

| DIRECT SPEECH | REPORTED SPEECH |
|-----------------------------|-------------------------|
| Present simple | Past simple |
| Present continuous | Past continuous |
| Past simple | Past perfect |
| Present perfect | Past perfect |
| Past continuous | Past perfect continuous |
| 'Will' future | 'would' conditional |
| Can | Could |
| May | Might |
| Must | Had to |
| REPORTING VERB IN PRESENT / | |

PLACE & TIME

| Direct Speech | Reported Speech |
|---------------|-----------------------------------|
| today | that day |
| now | then / at the moment |
| yesterday | the day before |
| ... days ago | ... days before |
| last week | the week before |
| next year | the following year |
| tomorrow | the next day the following day |
| here | there |
| this | that |
| these | those |
| ago | previously / before |
| tonight | that night |

TENSE CHANGE

| Direct Speech | Reported Speech |
|----------------|-----------------|
| will | would |
| can | could |
| must / have to | must or had to |
| may / might | might |
| should | should |
| ought to | ought to |

| DIRECT SPEECH | REPORTED SPEECH <i>He said that ...</i> |
|------------------------------------------------|-------------------------------------------------|
| "She comes to my house today" | ... she came to his house that day. |
| "She is coming to my house today" | ... she was coming to his house ... |
| "She has come to my house today" | ... she had come to his house that day. |
| "She has been coming to my house... " | ... she had been coming to his house ... |
| "She came to my house today" | ... she had come to his house that day. |
| "She was coming to my house today" | ... she had been coming to his house... |
| "She had come to my house today" | ... she had come to his house that day. |
| "She had been coming to my house... " | ... she had been coming to his house... |
| "She will come to my house today" | ... she would come to his house ... |
| "She will be coming to my house ... " | ... she would be coming to his house... |
| "She will have come to my house ... " | ... she would have come to his house... |
| "She can come to my house today" | ... she could come to his house ... |
| "She shall come to my house today" | ... she should come to his house ... |
| "She may come to my house today" | ... she might come to his house ... |
| "She must /has to come to my house... " | ... she had to come to his house ... |

You **say** some**THING**

John said that he was tired.

Mike says you have a new job.

Tara said: "I love you."

You **tell** some**ONE**

John told Jane that he was tired.

Mike tells me you have a new job.

Tara told John that she loved him.