

Direct into indirect speech

Verb form

Verb form in direct speech	Verb form in indirect speech
Present simple "I m a teacher."	Past simple He said (that) he was a teacher.
Present continuous "I m having lunch with my parents."	Past continuous He said he was having lunch with his parents.
Present perfect simple "I have been to France three times."	Past perfect simple He said he had been to France three times.
Present perfect continuous "I ve been working very hard"	Past perfect continuous He said he had been working very hard.
Past simple "I bought a new car."	Past perfect He said he had bought a new car.
Past continuous "It was raining earlier."	Past perfect continuous He said it had been raining earlier.
Past perfect "The play had started when I arrived."	Past perfect NO CHANGE POSSIBLE
Past perfect continuous I had been living in London for five years.	Past perfect continuous NO CHANGE POSSIBLE
am / is / arguing to "They are going to visit me this afternoon."	was / were going to He said that they were going to visit me that afternoon.

Modal verbs

Modal form in direct speech	Modal form in indirect speech
will "I will come and see you soon."	would He said (that) he would come and see me soon.
can "I can swim under water for two minutes."	could He said he could swim under water for two minutes
must "All tickets must be bought in advance."	had to He said that all tickets had to be bought in advance.
shall "What shall we do about it?"	should He asked what we should do about it.
may " May I smoke here?"	might He asked if he might smoke there.

Imperatives

Imperatives in direct speech	Imperatives in indirect speech
Positive imperative "Shut up!"	tell + obj + full infinitive He told me to shut up.
Negative imperative "Don't do this again!"	Tell + obj + not + full infinitive He told me not to do that again.
Imperative as request "Please give me some money."	tell + obj + full infinitive He asked me to give him some money.

Yes / No questions

Direct Speech	Indirect speech
Yes / no questions "Do you want to go with me?"	ask + obj + if /whether clause -He asked me if I wanted to go with him. -He wanted to know whether I wanted to go with him or not.

Adverbs of place and time

Direct Speech	Indirect Speech
now	then
today	that day
here	there
this	that
this week	that week
tomorrow	the following day the next day the day after
next week	the following week the next week the week after
yesterday	the previous day the day before
last week	the previous week the week before
ago	previously before
two weeks ago	two weeks previously two weeks before
tonight	that night
last Saturday	the previous Saturday the Saturday before
next Saturday	the following Saturday the next Saturday the Saturday after that Saturday