

# USE REPORTED SPEECH

## INTRODUCTION

What is reported speech?

In English, we have two ways to show what someone says:

1. **Direct speech** - we use the exact words of the speaker and quotes (" "):

- Luis said, "I'm very busy today."

2. **Reported speech** - we **do not** use the exact words, **we change the sentence** and use our own words:

- Luis said (that) he was very busy that day.

We use reported speech when we:

- Tell someone about a conversation we had.
- Share news with other people.
- Explain what a teacher, a doctor or a friend said.
- Talk about what people said in the past.

Reported speech = when we tell, in our own words, what another person said.

In this lesson, you will learn how to **report simple sentences** using verbs like **say** and **tell**, and how to change I → **he/she**, **now** → **then**, etc.

## VOCABULARY

### 1 Verbs of speaking & reporting

| Word / phrase       | Example                                     |
|---------------------|---------------------------------------------|
| <b>say</b>          | He said, "I'm busy."                        |
| <b>tell</b>         | She told me she was tired.                  |
| <b>ask</b>          | He asked me about my job.                   |
| <b>explain</b>      | She explained the problem.                  |
| <b>answer</b>       | He answered my question.                    |
| <b>promise</b>      | She promised she would call.                |
| <b>agree</b>        | They agreed it was a good idea.             |
| <b>suggest</b>      | He suggested going to the cinema.           |
| <b>report</b>       | The teacher reported the news to the class. |
| <b>shout (yell)</b> | He shouted that he was late.                |

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## 2 Nouns and phrases for conversations

| Word / phrase       | Example                                  |
|---------------------|------------------------------------------|
| <b>conversation</b> | We had a long conversation.              |
| <b>message</b>      | She sent me a message.                   |
| <b>news</b>         | He told me some good news.               |
| <b>story</b>        | She told me an interesting story.        |
| <b>opinion</b>      | He said his opinion about the project.   |
| <b>information</b>  | They gave us information about the exam. |
| <b>question</b>     | I asked a question.                      |
| <b>answer</b>       | Her answer was very clear.               |
| <b>rumor</b>        | There is a rumor about a new teacher.    |
| <b>report (n.)</b>  | He wrote a report about the meeting.     |

## 3 Useful expressions for reporting

| Expression                             | Example                                    |
|----------------------------------------|--------------------------------------------|
| <b>He said (that)...</b>               | He said (that) he was tired.               |
| <b>She told me (that)...</b>           | She told me (that) she had a test.         |
| <b>They said (that)...</b>             | They said (that) they were happy.          |
| <b>According to...</b>                 | According to my friend, the exam was easy. |
| <b>He asked me if...</b>               | He asked me if I was free.                 |
| <b>She explained that...</b>           | She explained that she couldn't come.      |
| <b>In his / her words...</b>           | In her words, it was "a big surprise".     |
| <b>He told us about...</b>             | He told us about his new job.              |
| <b>She said something like...</b>      | She said something like, "I feel nervous". |
| <b>He didn't say anything about...</b> | He didn't say anything about the meeting.  |

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## GRAMMAR

We focus on:

1. Direct vs reported speech (say / tell)
2. Basic changes in pronouns and tenses (Present → Past)
3. Reporting basic verbs: said (that) / told me (that)

### 1 Direct speech vs reported speech (say / tell)

**Direct speech:** the exact words someone says, using quotation marks:

*He said, "I'm tired."*

**Reported speech:** without quotation marks, changing pronouns and sometimes the tense:

*He said (that) he was tired.*

#### Structure:

*Subject + said (that) + sentence*

*Subject + told + object + (that) + sentence*

#### Examples:

- Direct: *"I'm busy."*  
Reported: *He said (that) he was busy.*
- Direct: *"I have a test tomorrow."*  
Reported: *She said (that) she had a test the next day.*
- Direct: *"We are happy here."*  
Reported: *They said (that) they were happy there.*
- Direct: *"I like this movie."*  
Reported: *Maria said (that) she liked that movie.*
- Direct: *"You are a good friend."*  
Reported: *He told me (that) I was a good friend.*

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- Direct: *"I am tired now."*  
Reported: *She said (that) she **was** tired then.*
- Direct: *"We are in class today."*  
Reported: *They said (that) they **were** in class that day.*
- Direct: *"I have an exam tomorrow."*  
Reported: *He said (that) he **had** an exam the next day.*
- Direct: *"You are my friend."*  
Reported: *She told me (that) I **was** her friend.*
- Direct: *"I like this place."*  
Reported: *He said (that) he **liked** that place.*

**say** → without an object: *He said (that)...*

**tell** → with an object: *He told me (that)...*

## CONVERSATION - REPORTING A CONVERSATION

**Carla:** Did you talk to the teacher about the exam?

**Leo:** Yes, I did. She said, "The exam is next Friday."

**Carla:** So, what did you tell your friends?

**Leo:** I told them that the exam **was** next Friday.  
She also said, "You need to study units 3 and 4."

**Carla:** And how did you report that?

**Leo:** I said that the teacher told us we **needed** to study units 3 and 4.

**Carla:** Good. I didn't talk to her, so thanks for telling me.

**Leo:** No problem. She said that if we studied, we would be fine.

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