



GRAMMAR

Reported Speech Lesson & Worksheet

Direct and indirect speech with 30 practice exercises

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What is Reported Speech?

Reported speech (also called indirect speech) is when we tell someone what another person said, without using their exact words. We often use verbs like say, tell, ask, explain, and mention.

Key Rule: When reporting speech, we usually shift the tense BACK (called "backshift"). We also change pronouns, time expressions, and place words.

1. Key Grammar Changes

1.1 Tense Changes (Backshift)

Direct Speech	Reported Speech	Rule
Present Simple	Past Simple	"He said he worked there."
Present Continuous	Past Continuous	"She said she was studying."
Past Simple	Past Perfect	"He said he had seen him."
Present Perfect	Past Perfect	"She said she had finished."
Will	Would	"He said he would call."
Can	Could	"She said she could help."

1.2 Time and Place Changes

Direct Speech	Reported Speech
today	that day
yesterday	the day before / the previous day
tomorrow	the next day / the following day
now	then / at that moment
here	there
this	that
next week	the following week
last week	the previous week

2. Reporting Verbs

Say vs Tell

- SAY + (that): "He said (that) he was tired."

■ TELL + person + (that): "He told me (that) he was tired."

Remember: "said me" is WRONG. Use "told me".

Other reporting verbs: explain, mention, suggest, warn, promise, admit, deny, reply.

3. Examples

- **Direct:** "I am learning English."

Reported: She said she was learning English.

- **Direct:** "We will arrive tomorrow."

Reported: They said they would arrive the next day.

- **Direct:** "Where do you live?"

Reported: He asked me where I lived.

Exercise 1: Change to Reported Speech

1. "I love chocolate." (She said...) -> _____

2 "We are going to the cinema tonight." (They told me...) -> _____

3 "I have finished my homework." (He said...) -> _____

4 "I cannot come to the party tomorrow." (Sarah told us...) -> _____

5 "We visited Paris last year." (They said...) -> _____

Exercise 2: Correct the Mistakes

6 He said me that he was tired.

7 She told that she will come tomorrow.

8 They said they are studying here.

Exercise 3: Complete the Sentences

9 "I am working on a new project." -> He said he _____ on a new project.

10 "I saw the movie yesterday." -> She told me she _____ the movie _____.

Exercise 4: More Direct to Reported Speech

11 "I do not like this restaurant." (Mark said...) -> _____

12 "We have been waiting for two hours." (They told the manager...) -> _____

13 "I will help you with your project tomorrow." (Jessica said...) -> _____

14 "My brother is studying medicine at university." (She said...) -> _____

15 "We went to Spain last summer." (Tom and Lisa told us...) -> _____

16 "I can speak three languages fluently." (He said...) -> _____

17 "I am not feeling well today." (Anna told her boss...) -> _____

18 "We have never been to Japan." (They said...) -> _____

Exercise 5: Questions in Reported Speech

Rule: For yes/no questions, use "asked + if/whether." For wh- questions, use "asked + question word." Use STATEMENT word order (not question order).

19. "Where do you live?" (He asked me...) -> _____

20 "Are you coming to the party?" (She asked him...) -> _____

21 "What time does the meeting start?" (They asked...) -> _____

22 "Have you finished your work?" (My boss asked me...) -> _____

Exercise 6: Commands and Requests

Rule: Use told/asked + person + to + infinitive.

Negative: told/asked + person + not + to + infinitive.

23 "Please help me with this box." (She asked me...) -> _____

24 "Do not be late for the meeting." (The manager told us...) -> _____

25 "Close the door, please." (He asked her...) -> _____

Exercise 7: Mixed Practice (Challenge)

26 "I might go to the gym this evening." (David said...) -> _____

27 "We had already eaten dinner when you called." (They explained...) -> _____

28 "I will be working from home next week." (Sarah told her team...) -> _____

29 "Why did you not answer my messages yesterday?" (He asked me...) -> _____

30 "I would travel more if I had more money." (She said...) -> _____

ANSWER KEY

Exercise 1:

- 1 She said (that) she loved chocolate.
- 2 They told me (that) they were going to the cinema that night.
- 3 He said (that) he had finished his homework.
- 4 Sarah told us (that) she could not come to the party the next day.
- 5 They said (that) they had visited Paris the previous year.

Exercise 2:

6. He told me that he was tired. (Use "told" + person)

- 7 She said that she would come the next day.
- 8 They said they were studying there.

Exercise 3:

- 9 was working
- 10 had seen / the day before

Exercise 4:



- 11 Mark said (that) he did not like that restaurant.
- 12 They told the manager (that) they had been waiting for two hours.
- 13 Jessica said (that) she would help me with my project the next day.
- 14 She said (that) her brother was studying medicine at university.
- 15 Tom and Lisa told us (that) they had gone to Spain the previous summer.
- 16 He said (that) he could speak three languages fluently.
- 17 Anna told her boss (that) she was not feeling well that day.
- 18 They said (that) they had never been to Japan.

Exercise 5:

- 19 He asked me where I lived.
- 20 She asked him if/whether he was coming to the party.
- 21 They asked what time the meeting started.
- 22 My boss asked me if/whether I had finished my work.

Exercise 6:

- 23 She asked me to help her with that box.
- 24 The manager told us not to be late for the meeting.
- 25 He asked her to close the door.

Exercise 7:

- 26 David said (that) he might go to the gym that evening.
- 27 They explained (that) they had already eaten dinner when I called.
- 28 Sarah told her team (that) she would be working from home the following week.
- 29 He asked me why I had not answered his messages the day before.
- 30 She said (that) she would travel more if she had more money.