

# Prepare for {IELTS}

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# GRAMMAR FOR IELTS

## Reported speech

## TENSES WHICH CHANGE

# EXPLANATION

- It is possible to use **DIRECT SPEECH** or **REPORTED SPEECH** to report what somebody said.
- In **DIRECT SPEECH**, we repeat the exact words of the speaker. For example, **She said: This is the most difficult test I have ever done.**
- In **REPORTED SPEECH (INDIRECT SPEECH)** we communicate the exact/precise meaning of what somebody said but we don't use exactly the same words. For example, **She told us that it was the most difficult test she had ever done.**

# EXPLANATION

- When reporting what somebody has said, you usually need a past tense verb like **said**, **told**, **mentioned**, **admitted** or **promised**. The main verb usually needs to go into the past, or change in some way.
- For example, PRESENT SIMPLE verbs usually become PAST SIMPLE verbs. PAST SIMPLE and PRESENT PERFECT verbs usually become PAST PERFECT verbs.
- Being able to use and understand REPORTED SPEECH is especially useful in the Listening and Speaking Tests, and sometimes in General and Academic Writing Task 1.

# REPORTED SPEECH CHANGING TENSES

Often, reported speech is introduced by a verb in the past tense.

When this happens, we usually have to make changes.

Verbs in the present simple tense change to the past simple tense:

- **I love dancing** = **He told us that he loved dancing.**
- **I am impressed** = **He mentioned that he was impressed.**
- **The conference room has all of the facilities necessary** = **He assured us that the conference room had all of the facilities necessary.**
- **It doesn't matter** = **She said that it didn't matter.**
- **We have three beautiful conference rooms** = **She explained that they had three beautiful conference rooms.**

# REPORTED SPEECH CHANGING TENSES

Verbs in the present continuous tense change to the past continuous:

- I am living in Canada = He **said** that he **was living** in Canada.
- The manager is coming = She **informed** us that the manager **was coming**.
- I'm thinking about retiring = He **explained** that he **was thinking about** retiring.
- I'm hoping to get a promotion = She **mentioned** that she **was hoping to** get a promotion.
- I'm not working = He **told us** that he **wasn't working**.
- We are renovating the hotel at the moment = She **explained** that they **were renovating** the hotel at that moment.

# REPORTED SPEECH CHANGING TENSES

Verbs in the past continuous tense change to the past perfect continuous:

- **We were thinking of emigrating to Australia** = **They mentioned that they had been thinking of emigrating to Australia.**
- **I was living in New Zealand when the earthquake struck** = **He told us that he had been living in New Zealand when the earthquake struck.**
- **I was dealing with the issue** = **The receptionist said that he had been dealing with the issue.**
- **I wasn't listening** = **She admitted that she hadn't been listening.**

# REPORTED SPEECH CHANGING TENSES

Verbs in the present perfect tense change to the past perfect:

- The poor economic climate **has affected profits** = The manager **explained** that the poor economic climate **had affected profits**.
- We've never been to such a boring conference = We **agreed** that we **had never been to** such a boring conference.
- I have never worked in such a pressurised environment = She **mentioned** that she **had never worked in** such a pressurised environment.
- I haven't been given enough money = She **explained** that she **hadn't been given** enough money. (This is a passive form)

# REPORTED SPEECH CHANGING TENSES

Verbs in the present perfect continuous tense change to the past perfect continuous:

- I've been tying to contact the manager for an hour = She told me that she had been trying to contact the manager for an hour.
- I've been sleeping all morning = He explained that he had been sleeping all morning.
- I've been driving for six hours = She told us that she had been driving for six hours.
- I haven't been feeling very well recently = She said that she hadn't been feeling very well recently.

# REPORTED SPEECH CHANGING TENSES

Verbs in the past simple tense change to the past perfect:

- **It rained all day** = **He told me that it had rained all day.**
- **I met you once at a party** = **He said he had met me once at a party.**
- **I made a lot of money as an investment banker** = **She boasted that she had made a lot of money as an investment banker.**
- **I didn't know about the accident** = **She explained that she hadn't known about the accident.**
- **I didn't come because of the rain** = **She said that she hadn't come because of the rain.**

# REPORTED SPEECH CHANGING TENSES

Verbs in the simple future tense (with will) change to the conditional:

- I will try to make it = He **said** he **would** try to make it.
- The weather will improve soon = He **promised** that the weather **would** improve **soon**.
- She will struggle to pass the exam = The teacher **predicted** that she **would** struggle to pass the exam.
- I won't tell a soul = She **promised** that she **wouldn't** tell a soul.
- I will send you a confirmatory email as soon as the payment has been received = She **promised** that she **would** send us a confirmatory email as soon as the payment **had been received**.

# REPORTED SPEECH CHANGING TENSES

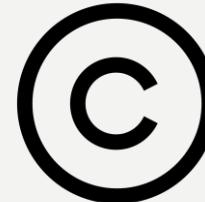
Verbs in the future continuous tense change to the conditional continuous:

- I will be arriving in the evening = He said he would be arriving in the evening.
- I will be discussing the matter at the meeting = She said she would be discussing the matter at the meeting.
- I will be revising all day = He said he would be revising all day.
- I won't be coming to the party = She said that she wouldn't be coming to the party.

# REPORTED SPEECH CHANGING TENSES

First conditionals change to second conditionals:

- **We can/will give you a discount if you book for two or more days** = **She mentioned that they could/would give us a discount if we booked for two or more days.**
- **If I see him, I will give him the money I owe** = **She promised that if she saw you, she would give you the money she owes.**
- **If it rains, we will have to postpone the match** = **They stated that if it rained, they would have to postpone the match.**
- **We will come if we have time** = **They mentioned that they would come if they had time.**



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# GRAMMAR FOR IELTS

## Reported speech

### TENSES WHICH DO NOT CHANGE

# EXPLANATION

- It is possible to use **DIRECT SPEECH** or **REPORTED SPEECH** to report what somebody said.
- When reporting what somebody has said, you usually need a past tense verb like **said, told, mentioned, admitted** or **promised**. The main verb usually needs to go into the past or change in some way.
- However, in some cases, the main verb does not change.

# REPORTED SPEECH

## TENSES WHICH DO NOT CHANGE

When we report a statement which somebody makes often/regularly (using a present simple, present perfect or future form) we don't need to change the tenses in the rest of the sentence:

- **My colleagues always tell me that they are overworked and that they will never get everything done.**
- **Every time I see her she lets me know that she is extremely talented and that she is going to be famous one day.**
- **My boss has told me a million times that he is incredibly busy.**
- **As soon as I open the front door, the children will tell me that they need help with their homework and that they haven't even started it yet. This happens every single day.**

# REPORTED SPEECH

## TENSES WHICH DO NOT CHANGE

We do not always change the simple present tense if it describes something which is still true now:

- I hate doing paperwork = She admitted that she hates doing paperwork.
- I find school quite boring = He said that he finds school quite boring.
- I speak several languages fluently = He boasted that he speaks several languages fluently.
- I want to get a promotion = He told me that he wants to get a promotion.

# REPORTED SPEECH

## TENSES WHICH DO NOT CHANGE

We do not always change the simple past tense if it describes something which is still true now:

- I decided to become a vet at the age of eleven = She said that she decided / had decided to become a vet at the age of eleven.
- I never received your email = She insisted that she never received / had never received my email.
- I paid for a double-room with a balcony = She said that she paid for / had paid for a double-room with a balcony.
- I didn't understand much maths at school = She said she didn't understand / hadn't understood much maths at school.

# REPORTED SPEECH

## TENSES WHICH DO NOT CHANGE

We do not always change the past continuous tense if it describes something which is not completed:

- **They were still working when I arrived** = **She told us that they were still working / had still been working when she arrived.**
- **It was raining** = **He said that it was raining / had been raining.**
- **When I was working in Mumbai, I met a lot of interesting people** = **She said that when she was working / had been working in Mumbai, she met / had met a lot of interesting people.**
- **The situation wasn't improving** = **He admitted that the situation wasn't improving / hadn't been improving.**

# REPORTED SPEECH

## TENSES WHICH DO NOT CHANGE

We do not usually change the past perfect tense or the past perfect continuous tense:

- **I had already seen it** = **She said that she had already seen it.**
- **I had already been in Mexico for a week when you arrived** = **She said she had already been in Mexico for a week when I arrived.**
- **I had been thinking about retiring for a while** = **She confessed that she had been thinking about retiring for a while.**
- **I had been wondering where you were** = **She explained that she had been wondering where I was.**

# REPORTED SPEECH

## TENSES WHICH DO NOT CHANGE

Unreal past tenses (subjunctives) do not change (but the verbs which subjunctives are connected to can change):

- **I wish I was younger** = **He said that he wished he was younger.**
- **I wish I didn't have to study** = **She said that she wished she didn't have to study.**
- **I wish you would work harder** = **She said that she wished I would work harder.**
- **It's time we went home** = **He said it was time we went home.**
- **I'd rather/sooner you went to the conference** = **She said that she'd rather/sooner I went to the conference.**

# REPORTED SPEECH

## TENSES WHICH DO NOT CHANGE

Second conditional and third conditional forms do not change:

- **If I had more time, I would do more translating** = **She said that if she had more time, she would do more translating.**
- **If I was/were younger, I would re-train** = **He said that if he was/were younger, he would re-train.**
- **If I had known, I would have visited you in hospital** = **He said that if he had known, he would have visited me in hospital.**
- **If I had had more time, I would have gone on holiday** = **She told me that if she had had more time, she would have gone on holiday.**

# REPORTED SPEECH

## TENSES WHICH DO NOT CHANGE

We do not usually change would:

- I **would like to stay** = She **said** she **would like** to stay.
- I **wouldn't like to be in your shoes/position** = He **said** that he **wouldn't like** to be in my shoes/position.
- I **would be interested in applying for the job** = She **mentioned** that she **would be interested in applying for the job**.
- I **would prefer not to go** = She **said** that she **would prefer not to go**.
- I **wouldn't be able to stay until the end of the meeting** = He **admitted** that he **wouldn't be able to stay until the end of the meeting**.

# REPORTED SPEECH

## TENSES WHICH DO NOT CHANGE

We do not usually change used to:

- I used to live in a huge house = He told us that he used to live in a huge house.
- I used to go fishing every weekend = She mentioned that she used to go fishing every weekend.
- I didn't use to care much about animal rights = She admitted that she didn't use to care much about animal rights.
- When I was little, I didn't use to like spaghetti = He said that when he was little, he didn't use to like spaghetti.



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# GRAMMAR FOR IELTS

## Reported speech

## MODAL VERBS

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# EXPLANATION

- It is possible to use **DIRECT SPEECH** or **REPORTED SPEECH** to report what somebody said.
- We can use **REPORTED SPEECH** to report **MODAL VERBS** such as **might**, **may**, **can** and **ought to**.
- In **REPORTED SPEECH**, **MODAL VERBS** sometimes need to change and sometimes do not change.
- We can sometimes use other structures to avoid using **MODAL VERBS** in **REPORTED SPEECH**.

# REPORTED SPEECH

## MODAL VERBS

Many modal verbs remain unchanged:

- The receipt **may/might/could** be in the office = She **said** that the receipt **may/might/could** be in the office.
- I **could** help = She **said** that she **could** help.
- The police **ought to take** knife crime **more seriously** = He **argued** that the police **ought to take** knife crime **more seriously**.
- Teachers **should do more to tackle** bullying at school = He **agreed** that teachers **should do more to tackle** bullying at school.
- I **would love to be** a pilot = She **said** that she **would love** to be a pilot.
- I **used to work** in advertising = She **told** us that she **used to work** in advertising.

# REPORTED SPEECH

## MODAL VERBS

Other modal verbs and semi-modals change; especially when we refer to things which clearly happened in the past:

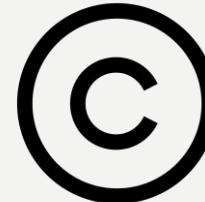
- **It may/might/could be easier to go by train** = **He said that it may/might/could have been easier to go by train.**
- **You must/cannot be tired** = **She said he must/cannot have been tired.**
- **They ought to tell him** = **She said they ought to have told him.**
- **I am unable to help** = **She regretted that she was unable to help.**
- **You are not allowed/permited/entitled to vote twice** = **She made it clear that we were not allowed/permited/entitled to vote twice.**
- **I have/need to go** = **He told us that he had/needed to go.**
- **We managed to find it** = **They said they had managed to find it.**

# REPORTED SPEECH

## MODAL VERBS

Other structures are possible with some modal verbs. Sometimes we can use an object pronoun and an infinitive:

- **I'd be grateful if you could help** = **She asked me to help.**
- **You should be more careful** = **He advised/urged/told/warned me to be more careful.**
- **You ought to stop smoking** = **She urged/told/begged me to stop smoking.**
- **You must go with me** = **The police officer told me to go with him.**



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# GRAMMAR FOR IELTS

## Reported speech

## OTHER LANGUAGE WHICH CHANGES

# EXPLANATION

- It is possible to use **DIRECT SPEECH** or **REPORTED SPEECH** to report what somebody said.
- When we use **REPORTED SPEECH**, we often have to change other words/phrases in the sentence, including **pronouns, possessive adjectives, this/these, expressions of time and expressions of place**.

# REPORTED SPEECH

## OTHER LANGUAGE WHICH CHANGES

Pronouns and possessive adjectives usually change to the third person:

- **We have forgotten our keys** = **He said that they had forgotten their keys.**
- **I hate my new job** = **She told me that she hates/hated her new job.**

These pronouns and possessive adjectives do not change when you report your own words:

- **I love my cat** = **I told them that I love/loved my cat.**
- **I will probably have to do it all myself** = **I explained that I would probably have to do it all myself.**
- **It's definitely not mine** = **I said that it definitely wasn't mine.**

# REPORTED SPEECH

## OTHER LANGUAGE WHICH CHANGES

**This in time expressions often changes to that:**

- **I have been in Moscow this week** = **She said that she had been in Moscow that week.**
- **I wasn't at work this morning** = **She said she wasn't / hadn't been at work that morning.**

**This and that can change to the when they are used as adjectives:**

- **I purchased this computer at your store** = **I told her that I had purchased the computer at her store.**
- **That shopkeeper was really rude** = **He complained that the shopkeeper had been really rude.**

# REPORTED SPEECH

## OTHER LANGUAGE WHICH CHANGES

**When we use this as a pronoun, it often changes to it:**

- **I find this intolerable** = **She told us that she finds/found it intolerable.**
- **This is one of the worst things I can remember** = **She said it was one of the worst things she could remember.**

**When we use these as a pronoun, it often changes to they/them:**

- **These are some of the worst conditions I have ever seen** = **She admitted that they were some of the worst conditions she had ever seen.**
- **I want to keep these** = **He said that he wanted to keep them.**

# REPORTED SPEECH

## OTHER LANGUAGE WHICH CHANGES

We often replace expressions of time:

- **I've eaten too much today** = **He said he had eaten too much that day.**
- **The parcel came yesterday** = **She told me that the parcel had come the day before / the previous day.**
- **It rained heavily the day before yesterday** = **He told us that it had rained heavily two days earlier.**
- **I'm going to Paris tomorrow** = **She mentioned that she was going to Paris the next day / the following day.**

# REPORTED SPEECH

## OTHER LANGUAGE WHICH CHANGES

We often replace expressions of time:

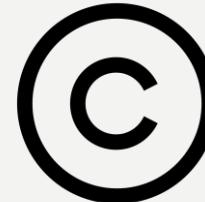
- **I am starting my course the day after tomorrow** = **She said that she was starting her course in two days' time.**
- **I will see her next week/year** = **He mentioned that he would see her the following week/year.**
- **I didn't have time last week/month/year** = **She said that she hadn't had time the previous week/month/year.**
- **I originally started working here a month/year ago** = **She told me that she had originally started working there the previous month/year.**

# REPORTED SPEECH

## OTHER LANGUAGE WHICH CHANGES

We usually replace **here** with **there** or a phrase which describes a place:

- **I have been living here since I was a child** = **She told me that she had been living there / in Tehran since she was a child.**
- **I hate working here** = **She said that she hates/hated working in that shop.**
- **I came here when I was a child** = **He told me that he came / had come to Germany when he was a child.**
- **The people here are friendly** = **She said that the people in the village where she lives are/were friendly.**



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# GRAMMAR FOR IELTS

## Reported speech

### USING INFINITIVES AND GERUNDS

# EXPLANATION

- It is possible to use **DIRECT SPEECH** or **REPORTED SPEECH** to report what somebody said.
- We can sometimes use verbs which are followed by an **INFINITIVE** or a **GERUND** form in **REPORTED SPEECH**.

# REPORTED SPEECH INFINITIVES AND GERUNDS

We can sometimes use infinitives in reported speech:

- I will pay you back soon = He promised/agreed to pay her back soon.
- I can help you = She offered to help him.
- We will not extend your contract = The manager refused to extend my contract.
- We will take legal action against you = They threatened to take legal action against us.
- Don't be stupid! = She warned/told him not to be stupid.
- Try it! = He encouraged / begged / pleaded with her to try it.

# REPORTED SPEECH INFINITIVES AND GERUNDS

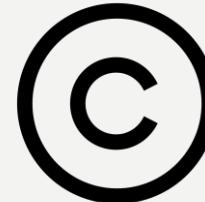
We can sometimes use gerunds in reported speech:

- I think you're delighted that I'm leaving = She accused me of being delighted that she is/was leaving.
- You caused the problems = She blamed me for causing the problems.
- I'm certainly going to pay = She insisted on paying.
- I'm certainly going to be paid = She insisted on being paid. (This is a passive form)
- I'm so sorry I didn't come to the party = He apologised for not coming to the party / He apologised for not having come to the party.

# REPORTED SPEECH INFINITIVES AND GERUNDS

We can sometimes use gerunds in reported speech:

- I'm sorry I didn't know = He regretted not knowing / He regretted not having known.
- I took the money without asking = He admitted taking the money without asking / He admitted having taken the money without asking.
- I definitely didn't lose it = He denied losing it / He denied having lost it.
- I made the booking = She confirmed making the booking / She confirmed having made the booking.



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# GRAMMAR FOR IELTS

## Reported speech

### VERBS USED TO REPORT SPEECH

# EXPLANATION

- It is possible to use **DIRECT SPEECH** or **REPORTED SPEECH** to report what somebody said.
- Although we often use the verbs **to say** and **to tell** in **REPORTED SPEECH**, we can use a wide range of verbs to report what somebody said.

# VERBS USED IN REPORTED SPEECH

We can introduce reported speech with **to say** or **tell + object**:

- **I'm sorry** = **He said he was sorry** / **He told me that he was sorry**.
- **It's difficult** = **She said it was difficult** / **She told us it was difficult**.
- **The situation is getting worse** = **She said that the situation was getting worse** / **She told us that the situation was getting worse**.

It is possible to use **to say** with an object, but this is unusual:

- **I'm quite busy** = **She said to me that she was quite busy**.

# VERBS USED IN REPORTED SPEECH

We can use other verbs with reported speech:

- **It would be a waste of time and money** = They **argued** that it would be a waste of time and money.
- **It would be a good idea** = She **agreed** that it would be a good idea.
- **I organised the conference and I will deal with any problems** = He **explained** that he had organised the conference and **added** that he would deal with any problems.
- **I'm the cleverest person you are likely to meet** = He **boasted/claimed** that he was the cleverest person I was likely to meet.

# VERBS USED IN REPORTED SPEECH

We can use other verbs with reported speech:

- I'm sorry = He **stated** that he was sorry.
- I do not agree = He **replied/answered** that he did not agree.
- I think there was a mistake = She **suggested** that there had been a mistake.
- I saw three men entering the building = He **reported** that he had seen three men entering the building.
- We used to live in China = They **mentioned** that they used to live in China.
- I am leaving = She **informed** her boss that she was leaving.

# VERBS USED IN REPORTED SPEECH

We can use other verbs with reported speech:

- **It is totally unfair** = **He felt** that it was totally unfair.
- **I'm sorry I didn't say anything** = **She regretted** that she hadn't said anything.
- **The exam was too hard** = **Many candidates complained** that the exam had been too hard.
- **The food was awful** = **They grumbled** that the food was / had been awful.
- **The weather was too hot** = **They moaned** that the weather was / had been too hot.

# VERBS USED IN REPORTED SPEECH

We can use other verbs with reported speech:

- **The parcel will arrive tomorrow** = They **guaranteed** that the parcel **would arrive the next day**.
- **I definitely saw him** = She **indicated** that she had definitely seen him.
- **The food has been freshly prepared** = The chef **assured/promised us** that the food had been freshly prepared.
- **The experiment did not go very well** = Several scientists **observed/remarked** that the experiment had not gone very well.
- **I can't help you, because you haven't got a receipt** = The manager **pointed out** that she couldn't help us because we didn't have a receipt.

# VERBS USED IN REPORTED SPEECH

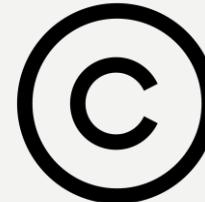
We can use other verbs with reported speech:

- I have been offered a new job = She revealed that she had been offered a new job.
- I paid the money into the bank = She confirmed that she had paid the money into the bank.
- I did everything I could = She commented that she had done everything she could.
- The meeting will take place on Sunday = They announced that the meeting would take place on Sunday.
- It is entirely unacceptable = The manager made it clear that it was entirely unacceptable.

# VERBS USED IN REPORTED SPEECH

We can use other verbs with reported speech:

- I made a mistake = He acknowledged/accepted that he had made a mistake.
- I wasn't listening = He admitted that he hadn't been listening.
- I didn't receive your email = The receptionist denied that he had received our email.
- I wasn't even there = He insisted that he hadn't even been there.
- The company must pay compensation = She demanded that the company must pay compensation.
- I had good intentions = He claimed that he had had good intentions.



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# GRAMMAR FOR IELTS

## Reported speech

## REPORTED QUESTIONS

# EXPLANATION

- It is possible to use **DIRECT SPEECH** or **REPORTED SPEECH** to report what somebody said.
- Sometimes we want to report a **question** and we can use **REPORTED SPEECH** for this.
- We can also use **REPORTED SPEECH** when we want to write about **combined questions and answers** and **combined statements and questions**.

# REPORTED QUESTIONS

Reported questions need the same changes as reported statements. The question word is placed before the subject, and the subject is placed before the main verb:

- **Where do you work?** = **He asked me where I worked.**
- **How much do you earn?** = **They asked me how much I earned.**
- **How many sharks have you seen?** = **They asked me how many sharks I had seen.**
- **When will you get back?** = **I asked her when she would get back.**
- **Why are you in hospital?** = **She asked me why I was in hospital.**

# REPORTED QUESTIONS

If there is no question word, we can put if before the subject:

- Are you free? = She asked me if I was free.
- Do you understand? = He asked me if I understood.
- Was it expensive? = He wanted to know if it had been expensive.
- Have you ever been diving? = She asked me if I had ever been diving.
- Is there enough money? = He wanted to know if there was enough money.

# REPORTED QUESTIONS

We can use **whether** instead of **if** when we want to emphasize a choice:

- **Do you want to stay or go?** = She **asked** me **whether** I **wanted to stay or go**.
- **Are you Canadian or British?** = She **wanted to know** **whether** I **was Canadian or British**.
- **Have you got a ticket?** = They **asked** me **whether (or not)** I **had a ticket**.

# REPORTED QUESTIONS

We can use **whether** instead of **if** when we want to emphasize a choice:

- **Are you going to apply for that job?** = He **asked** me **whether** I **was going to apply for that job (or not)**.
- **Would you like the vegetarian option?** = The waiter **asked/inquired whether (or not) we wanted the vegetarian option.**
- **Should I wait?** = He **wondered whether (or not) he should wait** / He **wondered whether (or not) to wait.**

# REPORTED QUESTIONS

We usually use **whether** when we report questions which contain an **if-clause**:

- **If it rains, will you go to the picnic?** = **She wanted to know whether we would go to the picnic if it rained.**
- **If you have time, will you help me?** = **He asked whether I would help him if I had time.**
- **If you moved to Auckland, would you buy a house?** = **The manager wanted to know whether we would buy a house if we moved to Auckland.**
- **If you had seen a lion, would you have been frightened?** = **He wanted to know whether I would have been frightened if I had seen a lion.**

# REPORTED QUESTIONS

When we report a direct question starting with **shall**, there are several possibilities. It depends if the question is a suggestion, an offer or a request for instructions or advice:

- **Shall we meet in the restaurant?** = **She suggested meeting in the restaurant / She suggested that we should meet in the restaurant.** (a suggestion)
- **Shall I help you?** = **He offered to help me / He asked whether he should help me.** (an offer)
- **What shall I do?** = **She asked what she should do** (a request for instructions or advice)

# REPORTED QUESTIONS AND ANSWERS TOGETHER

We can report yes and no with an auxiliary verb:

- Are you tired? No = She **asked** me if I was tired and I **said** I **wasn't**.
- Have you been here long? Yes = She **asked** me if I had been there long and I **told** her that I **had**.
- Can you speak Portuguese? No = They **asked** me if I **could** speak Portuguese and I **admitted** that I **couldn't**.
- Will you come to the party? Yes = They **asked** me if I **would** come to the party and I **promised** I **would**.

# REPORTED STATEMENTS AND QUESTIONS TOGETHER

Usually, if we want to report two different types of speech, each type needs its own verb:

- **I haven't got any money. Have you?** = **He said that he didn't have any money and asked me if I had any/some.**
- **I am busy. Go away!** = **He said that he was busy and told me to go away.**
- **I'm going shopping. Can I get you anything?** = **She mentioned that she was going shopping and wanted to know whether I wanted anything.**



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# GRAMMAR FOR IELTS

## Reported speech

## STRATEGIES FOR IELTS

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# EXPLANATION

- It is possible to ask direct questions such as **When does the course start?** or **How much does the course cost?**
- However, we can make our questions more polite or more formal by writing them as **INDIRECT QUESTIONS**.
- We could write: **I would like to know when the course starts** or **I would be grateful if you could tell me how much the course costs.**
- This strategy can be effective in the IELTS General Writing Test: Task 1, especially for formal letters.

# REPORTED SPEECH STRATEGIES FOR IELTS WRITING

We can use this structure in IELTS General Writing Task 1 when we want to ask questions in a formal letter:

- How much does the computer cost? = I would like to know how much the computer costs.
- Why has nobody responded to my email? = Please could you tell me why nobody has responded to my email?
- When will the course finish? = I wonder if you could let me know when the course will finish.
- Will the company give me a full refund? = I am writing to ask if/whether the company will give me a full refund.

# EXPLANATION

- It is possible to ask direct questions such as **Should the death penalty be banned?** or **What can we do to tackle youth unemployment?**
- However, we can make our question more formal by writing them as **INDIRECT QUESTIONS**.
- We could write **It is worth discussing whether the death penalty should be banned** or **The question of what we can do to tackle youth unemployment is a significant and relevant one.**
- This strategy can be effective in IELTS Writing **TASK 2**.

# REPORTED SPEECH STRATEGIES FOR IELTS WRITING

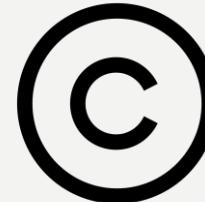
We can use this structure in the thesis statement of IELTS Writing Task 2 essays when we do not give our opinion in the introduction:

- Should cannabis be legalized? = The issue of whether cannabis should be legalized is worth considering.
- What can we do to reduce crime? = The question of what we can do to reduce crime perplexes/worries/concerns many of us.
- What is happiness? Why is it so difficult to define? = The issues of what happiness is and why it is so difficult to define have fascinated philosophers and non-experts alike for centuries.
- How much does technology benefit us? = The question of how much technology benefits us is worth debating.

# REPORTED SPEECH STRATEGIES FOR IELTS WRITING

We can use this structure in the thesis statement of IELTS Writing Task 2 essays when we do not give our opinion in the introduction:

- Should all employees receive equal salaries? = The question of whether all employees should receive equal salaries merits consideration.
- Why do some people commit crimes? = It is worth discussing why some people commit crimes.
- Why are societies becoming more similar to each other? Is this a good thing or a bad thing? = The questions of why we are becoming more similar and whether this is a positive development need to be answered.



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# GRAMMAR FOR IELTS

## Reported speech

### REPORTING OTHER TYPES OF SENTENCE

# EXPLANATION

- It is possible to use **DIRECT SPEECH** or **REPORTED SPEECH** to report what somebody said.
- We can use **REPORTED SPEECH** for **requests, invitations, commands, advice, suggestions, exclamations and short comments.**

# REPORTED REQUESTS AND INVITATIONS

Sometimes we use **will/would/could** to request or invite:

- **Please will/would/could you come to the meeting?** = **My boss asked/told me to come/go to the meeting** / **My boss asked me if I would/could come/go to the meeting.**
- **Will/Would/Could you lend me some money?** = **She asked me to lend her some money** / **She asked me if I could/would lend her some money.**
- **Will/Would/Could you come round for dinner tomorrow?** = **He invited me to come/go round for dinner the following day** / **He wanted to know if I would/could come/go round for dinner the following day.**

# REPORTED COMMANDS, REQUESTS AND ADVICE

When we want to report commands, requests and advice, we often use a special verb with an object and an infinitive:

- **Be careful!** = He **advised/urged/told/warned us to be careful.**
- **Don't drink the water!** = She **advised/urged/told/warned us not to drink the water.**
- **Sit quietly!** = They **asked/begged/recommended/reminded us to sit quietly.**
- **Bring a friend!** = She **invited/encouraged us to bring a friend.**
- **Go away!** = They **commanded/ordered us to go away.**
- **Don't feed the animals!** = She **asked/begged/reminded/implored us not to feed the animals.**

# REPORTED SUGGESTIONS

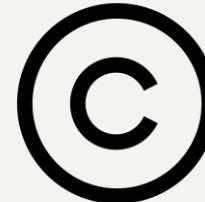
We can report suggestions made with let's:

- **Let's sort it out later** = **She suggested sorting it out later / She suggested/said that we should sort it out later.**
- **Let's have a party** = **She suggested having a party / She suggested/said that we should have a party.**
- **Let's not bother doing anything** = **She suggested not doing anything / She suggested/said that we shouldn't do anything.**
- **Let's not go on holiday** = **He suggested not going on holiday / He suggested/said that we shouldn't go on holiday.**

# REPORTED EXCLAMATIONS AND SHORT COMMENTS

We can use special verbs for exclamations and short comments:

- **Thank you!** = She **thanked** him.
- **Good luck!** = I **wished** him good luck.
- **Happy Birthday!** = He **wished** her a happy birthday.
- **Get well soon!** = He **wished** her a speedy recovery.
- **Congratulations!** = They **congratulated** me.
- **Welcome back!** = She **welcomed** me back.



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## PREPARE for IELTS: Grammar Exercises

Last week you spoke to a hotel manager because you wanted to book conference facilities. Using reported speech, tell your colleague what the manager said:

### EXAMPLE

'We have three beautiful conference rooms'

She told me that they \_\_\_\_\_ three swimming pools.

ANSWER: She told me that they **had** three swimming pools.

1. 'We have three beautiful conference rooms'  
**She told me that they \_\_\_\_\_ three beautiful conference rooms.**
2. 'We are renovating one of them at the moment'  
**She said that they \_\_\_\_\_ renovating one of them at the moment**
3. 'We can give you a discount if you book two or more days'  
**She mentioned that they \_\_\_\_\_ give us a discount if we \_\_\_\_\_ two or more days.**
4. 'Recently, we have had to put the prices up'  
**She admitted that recently they \_\_\_\_\_ to put the prices up.**
5. 'I will send you a confirmatory email as soon as the payment has been received'  
**She promised that she \_\_\_\_\_ send us a confirmatory email as soon as the payment \_\_\_\_\_ received.**

### ANSWERS

1. 'We have three beautiful conference rooms'  
She told me that they **had** three beautiful conference rooms
2. 'We are renovating one of them at the moment'  
She said that they **were** renovating one of them at the moment
3. 'We can give you a discount if you book two or more days'  
She mentioned that they **could** give us a discount if we **booked** two or more days.
4. 'Recently, we have had to put the prices up'  
She admitted that recently they **had had** to put the prices up.
5. 'I will send you a confirmatory email as soon as the payment has been received'  
She promised that she **would** send us a confirmatory email as soon as the payment **had been** received.

## PREPARE for IELTS: Grammar Exercises

Change the sentences in direct speech into reported speech:

EXAMPLE:

DIRECT SPEECH: I want to go home.

REPORTED SPEECH: She said that \_\_\_\_\_

ANSWER: She said that **she wanted to go home**

1. DIRECT SPEECH: It doesn't matter  
REPORTED SPEECH: She said that \_\_\_\_\_
2. DIRECT SPEECH: The conference room has all the facilities you need  
REPORTED SPEECH: She said that \_\_\_\_\_
3. DIRECT SPEECH: I'm thinking about training to be a dentist.  
REPORTED SPEECH: She said that \_\_\_\_\_
4. DIRECT SPEECH: I was living in Australia during the whole of 1997  
REPORTED SPEECH: She said that \_\_\_\_\_
5. DIRECT SPEECH: I have never met such an unpleasant person  
REPORTED SPEECH: She said that \_\_\_\_\_
6. DIRECT SPEECH: I wish I was younger  
REPORTED SPEECH: She said that \_\_\_\_\_
7. DIRECT SPEECH: I've been working hard all morning  
REPORTED SPEECH: She said that \_\_\_\_\_
8. DIRECT SPEECH: I didn't know the weather was going to be so bad.  
REPORTED SPEECH: She said that \_\_\_\_\_
9. DIRECT SPEECH: I won't tell anybody  
REPORTED SPEECH: She said that \_\_\_\_\_
10. DIRECT SPEECH: The situation will improve soon.  
REPORTED SPEECH: She said that \_\_\_\_\_

## ANSWERS

1. She said that **it didn't matter**
2. She said that **the conference room had all the facilities we needed**
3. She said that **she was thinking about training to become a dentist.**

4. She said that **she was / had been living in Australia during the whole of 1997.**
5. She said that **she had never met such an unpleasant person.**
6. She said that **she wished she was younger.**
7. She said that **she had been working hard all morning.**
8. She said that **she didn't know / hadn't known that the weather was going to be so bad.**
9. She said that **she wouldn't tell anybody.**
10. She said that **the situation would improve soon.**

## PREPARE for IELTS: Grammar Exercises

Change the sentences in direct speech into reported speech:

**EXAMPLE:**

**DIRECT SPEECH:** I want to go home.

**REPORTED SPEECH:** She said that \_\_\_\_\_

**ANSWER:** She said that **she wanted to go home**

1. **DIRECT SPEECH:** I won't be coming to the party

**REPORTED SPEECH:** She said that \_\_\_\_\_

2. **DIRECT SPEECH:** If I have time, I will come to the meeting

**REPORTED SPEECH:** She said that \_\_\_\_\_

3. **DIRECT SPEECH:** I had never seen her before.

**REPORTED SPEECH:** She said that \_\_\_\_\_

4. **DIRECT SPEECH:** We have forgotten our umbrellas.

**REPORTED SPEECH:** She said that \_\_\_\_\_

5. **DIRECT SPEECH:** I have been to Paris this week.

**REPORTED SPEECH:** She said that \_\_\_\_\_

6. **DIRECT SPEECH:** If I had known, I wouldn't have come.

**REPORTED SPEECH:** She said that \_\_\_\_\_

7. **DIRECT SPEECH:** I used to live in that street.

**REPORTED SPEECH:** She said that \_\_\_\_\_

8. **DIRECT SPEECH:** This is one of the worst days of my life

**REPORTED SPEECH:** She said that \_\_\_\_\_

9. **DIRECT SPEECH:** I want to keep these.

**REPORTED SPEECH:** She said that \_\_\_\_\_

10. **DIRECT SPEECH:** I will see you next week

**REPORTED SPEECH:** She said that \_\_\_\_\_

**ANSWERS**

1. She said that **she wouldn't be coming to the party.**
2. She said that **if she had time, she would come to the meeting.**
3. She said that **she had never seen her before.**
4. She said that **they had forgotten their umbrellas.**
5. She said that **she had been to Paris that week**
6. She said that **if she had known, she wouldn't have come.**
7. She said that **she used to live in that street.**
8. She said that **it was one of the worst days of her life.**
9. She said that **she wanted to keep them.**
10. She said that **she would see us the following week.**

## PREPARE for IELTS: Grammar Exercises

Change the sentences in direct speech into reported speech:

EXAMPLE:

DIRECT SPEECH: I want to go home.

REPORTED SPEECH: She said that \_\_\_\_\_

ANSWER: She said that **she wanted to go home**

1. DIRECT SPEECH: What's your name?

REPORTED SPEECH: She asked me \_\_\_\_\_

2. DIRECT SPEECH: Why are you in hospital?

REPORTED SPEECH: She asked me \_\_\_\_\_

3. DIRECT SPEECH: What time will you get back?

REPORTED SPEECH: She asked me \_\_\_\_\_

4. DIRECT SPEECH: It might not be too difficult

REPORTED SPEECH: She said that \_\_\_\_\_

5. DIRECT SPEECH: Do you understand?

REPORTED SPEECH: She asked me \_\_\_\_\_

6. DIRECT SPEECH: The police ought to take crime more seriously

REPORTED SPEECH: She said that \_\_\_\_\_

7. DIRECT SPEECH: Do you want cheese or meat?

REPORTED SPEECH: She asked me \_\_\_\_\_

8. DIRECT SPEECH: Would you like the vegetarian option?

REPORTED SPEECH: She asked me \_\_\_\_\_

9. DIRECT SPEECH: Shall we meet later?

REPORTED SPEECH: She suggested \_\_\_\_\_

10. DIRECT SPEECH: I haven't got any money. Have you?

REPORTED SPEECH: She said that \_\_\_\_\_ and asked me \_\_\_\_\_

## ANSWERS

1. She asked me **what my name was**

2. She asked me **why I was in hospital**

3. She asked me **what time I would get back**
4. She said that **it might not be too difficult**
5. She asked me **if I understood**
6. She said that **the police ought to take crime more seriously**
7. She asked me **if I wanted cheese or meat**
8. She asked me **if I would like the vegetarian option**
9. She suggested **meeting later / she suggested that we met later**
10. She said that **she didn't have any money and asked me if I had (any)**

## PREPARE for IELTS: Grammar Exercises

Complete each sentence with an appropriate reporting verb:

1. We all ag\_\_\_\_\_ that it would be a great idea.
2. She ex\_\_\_\_\_ that she hadn't attended the meeting because her flight had been cancelled.
3. He men\_\_\_\_\_ that he had never been to Amsterdam and ad\_\_\_\_\_ that he really didn't want to go.
4. She com\_\_\_\_\_ that the facilities were incredibly poor.
5. They gu\_\_\_\_\_ that the parcel would arrive the next day.
6. The company conf\_\_\_\_\_ that they had received the payment.
7. He p\_\_\_\_\_ o\_\_\_\_\_ that he wouldn't be able to get into the house because he didn't have a key.
8. They ack\_\_\_\_\_ that mistakes had been made and acc\_\_\_\_\_ that things should have been done differently.
9. They cl\_\_\_\_\_ that they had never wanted to cause any problems.
10. She de\_\_\_\_\_ that she had stolen the money.

## ANSWERS

1. We all **agreed** that it would be a great idea.
2. She **explained** that she hadn't attended the meeting because her flight had been cancelled.
3. He **mentioned** that he had never been to Amsterdam and **admitted** that he really didn't want to go.
4. She **complained** that the facilities were incredibly poor.
5. They **guessed** that the parcel would arrive the next day.
6. The company **confirmed** that they had received the payment.
7. He **pointed out** that he wouldn't be able to get into the house because he didn't have a key.
8. They **acknowledged** that mistakes had been made and **accepted** that things should have been done differently.
9. They **claimed** that they had never wanted to cause any problems.
10. She **denied** that she had stolen the money.

## PREPARE for IELTS: Grammar Exercises

Look at the following direct questions and turn them into indirect questions:

1. How much does the computer cost?  
**I would like to know...**
2. Why has nobody responded to my email?  
**Please could you tell me...?**
3. When will the course finish?  
**I wonder if you could let me know...**
4. Will the company give me a full refund?  
**I am writing to ask...**
5. Will I need to buy anything else?  
**I would like to know...**

## ANSWERS

1. How much does the computer cost?  
**I would like to know **how much the computer costs.****
2. Why has nobody responded to my email?  
**Please could you tell me **why nobody has responded to my email?****
3. When will the course finish?  
**I wonder if you could let me know **when the course will finish.****
4. Will the company give me a full refund?  
**I am writing to ask **if/whether the company will give me a full refund.****
5. Will I need to buy anything else?  
**I would like to know **if/whether I will need anything else.****

## PREPARE for IELTS: Grammar Exercises

Look at the following direct questions and turn them into indirect questions:

1. Should cannabis be legalized?

**The issue of \_\_\_\_\_ is worth considering.**

2. What can we do to reduce crime?

**The question of \_\_\_\_\_ to reduce crime perplexes many of us.**

3. Why do some people commit crimes?

**It is worth discussing \_\_\_\_\_ crimes.**

4. Should all employees receive equal salaries?

**The question of \_\_\_\_\_ equal salaries merits consideration.**

5. What is happiness? Why is it so difficult to define?

**The issues of \_\_\_\_\_ and \_\_\_\_\_ to define have fascinated philosophers and non-experts alike for centuries.**

## ANSWERS

1. Should cannabis be legalized?

**The issue of whether cannabis should be legalized is worth considering.**

2. What can we do to reduce crime?

**The question of what we can do to reduce crime perplexes many of us.**

3. Why do some people commit crimes?

**It is worth discussing why some people commit crimes.**

4. Should all employees receive equal salaries?

**The question of whether all employees should receive equal salaries merits consideration.**

5. What is happiness? Why is it so difficult to define?

**The issues of what happiness is and why it is so difficult to define have fascinated philosophers and non-experts alike for centuries.**