

BACKSHIFT OF TENSES

Verb tenses	DIRECT SPEECH	REPORTED SPEECH	Verb tenses
Simple Present	I am a carpenter.	He said that he was a carpenter.	Simple past
Present continuous	I'm working at the moment.	He said that he was working at that moment.	Past continuous
Simple Past	I was there last year.	He said that he had been there the year before.	Past perfect simple
Past continuous	I was working when you came in.	He said that he had been working when I had come in.	Past perfect continuous
Past perfect simple	I had finished my homework when he came in.	He said that he had finished his homework when he had come in.	Past perfect simple
Past perfect continuous	I had been working for two hours when John showed up.	He said that he had been working for two hours when John had showed up.	Past perfect continuous
Present perfect	I have already done it.	He said that he had already done it.	Past perfect simple
Present perfect continuous	I have been working here for two years.	He said that he had been working there for two years.	Past perfect continuous
Future simple	I will finish tomorrow.	He said that he would finish the next day.	Would
Future perfect	By next month, I will have finished my book.	He said that by the following month he would have finished his book.	Would have
Present passive	The book is written in English.	He said that that book was written in English.	Past passive
Present passive continuous	Many shops are being opened in the city centre.	He said that many shop were being opened in the city centre.	Past passive continuous

PRONOUNS

Direct speech	Reported speech
I	he, she
me	him, her
my	his, her, the
mine	his, hers
we	they
us	them
our	their, the
ours	theirs
you	they, them
you	their, the
yours	theirs
This	that, the
these	those, the
this book	that book,

REPORTED QUESTIONS

Direct speech	Reported speech
Do you like ...?	He asked me if I liked...
Will you come...?	He asked me if I would come...
Are you feeling...?	He asked me if I was feeling...
Did you do...?	He asked me if I had done...
Have you finished...?	He asked me if I had finished...
Were you there last...?	He asked me if I had been there last...
What are you doing?	He asked me what I was doing.
Where are you going?	He asked me where I was going.
Who are you here with?	He asked me who I was there with.
When are you leaving?	He asked me when I was leaving.
How are you going to do it?	He asked me how I was going to do it.

MODALS

DIRECT SPEECH	REPORTED SPEECH
Can (ability, present)	Could
Can (ability, future)	Would be able to
May (possibility)	Might
May (permission, present)	Could
May (permission, future)	Would be allowed to
Must (obligation, present)	Must / Had to
Must (obligation, future)	Must / would have to
Needn't (necessity, present)	Didn't have to / didn't need to
Needn't (necessity, future)	Wouldn't have to
Shall (future time)	Would
Shall (offers, suggestions)	Should
Will	Would

TIME

Direct speech	Reported speech
Today	That day
Tomorrow	The next day / the following day
now	At that moment / then
At the present	At the time
Present , current	Existing , current
In one hour	One hour later
Last week, last night	The week ,the night before
Next year , next month, etc.	The following year, the following month,etc.
Yesterday	The day before
This evening	That evening
...days ago	...days before
Tonight	That night
In two week's time	Two weeks later
Ago	before

REPORTED COMMANDS

Direct speech	Reported speech
Do your homework	Dad told me to do my homework
Don't talk in class	My teacher told me not to talk in class
Be quiet	He told us to be quiet

Place

Direct speech	Reported speech
Here	there
There	there
in this room	in that room

REPORTED SUGGESTIONS

Direct speech	Reported speech
Let's watch a film.	He suggested watching a film. He suggested that we watch a film
Why don't you go to the doctor?	He suggested that I go to the doctor.
I don't think you should do it today.	He suggested that I not do it that day.

DIRECT & INDIRECT SPEECH

1. 'What do you think of my new girlfriend?' he asked me.

ASKED

Hehis new girlfriend.

2. 'I'll call you tomorrow morning,' John promised.

ME

John promised that day in the morning.

3. 'I have finished reading this book.' said the boy.

SAID

The boy finished reading that book.

4. 'Why don't you come tonight?'

SUGGESTED

She that night.

5. 'You can finish the report tomorrow,' he told her.

TOLD

He finish the report the following day.

6. 'What time do you finish work today?' he asked John.

ASKED

Hework that day.