| **ase in DirectSpeech** | **Equivalent in ReportedSpeech** |
| --- | --- |
| **Simplepresent** | **Simplepast** |
| "I always **drink** coffee", she said | She said that she always **drank** coffee. |
| **Presentcontinuous** | **Pastcontinuous** |
| "I **am reading** a book", he explained. | He explained that he **was reading** a book |
| **Simplepast** | **Pastperfect** |
| "Bill **arrived** on Saturday", he said. | He said that Bill **had arrived** on Saturday. |
| **Presentperfect** | **Pastperfect** |
| "I **have been** to Spain", he told me. | He told me that he **had been** to Spain. |
| **Pastperfect** | **Pastperfect** |
| "I **had just turned out** the light," he explained. | He explained that he **had just turned out** the light. |
| **Presentperfectcontinuous** | **Pastperfectcontinuous** |
| They complained, "We **have been waiting** for hours". | They complained that they **had been waiting** for hours. |
| **Pastcontinuous** | **Pastperfectcontinuous** |
| "We **were living** in Paris", they told me. | They told me that they **had been living** in Paris. |
| **Future** | **Presentconditional** |
| "I **will be** in Geneva on Monday", he said. | He said that he **would be** in Geneva on Monday. |
| **Futurecontinuous** | **Conditionalcontinuous** |
| She said, "**I'll be using** the car next Friday". | She said that she **would be using** the car next Friday. |

You do not need to change the tense if the reporting verb is in the present, or if the original statement was about something that is still true, e.g.

* He says **he has missed** the train but **he'll catch** the next one.
* We explained that **it is** very difficult to find our house.

These modal verbs do not change in reported speech: *might, could, would, should, ought to*:

* We explained, "It **could** be difficult to find our house." = We explained that it **could** be difficult to find our house.
* She said, "I **might** bring a friend to the party." = She said that she **might** bring a friend to the party.

| * **Phrase in directspeech**
 | **Equivalent in reportedspeech** |
| --- | --- |
| **today** | **thatday** |
| "I saw him **today**", she said. | She said that she had seen him **that day**. |
| **yesterday** | **the daybefore** |
| "I saw him **yesterday**", she said. | She said that she had seen him **the day before**. |
| **The daybeforeyesterday** | **twodaysbefore** |
| "I met her**the day before yesterday**", he said. | He said that he had met her **two days before**. |
| **Tomorrow** | **the next/followingday** |
| "I'll see you **tomorrow**", he said | He said that he would see me **the next day**. |
| **The dayaftertomorrow** | **in two days time/ two days later** |
| "We'll come **the day after tomorrow**", they said. | They said that they would come **in two days time/ two days later**. |
| **Nextweek/month/year** | **the following week/month/year** |
| "I have an appointment **next week**", she said. | She said that she had an appointment **the following week**. |
| **Lastweek/month/year** | **the previous/week/month/year** |
| "I was on holiday **last week**", he told us. | He told us that he had been on holiday **the previous week**. |
| **ago** | **before** |
| "I saw her **a week ago**," he said. | He said he had seen her **a week before**. |
| **this (for time)** | **that** |
| "I'm getting a new car **this week**", she said. | She said she was getting a new car **that week**. |
| **this/that (adjectives)** | **the** |
| "Do you like **this shirt**?" he asked | He asked if I liked **the shirt**. |
| **here** | **there** |
| He said, "I live **here**". | He told me he lived **there**. |

In general, personal pronouns change to the third person singular or plural, except when the speaker reports his own words:
**I/me/my/mine, you/your/yours = him/his/her/hers**
**we/us/our/ours, you/your/yours = they/their/theirs**