

 Direct speech means to say exactly what the other one said. Quotation marks have to be used in a direct speech. Indirect speech refers to a sentence expressing what the other said. Quotation marks are not used in an indirect speech.

 However, in an indirect speech, the tense should be changed; that is because when an indirect speech is used, it is always used to talk about a time in the past. Sometimes an indirect speech will use a reporting verb such as tell, ask and say.

- Miss Wang said, "I am going swimming"
- "The dinner will be ready in ten minutes" My mother said.
- Miss Wang said she was going swimming.
- My mother said the dinner would be ready in ten minutes.

Tense change in indirect speeches:

Direct Speech / Present Simple	Indirect Speech / Past Simple
Mary said, "I am cold."	Mary said she was cold.
Janet said, "I will be eighteen."	Janet said she would be eighteen.

Direct Speech /	Indirect Speech /
Present continuous	Past continuous
"It is raining outside" Mom said.	Mom said it was raining outside.
"I am waiting for you"	Linda said she
Linda said.	was waiting for me.

Direct Speech / Present perfect	Indirect Speech / Past perfect
Joe said, "I have lived here for 10 years".	Joe said he had lived here for 10 years.
Mark said, "I have finished it."	Mark said he had finished it.

Direct Speech / Present Simple	Indirect Speech / Past Simple
Mike said," I can dance."	Mike said he could dance.
Mark said, "I must go."	Mark said he had to go.

Direct Speech /	Indirect Speech /
Present Simple	Present Simple
May said, "I am from Brazil."	May said she is from Brazil.
Mark said, "Texas	Mark said Texas
is the second	is the second
largest state in	largest state in
America."	America.

• The change of time expression:

 The time expression should be changed if it is included in an indirect speech.

The change of time expression

Direct Speech	Indirect Speech
now	then
today	that day
this morning	that morning
yesterday	the day before / the
	previous day

Direct Speech	Indirect Speech
yesterday	the morning before / the
morning	previous morning
last night	the night before / the
	previous night
last Monday	the Monday before / the
	previous Monday
ago	before

Direct Speech	Indirect Speech
two days ago	two days before
tomorrow	the next day
next week	the following week
here	there

 "Whether" and "if" should be put before an indirect speech if we change a direct speech question sentence into an indirect speech sentence.

- Direct Speech: The teacher asked me, "Have you finished your exercises?"
- Indirect Speech: The teacher asked me whether I had finished my exercises.
- Direct Speech: Mr. Lee asked him, "Do you know how to say it in English?"
- Indirect Speech: Mr. Lee asked him if he knew how to say it in English.

o Indirect Questions

 Indirect questions are polite, longer forms of normal questions. Indirect questions are formed of two parts: a polite expression, and a question which has no subject/verb inversion like a normal question.

• For example: Do you know where she comes from? The polite expression is "Do you know...", and the question part is ".where she comes from ". The Verb "do" and "does" is not used in indirect questions, and question marks are not used, either. The rules for forming an indirect question sentence are listed in table 11.2.

The forming of indirect question sentence.

Direct Question	Indirect Question
Where is the bus	Could you tell me
stop?	where the bus stop is?
Direct Question	Indirect Question
What does your	Please tell me what
father do?	your father does.

Direct Question	Indirect Question
Where did you go last night?	Please let me know where you went last night.
Direct Question	Indirect Question
What will you buy?	I wonder what you will buy.

 When reporting questions, it is especially important to pay attention to sentence order. When reporting yes/ no questions connect the reported question using "if". Some common polite expressions are listed as following:

 I wonder, I can't remember, Could you tell me, Would you mind telling me, Would it be possible for you to, Is there any chance you could, I'd like to know if, I can't remember.

Do you like Japanese food?
 ⇒ I am wondering if you like Japanese food?

- Did you go to the concert?
- \Rightarrow Please tell me if you went to the concert.

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Overview

- Change of Tenses
- Direct Indirect
- Present Indefinite
- Present Continuous
- o Present Perfect
- Present Perfect Continuous Continuous
- Past Indefinite
- Past Continuous
 Continuous
- Past Perfect
- Past Perfect Continuous

Past Indefinite

- Past Continuous
- **Past Perfect**
- **Past Perfect**

Past Perfect Past Perfect

No change No change