

Mastering Reported Speech: A Simple Guide for Beginners

Learn to transform direct speech into reported speech by understanding the basic formula, key rule changes for tense, pronouns, and time, and how to handle different sentence types.

Phase 1: Understanding the Basics



What is Reported Speech?

It is reporting what someone said without using their exact words, such as changing "I am tired" to "She said that she was tired."

Direct Speech

I am tired



Reported Speech

She said that she was tired



When to Use It

- Narrating conversations
- Sharing information
- Formal writing
- Storytelling



The Basic Formula

Subject + Verb + Object



Phase 2: The 3 Golden Rules of Change



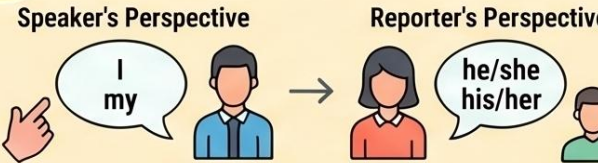
Rule 1: Shift the Tense



Move the verb one step into the past (e.g., Present becomes Past, "am/is" becomes "was", "will" becomes "would").



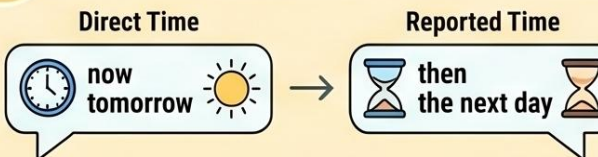
Rule 2: Swap the Pronouns



Change pronouns to match the speaker's perspective (e.g., "I" becomes "he/she", "my" becomes "his/her", "we" becomes "they").



Rule 3: Adjust the Time



Update time words to reflect when the reporting is happening (e.g., "now" becomes "then", "tomorrow" becomes "the next day").

Phase 3: Handling Different Sentence Types

Quick Reference Cheat Sheet (Tense & Time Shifts)

Category	Direct Speech	Reported Speech
Tense	Present	Past
Verb	have / has	had
	will	would
Time	today	that day
	yesterday	the previous day



Statements

Direct: "I am busy"

Reported: He said that he was busy.

A simple shift: "I am busy" becomes "He said that he was busy."



Yes/No Questions

Direct: "Are you ready?"

Reported: She asked if I was ready.

Use "if" or "whether": "Are you ready?" becomes "She asked if I was ready."



WH- Questions

Direct: "Where are you going?"

Reported: He asked where I was going.

Keep the WH-word (where, why, what): "Where are you going?" becomes "He asked where I was going."



Commands & Requests

Direct: "Open the door"

Reported: She told me to open the door.

Use the structure "told/asked + object + to + verb": "Open the door" becomes "She told me to open the door."