Verb & Word Changes

Simple Present	→	Simple Past
"I **am** exhausted."		"He said he **was** exhausted"
Present Continuous	→	Past Continuous
"I **am learning** how to play violin."		"She said she **was learning** how to play violin."
Past Simple	→	Past Perfect
"I **hung out** with my friends."		"He said he **had hung out** with his friends."
Present Perfect	→	Past Perfect
"I **haven't eaten** lunch yet."		"She said she **hadn't eaten** lunch yet."
Past Perfect	→	Past Perfect
"I **had already seen** that movie."		"He said he **had already seen** that movie."
Will	→	Would
"I **will help** you with your studies."		"She said she **would help** me with my studies."
Can	→	Could
"I **can speak** 3 languages."		"He said he **could speak** 3 languages."
Must	→	Had to
"Everyone **must be** in class at 7pm."		"She said that everyone **had to be** in class at 7pm."
May	→	Might
"I **may be** a bit late."		"He said he **might be** a bit late."
Should	→	No Change
"You **should download** this new game!"		"She said I **should download** that new game."
Would	→	No Change
"I **would like** a salad with my meal."		"He said he **would like** a salad with his meal."
Ought to	→	No Change

Verb & Word Changes (cont)

"You **ought to study** more."		"She said that I **ought to study** more."
Could	→	No Change
"We **could see** a movie."		"He said we **could see** a movie."
Might	→	No Change
"I **might stay** home."		"She said she **might stay** home."

The verb **"tell"** focuses more on the specific person who is receiving the information.

The verb **"said"** is more general and doesn't need a specific person receiving the information.

Reported Commands

"**Don't run** in the house."	→	"She told me **not to run** in the house."
"**Stop talking**."	→	"He told us **to stop talking**."

For commands, we add the object (the person receiving the command) and the infinitive "to" after "tell".

Reported Questions

Question Words

"**Why** are you so sad?"	→	"She asked me **why I was** so sad."
"**When** is your birthday?"	→	"He asked me **when my birthday was**."

Yes / No Questions

"Is this lesson super difficult for you?"	→	"She asked me **if/whether** the lesson **was** super difficult for me?"
"Do you like English?"	→	"He asked me **if/whether** I liked English."

Questions in Reported Speech change to affirmative, we don't repeat the question in the same structure.

"Yes/No" questions use "if/whether" when we change them to Reported Speech.

Pronoun Changes

I	→	He / She
You	→	I / He / She / We / They
He / She	→	He / She
It	→	It
They	→	They
We	→	They
Us	→	Them
Me	→	Him / Her
My	→	His / Her
Our / Ours	→	Their / Theirs
Your		His / Her / Their

Time Expression Changes

Today	→	That day
Tonight	→	That night
Tomorrow	→	The following day / The next day
Yesterday	→	The day before / The previous day
Last night	→	The previous night / The night before
Last week	→	The previous week / The week before
Next week	→	The following week / The next week
Now	→	Then
Ago	→	Before

Position Expression Changes

This	→	That
These	→	Those
Here	→	There
Bring	→	Take
Come	→	Go