Reported Speech Worksheet with Answers

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NAME

DATE

Remember

Form	Example
Tense moves back	‘I am tired.’ → She said she was tired.
say (something) / tell (someone)	He said that… He told me that…
Questions: if / question word + normal order	‘Where do you live?’ → He asked where I lived.
Commands: tell / ask + someone + (not) to	‘Sit down.’ → She told us to sit down.

Typical mistakes

× Learners often say	✓ Say instead
She said me that she was tired.	She told me that she was tired. / She said that she was tired.
He asked where did I live.	He asked where I lived.
She told she will come.	She said she would come.

1. Rewrite

Rewrite in reported speech, starting with the words given.

1. ‘I’m hungry.’ → Tom said…

2. ‘We’re moving to Madrid.’ → They told me…

3. ‘I saw the film yesterday.’ → She said…

4. ‘I’ll call you tomorrow.’ → He said…

5. ‘I can’t swim.’ → Ana said…

6. ‘I have finished my work.’ → He told us…

2. Rewrite

Report the questions and commands.

1. ‘Where do you work?’ → She asked me...

2. ‘Are you married?’ → He asked her...

3. ‘What time does the shop open?’ → I asked...

4. ‘Close the door.’ → The teacher told me...

5. ‘Don’t be late.’ → My boss told us...

6. ‘Have you seen my keys?’ → Dad asked...

3. Choose

Circle the correct option.

1. She (said / told) me she was busy.

2. He (said / told) that he liked jazz.

3. They asked where (I lived / did I live).

4. She told me (not to / don’t) worry.

5. He asked (if / that) I was ready.

6. Ann said she (will / would) help.

7. He said he had seen her (yesterday / the day before).

8. I asked her what (she wanted / did she want).

Writing

Report a recent conversation you had (with a friend, a colleague or a shop assistant) in 6 sentences. Use said, told, asked and at least one reported question.

Speaking

- Tell me about a conversation you had this week. What did the other person say?
- Report three things your parents often told you when you were a child.
- What did your last job interviewer or teacher ask you?
- Gossip task: your teacher tells you three ‘secrets’; report them to a third person (real or imagined).

Answer key

1. Rewrite: 1 Tom said (that) he was hungry. · 2 They told me (that) they were moving to Madrid. · 3 She said (that) she had seen the film the day before. · 4 He said (that) he would call me the next day. · 5 Ana said (that) she couldn’t swim. · 6 He told us (that) he had finished his work.

2. Rewrite: 1 She asked me where I worked. · 2 He asked her if / whether she was married. · 3 I asked what time the shop opened. · 4 The teacher told me to close the door. · 5 My boss told us not to be late. · 6 Dad asked if I had seen his keys.

3. Choose: 1 told · 2 said · 3 I lived · 4 not to · 5 if · 6 would · 7 the day before · 8 she wanted

Writing, model answer: Yesterday my neighbour knocked on my door. She said that she was going away for the weekend. She asked if I could water her plants. I told her that I would be happy to help. She asked me whether I was free on Sunday evening, too. Then she said she would bring me something from the coast.