

# Reported Speech

*Extensive practice worksheet with mixed transformations, error correction, and answer key*

<b>Name:</b>		<b>Date:</b>	
<b>Class:</b>		<b>Score:</b>	/ 100

Instructions: Rewrite the direct speech in reported speech carefully. Pay close attention to tense changes, pronouns, time expressions, question order, and the difference between say and tell.

## Quick reference

<b>Statements</b>	say / tell + (that) clause
<b>Yes / no questions</b>	ask + if / whether + affirmative word order
<b>Wh-questions</b>	ask + question word + affirmative word order
<b>Commands / requests</b>	tell / ask + object + (not) to + verb

## A. Change the statements into reported speech

1. Anna said, "I am tired."

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2. Mark said, "I have finished my project."

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3. Lucy said, "I will call you tonight."

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4. Ben said, "I bought this jacket yesterday."

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5. Emma said, "I can help you."

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6. Tom said, "We are going to move house."

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7. Nina said, "I may invite Sarah."

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8. Oliver said, "I was watching a film at ten."

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9. Grace said, "We have been studying all day."

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10. Daniel said, "I must leave early."

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11. Rachel said, "I don't understand this rule."

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12. Leo said, "My parents are working this weekend."

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13. Carla said, "I have never seen snow before."

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14. Hugo said, "I met James outside the station."

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### B. Use say or tell in the correct form

Write only the correct form: said / told.

1. She \_\_\_\_ me that she was busy.
2. He \_\_\_\_ he needed more time.
3. They \_\_\_\_ us they would arrive late.
4. Julia \_\_\_\_ that she didn't like coffee.
5. I \_\_\_\_ my teacher that I was ill.
6. Dad \_\_\_\_ me to be careful.
7. Sam \_\_\_\_ he was feeling better.
8. The manager \_\_\_\_ us that the meeting had been cancelled.
9. My neighbour \_\_\_\_ that the road was closed.
10. The coach \_\_\_\_ the players to warm up earlier.
11. Amy \_\_\_\_ me she had already paid.
12. The guide \_\_\_\_ that the museum opened at nine.

### C. Report the yes / no questions

1. She asked, "Do you like coffee?"

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2. He asked me, "Are you ready?"

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3. Mum asked, "Did you lock the door?"

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4. The teacher asked, "Have you finished?"

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5. Tom asked me, "Can you swim?"

6. They asked, "Will you join us?"

7. Sarah asked, "Were you at home last night?"

8. The nurse asked, "Do you feel dizzy?"

9. Ben asked me, "Have you seen my phone?"

10. She asked, "Is there any milk left?"

### D. Report the wh-questions

1. He asked me, "Where do you work?"

2. Olivia asked, "What are you doing this weekend?"

3. My mother asked, "Why are you so quiet?"

4. The waiter asked us, "What would you like to order?"

5. Liam asked, "When did you arrive?"

6. The officer asked, "How long have you lived here?"

7. Emily asked me, "Who gave you this book?"

8. Dad asked, "Which train are you taking tomorrow?"

9. The student asked, "How do you spell that word?"

10. Nora asked me, "Why didn't you call me?"

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### E. Report the commands, requests, and advice

1. The teacher said to me, "Open your book."

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2. Mum said to us, "Don't be late."

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3. The doctor said to him, "Drink more water."

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4. She said to me, "Please help me."

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5. Dad said to me, "Don't forget your keys."

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6. The officer said to them, "Stand over there."

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7. My friend said to me, "Please call me later."

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8. The librarian said to the boys, "Be quiet."

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9. The coach said to us, "Try harder in the second half."

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10. My boss said to me, "Don't send the email yet."

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### F. Change the time and place words where necessary

Some time and place words may stay the same if the context does not change, but rewrite them if a change is needed.

1. She said, "I am busy today."

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2. He said, "I saw her yesterday."

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3. They said, "We will come here tomorrow."

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4. Anna said, "I bought this dress last week."

5. Paul said, "I'm leaving now."

6. She said, "We met here two days ago."

7. Jack said, "This is my favourite café."

8. Helen said, "I'll finish the report next month."

### G. Correct the mistakes

Each sentence contains one mistake. Rewrite it correctly.

1. He said me that he was hungry.

2. She asked where was I going.

3. Tom told that he needed help.

4. Mum told me don't stay up late.

5. She said that she will come later.

6. He asked me did I understand.

7. Anna said this was her bag.

8. They told they were tired.

9. She asked me why did I laugh.

10. Our teacher said us to sit down.

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## H. Mixed transformation practice

1. "I don't understand this exercise," Mia said.

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2. "Can you help me with my homework?" Jack asked me.

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3. "We have lived here for ten years," they said.

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4. "Don't open the window," the teacher said to the class.

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5. "What are you doing this weekend?" Olivia asked.

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6. "I might be late," Ben said.

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7. "Please don't tell anyone," she said to me.

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8. "Did you post the letter?" my father asked.

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9. "I'll meet you here tomorrow," Chris said.

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10. "You must wear a seat belt," the instructor told us.

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11. "Where have you put my glasses?" Grandad asked.

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12. "We can't come tonight because we're working," they said.

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## I. Report the short dialogues

Rewrite each dialogue in reported speech. Use one or two sentences, depending on what is needed.

1.

<b>Sophie</b>	"Have you seen my keys?"
<b>Max</b>	"No, but they may be on the kitchen table."

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2.

<b>Teacher</b>	"Why haven't you done your homework?"
<b>Student</b>	"I left my notebook at my grandmother's house."

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3.

<b>Mila</b>	"Please wait for me outside the cinema."
<b>Owen</b>	"All right, but don't be late."

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4.

<b>Receptionist</b>	"Can I help you?"
<b>Visitor</b>	"Yes, I'd like to speak to the manager."

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5.

<b>Nina</b>	"We're moving next week."
<b>Ella</b>	"Really? I thought you were staying here."

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6.	
Dad	“Turn off the lights before you go upstairs.”
Ben	“OK, I’ll do it now.”

**J. Exam-style reporting task**

Read the notes below and write full reported-speech sentences. This is useful for Cambridge-style grammar transformation and summary practice.

**Meeting notes**

- The manager: “We are launching the new app next month.”
- The designer: “I haven’t finished the homepage yet.”
- The developer: “We may need more testing time.”
- The manager: “Send me the final version by Friday.”

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**School trip notes**

- Mr Harris: “The coach will leave at 7.30 tomorrow morning.”
- A student: “Can we bring snacks?”
- Mr Harris: “Yes, but don’t leave any rubbish on the bus.”
- A parent: “What time will you be back?”

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# Answer Key

## *Suggested answers*

### Section A

1. Anna said that she was tired.
2. Mark said that he had finished his project.
3. Lucy said that she would call me that night.
4. Ben said that he had bought that jacket the day before.
5. Emma said that she could help me.
6. Tom said that they were going to move house.
7. Nina said that she might invite Sarah.
8. Oliver said that he was watching / had been watching a film at ten.
9. Grace said that they had been studying all day.
10. Daniel said that he had to leave early.
11. Rachel said that she didn't understand that rule.
12. Leo said that his parents were working that weekend.
13. Carla said that she had never seen snow before.
14. Hugo said that he had met James outside the station.

### Section B

1. told
2. said
3. told
4. said
5. told
6. told
7. said
8. told
9. said
10. told
11. told
12. said

### Section C

1. She asked if / whether I liked coffee.
2. He asked me if / whether I was ready.
3. Mum asked if / whether I had locked the door.
4. The teacher asked if / whether I had finished.
5. Tom asked me if / whether I could swim.
6. They asked if / whether I would join them.
7. Sarah asked if / whether I had been at home the previous night.
8. The nurse asked if / whether I felt dizzy.
9. Ben asked me if / whether I had seen his phone.
10. She asked if / whether there was any milk left.

## Section D

1. He asked me where I worked.
2. Olivia asked what I was doing that weekend.
3. My mother asked why I was so quiet.
4. The waiter asked us what we would like to order.
5. Liam asked when I had arrived.
6. The officer asked how long I had lived there.
7. Emily asked me who had given me that book.
8. Dad asked which train I was taking the next day / the following day.
9. The student asked how I spelt / spelled that word.
10. Nora asked me why I hadn't called her.

## Section E

1. The teacher told me to open my book.
2. Mum told us not to be late.
3. The doctor told him to drink more water.
4. She asked me to help her.
5. Dad told me not to forget my keys.
6. The officer told them to stand over there.
7. My friend asked me to call her later.
8. The librarian told the boys to be quiet.
9. The coach told us to try harder in the second half.
10. My boss told me not to send the email yet.

## Section F

1. She said that she was busy that day.
2. He said that he had seen her the day before.
3. They said that they would come there the next day / the following day.
4. Anna said that she had bought that dress the previous week.
5. Paul said that he was leaving then.
6. She said that they had met there two days before.
7. Jack said that that was his favourite café.
8. Helen said that she would finish the report the following month / the next month.

## Section G

1. He told me that he was hungry.
2. She asked where I was going.
3. Tom said that he needed help.
4. Mum told me not to stay up late.
5. She said that she would come later.
6. He asked me if / whether I understood.
7. Anna said that this / that was her bag.
8. They said that they were tired.
9. She asked me why I laughed / why I had laughed.
10. Our teacher told us to sit down.

## Section H

1. Mia said that she didn't understand that exercise.
2. Jack asked me if I could help him with his homework.
3. They said that they had lived there for ten years.
4. The teacher told the class not to open the window.
5. Olivia asked what I was doing that weekend.
6. Ben said that he might be late.
7. She asked me not to tell anyone.
8. My father asked if / whether I had posted the letter.
9. Chris said that he would meet me there the next day / the following day.
10. The instructor told us that we had to wear a seat belt.
11. Grandad asked where I had put his glasses.
12. They said that they couldn't come that night because they were working.

## Section I

1. Sophie asked Max if he had seen her keys, and Max replied that he hadn't, but that they might be on the kitchen table.
2. The teacher asked the student why he hadn't done his homework, and the student explained that he had left his notebook at his grandmother's house.
3. Mila asked Owen to wait for her outside the cinema, and Owen agreed but told her not to be late.
4. The receptionist asked the visitor if she could help him, and the visitor said that he would like to speak to the manager.
5. Nina said that they were moving the following week, and Ella said that she had thought they were staying there.
6. Dad told Ben to turn off the lights before he went upstairs, and Ben replied that he would do it then.

## Section J

Meeting notes: The manager said that they were launching the new app the following month. The designer said that she hadn't finished the homepage yet. The developer said that they might need more testing time. The manager told them to send her the final version by Friday.

School trip notes: Mr Harris said that the coach would leave at 7.30 the next morning. A student asked if / whether they could bring snacks. Mr Harris replied that they could, but told them not to leave any rubbish on the bus. A parent asked what time they would be back.

Note: In some answers, more than one version is possible depending on context.