day, the day before
- the following month, the next month, a month later
- the following year, the next, year, a year later

- last month

- last year

- in two days
weeks)

- the month before, the
previous month, the
preceding month

- the year before, the
previous year, the
preceding year

- two days from then,
two weeks from then

- five days ago

- five weeks ago

- here

- five days before, five days earlier

- five weeks before, five weeks earlier

- there

REPORTING STATEMENT

- I **AM** HOT!
- HE EXPLAINED (THAT) HE **WAS** HOT
- **AM, IS, ARE** —————→ **WAS-WERE**

REPORTING REQUESTS AND ORDERS

- CLOSE THE DOOR, PLEASE!
- HE ASKED ME TO CLOSE THE DOOR.
 - TO
 - (to is used for affirmative)
- PLEASE DON'T SHOUT!
- SHE ASKED ME NOT TO SHOUT!
 - NOT TO
 - (not to is used for negative)

REPORTING QUESTIONS

Where is Tom?

She asked where Tom was.

REPORTING QUESTIONS

- INFORMATION QUESTIONS
- HOW MUCH MONEY DO YOU NEED?
- HE WANTED TO KNOW HOW MUCH MONEY I NEEDED
 - NO QUESTION FOR JUST ONLY AFFIRMATIVE FORM AND ONE TENSE BACK RULE)

YES, NO QUESTIONS

- IF OR WHETHER
- ARE YOU TIRED?
- HE ASKED IF(WHETHER) I WAS TIRED?
- NO QUESTION FOR JUST ONLY
AFIRMATIVE FORM AND ONE TENSE
BACK RULE)

Active Voice Tense Forms

	Simple	Continuous	Perfect	Perfect Continuous
Present	V , he/she/it Vs Usually, sometimes, seldom, never, every day, from time to time, often, at times	Am/is/are + Ving At the moment, now, today, at present still	Have / has + V3 just, already, never, yet, ever, for, since, so far, this week / month, year lately, recently	Have/has been + Ving for, since How long...?
Past	V2, Ved yesterday, a minute (day, week ...) ago, last year (month, week ...), the day before yesterday	Was/were + Ving At 3 o'clock yesterday When my father came while	Had + V3 By 3 o'clock yesterday When he came	Had been + Ving By for
Future	Will V perhaps, probably, possibly, I think, I am sure, I wonder	Will be + Ving At noon, at 5 o'clock, at midnight, at that moment	Will have + V3 By ... o'clock tomorrow When he comes	Will have been + Ving By for