**REPORTED SPEECH**

* Direct speech: I like ice cream.
* Reported speech: She **says** (that) she **likes** ice cream.

We don't need to change the tense, though probably we do need to change the 'person' from 'I' to 'she', for example. We also may need to change words like 'my' and 'your'. Using the word 'that' is optional.

**But**, if the reporting verb is in the past tense, then usually we **change the tenses** in the reported speech:

* Direct speech: I like ice cream.
* Reported speech: She **said** (that) she **liked** ice cream.

For example, if we need to put the words in the Past Simple Tense, we get:

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| **Tense** | **Direct Speech** | **Reported Speech** |
| present simple | I like ice cream | She said (that) she liked ice cream. |
| present continuous | I am living in London | She said (that) she was living in London. |
| past simple | I bought a car | She said (that) she had bought a car OR She said (that) she bought a car. |
| past continuous | I was walking along the street | She said (that) she had been walking along the street. |
| present perfect | I haven't seen Julie | She said (that) she hadn't seen Julie. |
| past perfect | I had taken English lessons before | She said (that) she had taken English lessons before. |
| will | I'll see you later | She said (that) she would see me later. |
| would | I would help, but..” | She said (that) she would help but... |
| can | I can speak perfect English | She said (that) she could speak perfect English. |
| could | I could swim when I was four | She said (that) she could swim when she was four. |
| shall | I shall come later | She said (that) she would come later. |
| should | I should call my mother | She said (that) she should call her mother |
| might | I might be late | She said (that) she might be late |
| must | I must study at the weekend | She said (that) she must study at the weekend OR She said she had to study at the weekend |

**BACKSHIFTING:**

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|  | changes to |  |
| Present Continuous |  | Past Continuous |
| *Susie: I am living in London.**Mark: Susie said (that) she was living in London.*  |
| Present Simple |  | Past Simple |
| *Susie: I play the guitar.**Mark: Susie said (that) she played the guitar.* |
| Present Perfect |  | Past Perfect |
| *Susie: I haven’t seen David.**Mark: Susie said (that) she hadn’t seen David.* |
| Past Simple |  | Past Perfect Simple |
| *Susie: I bought a car.**Mark: Susie said (that) she had bought a car.*  |
| Past Continuous |  | Past Perfect Continuous |
| *Susie: I was walking along the street.* *Mark: Susie said (that) she had been walking along the street.* |
| will |  | would |
| *Susie: I’ll see you later.**Mark: Susie said (that) she would see me later.*  |
| can |  | could |
| *Susie: I can speak French.**Mark: Susie said (that) she could speak French.* |
| CHANGING TIME AND PLACE REFERENCES: |
| today |  | that day |
| yesterday |  | the day before |
| tomorrow |  | the next day |
| next week/month/year |  | the following week/month/year |
| in (a week) |  | one week later |
| ago |  | before |
| this (for time – this week) |  | that(that week) |
| here |  | there |
| this/that + noun |  | the |
|  | **SOMETIMES WE DON’T CHANGE THE FORM:** |  |
| Past Perfect | stays | Past Perfect  |
| *Susie: I had taken English lessons before …* *Mark: Susie said (that) she had taken English lessons before.*  |
| could  |  | could |
| would |  | would |
| should |  | should |
| might |  | might |