

## Before you start

### 1 Review these intermediate grammar points and check you know them.

#### Reporting speech directly

- We report speech directly in writing by using the exact words between inverted commas, i.e. we quote the original words. We do not use *that* to introduce direct speech:  
*He leaned towards them and whispered, 'Be sure to lock your door tonight.'*
- The reporting verb (*said, replied, etc.*) can go in any of these positions:  
*Lovell said, 'Houston, we have a problem.'* *'Houston, we have a problem,' Lovell said.*  
*'Houston,' said Lovell/Lovell said, 'we have a problem.'*
- When we put the reporting verb after direct speech, it can go before the subject, unless the subject is a pronoun:  
~~X 'The operation was a success,' said she.~~  
✓ *'The operation was a success,' she said.* ✓ *'The operation was a success,' said the surgeon.*

#### Tense changes in reported (indirect) speech

	TENSE IN DIRECT SPEECH	TENSE IN REPORTED SPEECH
present to past	present simple: <i>'The concert starts at eight.'</i>	past simple: <i>He said the concert started at eight.</i>
	present continuous: <i>'I'm leaving in ten minutes.'</i>	past continuous: <i>She decided she was leaving in ten minutes.</i>
	present perfect: <i>'We've been living here for years.'</i>	past perfect: <i>He revealed they'd been living there for years.</i>
past to past perfect	past simple: <i>'It rained heavily today.'</i>	past perfect simple: <i>Sarah mentioned that it had rained heavily that day.</i>
	past continuous: <i>'We were waiting for hours.'</i>	past perfect continuous: <i>They complained that they had been waiting for hours.</i>
modal verbs	<i>'I can pick the parcel up.'</i>	<i>I said I could pick the parcel up.</i>
	<i>'Spike will call you tomorrow.'</i>	<i>She promised Spike would call me the next day.</i>

#### Reporting questions, commands, etc.

- The most common verbs for reporting questions are *ask* and *want to know*:  
*She asked what piracy was.*  
*Laura wanted to know if anybody had seen the incident.*  
We do not use a question mark in reported questions.
- We also use *enquire* for formal questions and *wonder* for 'ask ourselves':  
*The receptionist enquired whether we would be requiring breakfast.*  
*The concert was boring and Karl wondered when he could leave.*
- To report commands, requests, advice, etc., we use a reporting verb + *to* + infinitive:  
*The guard told us to hand over our cameras.*  
*My boss advised me not to apply for the job.*