

# ***SEQUENCE OF TENSES***



## Meaning and use

Reported or indirect speech is used to relay what one person says to another.

*He said that he was coming to the party.*

In everyday speech, the word *that* can be omitted, especially after the verb *said*.

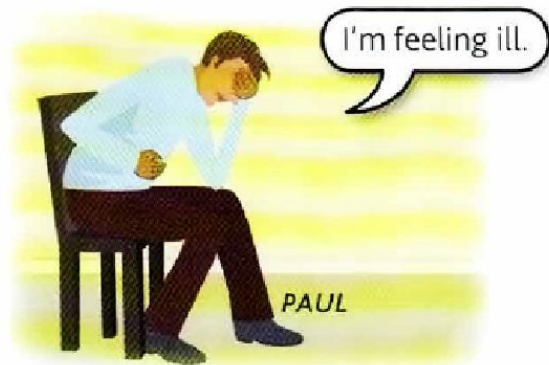
*He said he'd resigned.*

A: Mmm. My food is delicious. I  
really like fresh fish.

He said that . . .

B: Oh, I don't like fish. I prefer  
meat.

Study this example situation:

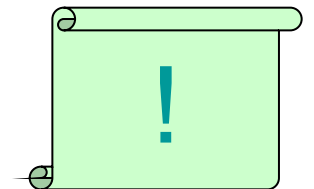
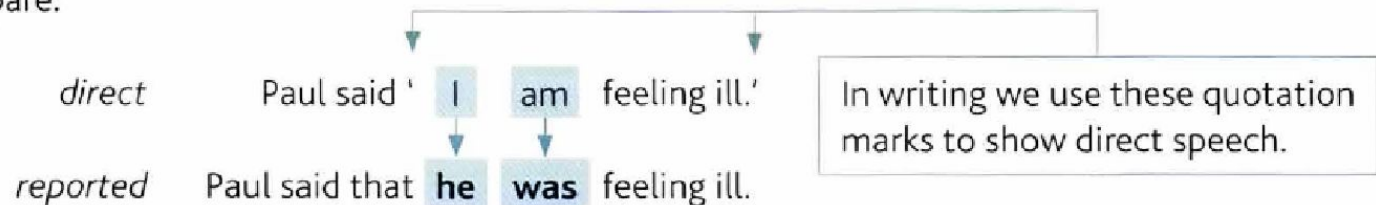


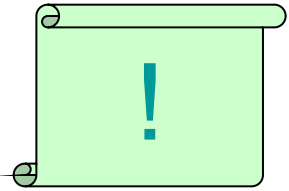
You want to tell somebody what Paul said.  
There are two ways of doing this:

You can repeat Paul's words (direct speech):  
Paul said '**I'm feeling ill.**'

Or you can use reported speech:  
Paul said **that he was feeling ill.**

Compare:





## Reporting verbs

The most important verbs for reporting speech are, obviously, ***said and asked***. However there are many others, some of which add extra meaning. For example ***demand*** means ask in a forceful way.

### Here are a few:

replied, told, complained, confessed, reported, demanded, suggested, claimed, answered, denied, confirmed, shouted, added, persuaded, yelled, announced, screamed, agreed, recommended, vowed, began, called, commented, explained, mentioned, ordered, requested, whispered, boasted, mumbled

## One step backwards

A common guideline is: ‘The tense in the reported part moves one step backwards in time (but you can’t go further back than the past perfect)’.

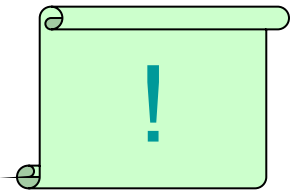
So, for example, a sentence that was spoken using the present progressive would be reported using the past progressive.

However, despite this pleasing regularity, it isn’t always true. If a situation is still true in the present, we can choose whether to use a present form or a ‘one step backwards’ one. For example

Direct: *I live in Paris*

Reported: *She said she lives in Paris* or *She said she lived in Paris.*





It is not always necessary to change the verb in reported speech. If the situation *is still the same*, you do not need to change the verb to the past. For example:

- direct* Paul said 'My new job **is** boring.'
- reported* Paul said that his new job **is** boring.  
(The situation is still the same. His job **is** still boring now.)
  
- direct* Helen said 'I **want** to go to Canada next year.'
- reported* Helen told me that **she wants** to go to Canada next year.  
(Helen still wants to go to Canada next year.)

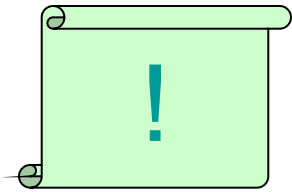
You can also change the verb to the past:

- Paul said that his new job **was** boring.
- Helen told me that she **wanted** to go to Canada next year.

But if the situation has changed or finished, you *must* use a past verb:

- Paul left the room suddenly. He said **he had** to go. (*not* has to go)





The past simple (**did/saw/knew** etc.) can usually stay the same in reported speech, or you can change it to the past perfect (**had done / had seen / had known** etc.):

direct Paul said 'I **woke** up feeling ill, so I **didn't go** to work.'  
 reported Paul said (that) he **had woken** up feeling ill, so he **hadn't gone** to work. or  
 reported Paul said (that) he **had woken** up feeling ill, so he **didn't go** to work.

Direct speech		Reported speech (one step backwards)	
<b>Present simple</b>	'I come to Dubai every year.'	<b>Past simple</b>	He said (that) he came to Dubai every year.
<b>Present progressive</b>	'I'm coming to Dubai.'	<b>Past progressive</b>	He said (that) he was coming to Dubai.
<b>Present perfect</b>	'I've been to Dubai.'	<b>Past perfect</b>	He said (that) he had been to Dubai.
<b>Past simple</b>	'I went to Dubai.'	<b>Past perfect</b>	He said (that) he had been to Dubai.
<b>Past progressive</b>	'I was going to Dubai.'	<b>Past perfect progressive</b>	He said (that) he had been going to Dubai.
<b>Past perfect</b>	'I had been to Dubai.'	<b>Past perfect</b>	He said (that) he had been to Dubai.
<b>going to</b>	'I'm going to go to Dubai.'	<b>was going to</b>	He said (that) he was going to go to Dubai.
<b>will</b>	'I will go to Dubai.'	<b>would</b>	He said (that) he would go to Dubai.
<b>can</b>	'I can go to Dubai.'	<b>could</b>	He said (that) he could go to Dubai.
<b>may</b>	'I may go to Dubai.'	<b>might</b>	He said (that) he might go to Dubai.
<b>must</b>	'I must go to Dubai.'	<b>had to</b>	He said (that) he had to go to Dubai.

**Все указательные местоимения и наречия времени и места в придаточном предложении должны быть изменены по смыслу предложения:**

this → that

these → those

here → there

now → then, at the moment

today → that day

tomorrow → the next day / the following day

the day after tomorrow → 2 days later

yesterday → the day before

the day before yesterday → 2 days before

days ago → days before

last week → the week before

next year → the following year

tonight → that night

She told me, “I will come to see you **tomorrow**.”

Она сказала мне: «Завтра я приду тебя проведать».

She told me she would come to see me **the next day**.

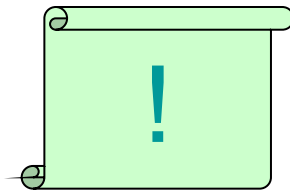
Она сказала, что на следующий день придет меня <sup>о</sup>проведать.



Tom and Bob told me, “**We** need **your** dictionary.”  
Том и Боб сказали: «Нам нужен твой словарь».

*Все личные и притяжательные местоимения должны быть изменены в зависимости от лица, от которого ведется повествование:*

Tom and Bob told me that **they** need **my** dictionary.  
Том и Боб сказали, что им нужен мой словарь.



When we use reported speech, the main verb of the sentence is usually past (Paul **said** that ... / I **told** her that ... etc.). The rest of the sentence is usually past too:

- Paul **said** that he **was feeling** ill.
- I **told** Lisa that I **didn't have** any money.

You can leave out **that**. So you can say:

- Paul **said that** he was feeling ill. *or* Paul **said** he was feeling ill.

In general, the *present* form in direct speech changes to the *past* form in reported speech:

am/is → <b>was</b>	do/does → <b>did</b>	will → <b>would</b>
are → <b>were</b>	have/has → <b>had</b>	can → <b>could</b>
want/like/know/go etc. → <b>wanted/liked/knew/went</b> etc.		

Compare direct speech and reported speech:

You met Anna. Here are some of the things she said in *direct* speech:

My parents **are** fine.  
I'm going to learn to drive.  
  
I **want** to buy a car.  
John **has** a new job.  
I **can't** come to the party on Friday.  
I **don't** have much free time.  
I'm going away for a few days.  
I'll phone you when I **get** back.



ANNA


Later you tell somebody what Anna said. You use *reported* speech:

- Anna said that her parents **were** fine.
- She said that she **was** going to learn to drive.
- She said that she **wanted** to buy a car.
- She said that John **had** a new job.
- She said that she **couldn't** come to the party on Friday.
- She said she **didn't** have much free time.
- She said that she **was** going away for a few days and **would** phone me when she **got** back.



**LET'S PRACTISE**

Yesterday you met a friend of yours, Steve. You hadn't seen him for a long time. Here are some of the things Steve said to you:

- 
- 1 I'm living in London.
- 2 My father isn't very well.
- 3 Rachel and Mark are getting married next month.
- 4 My sister has had a baby.
- 5 I don't know what Joe is doing.
- 6 I saw Helen at a party in June and she seemed fine.
- 7 I haven't seen Amy recently.
- 8 I'm not enjoying my job very much.
- 9 You can come and stay at my place if you're ever in London.
- 10 My car was stolen a few days ago.
- 11 I want to go on holiday, but I can't afford it.
- 12 I'll tell Chris I saw you.

Later that day you tell another friend what Steve said. Use reported speech.

- 1 *Steve said that he was living in London.*
- 2 He said that .....
- 3 He .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....
- 9 .....
- 10 .....
- 11 .....
- 12 .....

Somebody says something to you which is not what you expected. Use your own ideas to complete your answers.

- 1 A: It's quite a long way from the hotel to the station.  
B: Is it? The man on the reception desk said *it was only five minutes' walk* .....
- 2 A: Sue is coming to the party tonight.  
B: Is she? I saw her a few days ago and she said she .....
- 3 A: Sarah gets on fine with Paul.  
B: Does she? Last week you said ..... each other.
- 4 A: Joe knows lots of people.  
B: That's not what he told me. He said ..... anyone.
- 5 A: Jane will be here next week.  
B: Oh, really? When I spoke to her, she said ..... away.
- 6 A: I'm going out tonight.  
B: Are you? I thought you said ..... home.
- 7 A: John speaks French quite well.  
B: Does he? He told me ..... any other languages.
- 8 A: I haven't seen Ben recently.  
B: That's strange. He told me ..... last weekend.

## Say and tell

If you say *who* somebody is talking to, use **tell**:

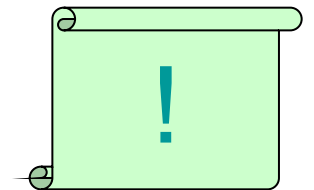
- Sonia **told me** that you were in hospital. (*not* Sonia said me)
- What did you **tell the police**? (*not* say the police)

Otherwise use **say**:

- Sonia **said** that you were in hospital. (*not* Sonia told that ...)
- What did you **say**?

But you can '**say** something **to** somebody':

- Ann **said** goodbye **to** me and left. (*not* Ann said me goodbye)







**LET'S PRACTISE**

Here are some things that Sarah said to you:



I've never been to the United States.

I don't have any brothers or sisters.

I can't drive.

I don't like fish.

Jane has a very well-paid job.

I'm working tomorrow evening.

Jane is a friend of mine.

Dave is lazy.

But later Sarah says something different to you. What do you say?

Sarah

- 1 Dave works very hard.
- 2 Let's have fish for dinner.
- 3 I'm going to buy a car.
- 4 Jane is always short of money.
- 5 My sister lives in Paris.
- 6 I think New York is a great place.
- 7 Let's go out tomorrow evening.
- 8 I've never spoken to Jane.

You

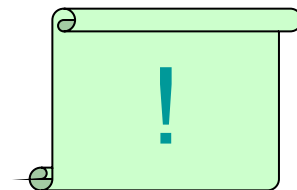
But you said he was lazy.  
But .....

Complete the sentences with **say** or **tell** (in the correct form). Use only one word each time.

- 1 Ann *said* goodbye to me and left.
- 2 ..... us about your holiday. Did you have a nice time?
- 3 Don't just stand there! ..... something!
- 4 I wonder where Sue is. She ..... she would be here at 8 o'clock.
- 5 Dan ..... me that he was bored with his job.
- 6 The doctor ..... that I should rest for at least a week.
- 7 Don't ..... anybody what I ..... . It's a secret just between us.
- 8 'Did she ..... you what happened?' 'No, she didn't ..... anything to me.'
- 9 Gary couldn't help me. He ..... me to ask Chris.
- 10 Gary couldn't help me. He ..... to ask Chris.

# ВОПРОСЫ В КОСВЕННОЙ РЕЧИ

В косвенной речи вопросы имеют прямой порядок слов, а вопросительный знак в конце предложения заменяется на точку.



## Общие вопросы вводятся союзами **if** и **whether**:

I asked, "Have you seen my pen?"  
Я спросил: «Ты видел мою ручку?»

I asked him **whether** / **if** he had seen my pen.  
Я спросил, видел ли он мою ручку.

## Специальные вопросы вводятся вопросительными словами:

He wondered: "Who on earth will buy this junk?"  
Он удивился: «Ну кто станет покупать эту рухлядь?»

He wondered who on earth would buy that junk.  
Он удивился, кто станет покупать эту рухлядь.

## Краткий ответ на вопрос косвенной речи вводится союзом **that** без слов **yes** / **no**:

She answered, "Yes, I do."  
Она ответила: «Да».

She answered that she did.  
Она ответила утвердительно.

## He asked me where ... (reported questions)

The same changes in word order happen in reported questions. Compare:

- direct*      The police officer said to us 'Where **are you going** ?'
- reported*      The police officer asked us where **we were going** .
- direct*      Clare said 'What time **do the banks close** ?'
- reported*      Clare wanted to know what time **the banks closed** .

In reported speech the verb usually changes to the past (**were, closed** etc.).

Study these examples. You had an interview for a job and these were some of the questions the interviewer asked you:



Are **you** willing to travel?

What **do you do** in your spare time?

How long **have you** been working in your present job?

Why **did you apply** for the job?

Can **you speak** any other languages?

Do **you have** a driving licence?

Later you tell a friend what the interviewer asked you. You use *reported* speech:

- She asked if (or whether) **I was** willing to travel.
- She wanted to know what **I did** in my spare time.
- She asked how long **I had** been working in my present job.
- She asked why **I had** applied for the job. (or ... why **I applied**)
- She wanted to know if (or whether) **I could** speak any other languages.
- She asked if (or whether) **I had** a driving licence.



# Повелительные предложения в косвенной речи

Такие предложения используются со словами **to say, to tell, to order, to ask, to beg**, а глагол в повелительном наклонении изменяется в форму инфинитива:

'Clear your room,' mum told me .  
Мама сказала мне: «Прибери свою комнату».

Mum told me to clear my room.  
Мама сказала мне прибрать свою комнату.

He said 'Don't run'.  
Он сказал: «Не бегайте».

He said not to run.  
Он сказал не бегать.

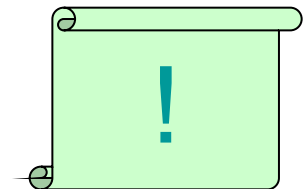
## **Tell/ask** somebody **to** do something

We also use the infinitive (**to do / to be** etc.) in reported speech, especially with **tell** and **ask** (for orders and requests):

- direct* 'Drink plenty of water,' the doctor said to me.  
*reported* The doctor **told me to drink** plenty of water.
- direct* 'Don't be late,' I said to Joe.  
*reported* I **told Joe not to be** late.
- direct* 'Can you help me, please,' Jackie said to me.  
*reported* Jackie **asked me to help** her.

You can also say 'Somebody **said (not) to** do something':

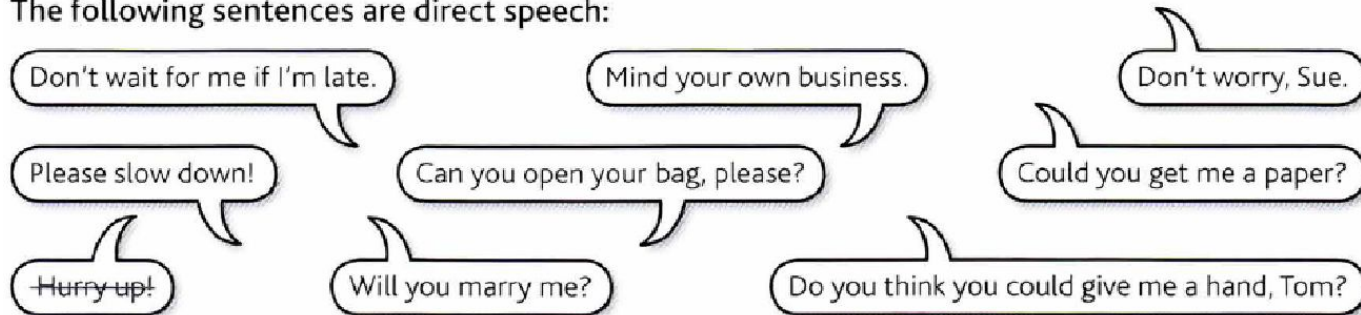
- Paul **said not to worry** about him. (*but not* Paul said me)





**LET'S PRACTISE**

The following sentences are direct speech:



Now choose one of these to complete each of the sentences below. Use reported speech.

- 1 Will was taking a long time to get ready, so I told him to hurry up .....
- 2 Sarah was driving too fast, so I asked .....
- 3 Sue was nervous about the situation. I told .....
- 4 I couldn't move the piano alone, so I .....
- 5 The security guard looked at me suspiciously and .....
- 6 Tom was going to the shop, so I .....
- 7 The man started asking me personal questions, so I .....
- 8 John was in love with Marianne, so he .....
- 9 I didn't want to delay Helen, so I .....

You have been away for a while and have just come back to your home town. You meet Tony, a friend of yours. He asks you a lot of questions:

1 How are you?

5 Why did you come back?

6 Where are you living?

2 Where have you been?

7 Are you glad to be back?

3 How long have you been back?



8 Do you have any plans to go away again?

4 What are you doing now?

9 Can you help me find a job?

Now you tell another friend what Tony asked you. Use reported speech.

- 1 He asked me how I was.
- 2 He asked me .....
- 3 He .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....
- 9 .....