

GRAMMAR FOCUS

Complete the second sentence so that it has a similar meaning to the first, using the word in capitals. Do not change the word in capitals.

- I'm certain that he didn't see me. **CAN'T**
He _____ me.
- I'm not sure she believes me. **MIGHT**
She _____ me.
- I'm positive that John broke it. No one else was here. **MUST**
John _____ it. No one else was here.
- Maybe the instructions fell behind the wardrobe. **MAY**
The _____ behind the wardrobe.
- I'm convinced there's no life on other planets. **CAN'T**
There _____ on other planets.
- I'm sure he is satisfied with the results of his research. **MUST**
He _____ with the results of his research.

0.5 Reported Speech

Statements

In Reported Speech we often report the speaker's words using verbs such as **say** or **tell** and the pronoun **that** (which can be omitted). The verb **tell** takes an object:

'I bought a bunch of flowers for my wife.' → He **told me/said (that)** he had bought a bunch of flowers for his wife.

We make the following changes in Reported Speech:

- tenses:

Direct Speech	Reported Speech
Present Simple Rose: 'I do the shopping at weekends.'	Past Simple Rose said (that) she did the shopping at weekends.
Present Continuous Rose: 'I am doing the shopping.'	Past Continuous Rose said (that) she was doing the shopping.
Present Perfect Rose: 'I have already done the shopping.'	Past Perfect Rose said (that) she had already done the shopping.'
Past Simple Rose: 'I didn't do the shopping this morning.'	Past Perfect Rose said (that) she hadn't done the shopping that morning.
Past Perfect Rose: 'I hadn't done any shopping before the party.'	Past Perfect Rose said (that) she hadn't done any shopping before the party.
can/can't Rose: 'I can't do the shopping.'	could/couldn't Rose said (that) she couldn't do the shopping.
will/won't Rose: 'I won't do the shopping on my own.'	would/wouldn't Rose said (that) she wouldn't do the shopping on her own.
be going to Rose: 'I'm going to do the shopping on Saturday.'	was/were going to Rose said (that) she was going to do the shopping on Saturday.

- time expressions and words referring to places (depending on the context):

Direct Speech	Reported Speech
now	at that time/then
today	that day
yesterday	the day before/the previous day
two hours ago	two hours earlier/before
tomorrow	the next day/the following day
here	there

- demonstrative pronouns, personal pronouns, object pronouns and possessive adjectives (depending on the context):

Direct Speech	Reported Speech
this/these	that/those
I/we	he/she/they
me/us	him/her/them
my	his/her
our	their

Questions

To report questions, we use verbs and phrases such as **ask**, **enquire** or **want to know** and make the same changes as in reported statements (tenses, pronouns, time expressions, words referring to places, etc.). The word order in reported questions is the same as in affirmative sentences (the subject comes before the verb).

- To report yes/no questions, we use **if** or **whether**:
'Can I speak to the manager?' → The customer asked **if/whether** he **could** speak to the manager.
'Do you often watch films on TV?' → I asked her **if/whether** she often **watched** films on TV.
- To report **wh-** questions, we keep the question word (e.g. **what**, **who**, **how**, **where**, **when**):
'How many bottles of cola did you buy?' → I asked my son **how many** bottles of cola he **had bought**.
'When are you coming back?' → Dorothy wanted to know **when** I **was coming** back.

Imperatives

To report imperatives (orders or requests), we use verbs such as **ask** or **tell** or other reporting verbs, an object and **(not) + to-infinitive**:

- 'Please refund my money.' → The customer **asked** the manager **to refund** his money.
- 'Don't apply the cream more than twice a day.' → The shop assistant **advised** the customer **not to apply** the cream more than twice a day.