

Points to remember

- "You should speak more politely," he **said to me**. →
He **told me** to speak more politely. ✓
~~He told to me to speak more politely.~~
(tell someone something: say something to someone)
- "If she **phones**, I'll **let** her know," said John. →
John said that **if she phoned**, he **would let** her know.
(Conditional Sentences Type 1 usually change into Conditional Sentences Type 2 in Reported Speech.)
- "If I **had** money, I **would go** abroad," said Kim. →
Kim said that **if she had** money, she **would go** abroad.
"If I **had had** money, I **would have gone** abroad last year," said Kim. →
Kim said that **if she had had** money, she **would have gone** abroad the previous year.
(Conditional Sentences Types 2 and 3 do not change in Reported Speech.)
- "I **wish I didn't have** to work late," she said.
She said she **wished she didn't have** to work late. ✓
~~She said she wished she hadn't had to work late.~~
(Unreal Past Tenses do not change in Reported Speech.)
- "Please, **fasten** your seatbelts," said the flight attendant. →
The flight attendant **asked us to fasten** our seatbelts. ✓
"Please, **don't smoke**," said the flight attendant. →
The flight attendant **asked us not to smoke**. ✓
~~The flight attendant asked us to not smoke.~~
(tell, ask, beg, order, command, advise, forbid, warn, encourage + object + full infinitive)
- "I'll drive you to school," said my father. →
My father **offered to drive** me to school. ✓
~~My father offered that he would drive me to school.~~
(offer, refuse + full infinitive)

- "I'll drive you to school," said my father. →
My father **promised to drive** me to school.
My father **promised that he would drive** me to school.
(agree, claim, promise, threaten, warn + full infinitive or that-clause)
- "I'm sorry I'm late," she said. →
She **apologised for being** late. ✓
~~She apologised that she was late.~~
(accuse of, apologise for, blame for, insist on etc. + ing form)
- "My coffee is too cold," she said. →
She **complained about** her coffee **being** too cold.
She **complained that** her coffee **was** too cold.
(admit, complain, deny + ing form or that-clause)
- "Let's go for a walk," said Peter. →
Peter **suggested going** for a walk. ✓
~~Peter suggested to go for a walk.~~
Peter **suggested that we go** for a walk. ✓
Peter **suggested that we should go** for a walk. ✓
- "Do you like your job?" he asked me. →
He asked **if/whether I liked** my job. ✓
~~He asked me did I like my job.~~
~~He asked me if did I like my job.~~
"What are you going to do?" she asked me. →
She asked me **what I was going to do**. ✓
~~She asked me what was I going to do.~~
When can we see the principal? →
Could you tell us **when we can see** the principal? ✓
~~Could you tell us when can we see the principal?~~
(In Reported and Indirect questions the verb is always in the affirmative form.)

Key Transformations

- "You should exercise more," the doctor said to me. →
The doctor said that I should exercise more.
The doctor told/advised/encouraged me to exercise more.
The doctor suggested that I (should) exercise more.
The doctor insisted on my exercising more.
- "Don't move the desks," said the teacher to the students. →
The teacher told/ordered the students not to move the desks.
The teacher forbade the students to move the desks.
The teacher didn't let the students move the desks.
The teacher didn't allow the students to move the desks.
- "We missed the plane and you're responsible for that," said his wife to him. →
His wife blamed him for missing the plane.

- "I'll do the shopping," said Mike. →
Mike offered to do the shopping.
Mike promised to do the shopping.
Mike promised that he would do the shopping.
Mike agreed to do the shopping.
Mike agreed that he would do the shopping.
- "If only I knew how to operate the machine," she said. →
She wished she knew how to operate the machine.
- "Have you ever been to Japan, Julie?" asked Ben. →
Ben asked Julie if / whether she had ever been to Japan.
Ben wondered / wanted to know if/whether Julie had ever been to Japan.
- Could you tell me the way to the beach?
Could you tell me how I can/could get to the beach?
Could you tell me how to get to the beach?