Tense

Present	→	Past
Past	→	Past Perfect
Can	→	Could
May	→	Might
Shall	→	Should
Will	→	Would
Must	→	Had to
Had	→	Had Had
Did	→	Had

Time

Today	→	That day
Yesterday	→	The previous day
Tomorrow	→	The following day
Last (week, month, year)	→	The previous (week, month, year)
Next (week, month, year)	→	The following (week, month, year)

#1 Normal Statements

Q: Lily said, "I went to this place yesterday."

A: Lily said that she had gone to that place the previous day.

Steps to change:

1) Add "that"
2) Change Tense, Pronoun, Time and Place
3) Put full-stop

#3 Command or Request

Q: The teacher said, "Please complete your work by tomorrow."

A: The teacher told the students to complete their work by the following day.

Steps to change:

1) Add "to" to the verb in the command/request
2) Change Tense, Pronoun, Time and Place
3) Put full-stop

In this example, the verb in the command/request is "complete", so we add the word "to" to make it "to complete".

#5 Special Cases

Q: Mum asked me, "Who's your Music teacher?"

A: Mum asked me who my Music teacher was.

Steps to change:

1) Change Tense, Pronoun, Time and Place
2) (is, are, was or were) must be at the end of the sentence
3) Put full-stop

Pronoun

I	→	He/She
My	→	His/Her
Me	→	Him/Her
Us	→	Them
Our	→	Their
Ours	→	Theirs
You/Your	→	Depends on subject (I/He/She)

Position

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

#2 Questions

Q: Jane asked Peter, "Did you complete your homework?"

A: Jane asked Peter if he had completed his homework.

Steps to change:

1) Add "if" for yes/no questions
2) Change Tense, Pronoun, Time and Place
3) Invert the subject and verb
4) Put full-stop

If the question is not a yes/no question, then ignore step 1.

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#4 Habit or Fact
Q: Jane told Jim, "Dinosaurs are extinct."
A: Jane told Jim that Dinosaurs are extinct.
Steps to change:
1) Add "if" or "that"
2) Change Pronoun, Time and Place
3) Put full-stop
For habits and facts, **do not** change the tense.

By **Irfan_Aurangzeb**
cheatography.com/irfan-aurangzeb/

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