

Usage of Reported Speech (Told...to...)

There are two ways of stating the words of a speaker:

1) Direct Speech (Common Dialogue)

e.g. Mr Lee told Sam, 'Do your work.'

2) Indirect Speech (or Reported Speech)

e.g. Mr Lee told Sam to do his work.

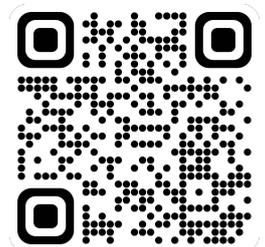
A reported command is formed by using the to-infinitive or not to-infinitive .	
to-infinitive	not to-infinitive
Miss Lee told our class to keep quiet .	Miss Lee told our class not to speak loudly .

- Some of the reporting verbs are:
told, asked, shouted, ordered, demanded, warned, begged
- When we change a statement from direct to indirect speech, we also need to pay attention to the changes in pronouns.
Mum told her son, 'Tidy up **your** bedroom and don't disturb **me**.'
Mum told her son to tidy up **his** bedroom and not to disturb **her**.
- At the same time, we need to change the adverbs of time/place:

Direct Speech	→	Reported Speech	Direct Speech	→	Reported Speech
today	→	that day	yesterday	→	the previous day
now	→	then	this moment	→	that moment
here	→	there	ago	→	before
last night	→	the night before/ the previous night	tomorrow	→	the next day/ the following day
these	→	those			



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Exercises

(I) Read the following memos and rewrite them using reported speech.

(1)
Lucy,
Tidy up your room.
Dad

(2)
Billy,
Do your homework.
Mum

(3)
Sally,
Bring me some biscuits.
Grandfather

(4)
Kay & Lucy,
Change your bed sheets.
Dad

(5)
Sam,
Do your work.
Don't be lazy.
Mr. Lee

1. Lucy's Dad told Lucy _____
2. Billy's Mum _____
3. _____
4. _____
5. _____



(II) You are Sam. Your boss, Mrs. Chan, has left you a note. Read her note and change the sentence into indirect speech.

Dear Sam,

I will be out of office today. Please help me finish the followings during my absence.

1. Answer all the phone calls.
2. Don't arrange any appointment for me.
3. Give a call to two of my clients, Miss Chan and Miss Cheung.
4. Tidy up my desk.
5. Fix the printer here.
6. Don't let anyone know I am out of office today.

Thank you.

Mrs. Chan

1. Mrs. Chan told me _____
2. She told _____
3. She _____
4. _____
5. _____
6. _____



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