REPORTED SPEECH

If we report what another person has said, we usually do not use the person's exact words (direct speech), but reported (indirect) speech. When transforming statements, check whether you have to change PROUNOUNS, PRESENT TENSE VERBS (3RD PERSON), PLACE AND TIME EXPRESSIONS, TENSES (BACKSHIFT)
DIRECT speech   "I speak Chinese."
REPORTED speech (NO BACKSHIFT)   "He says that he speaks Chinese."
REPORTED speech (BACKSHIFT) "He said that he spoke Chinese."

BACKSHIFT: = if we are using the simple past (e. g. He said) we backshift: Simple Present = Simple Past Present Progressive = Past Progressive Simple Past, Present & Past Perfect = Past Perfect Simple Past Progressive, Present & Past Perfect Progressive = Past Perfect Progressive Future I (going to) = was / were going to Future I (will) & Conditional I (would) = Conditional I (would) Could, should, would, might, must, needn't, ought to, used to = normally no change	PLACE & TIME = think which expressions are logical in a certain situation. Today = that day Now = then Yesterday = the day before … days ago = … days before last week = the week before next year = the following year Tomorrow = the next day / the following day Here = there This = that These = those
QUESTION = check whether you have to change pronouns, present tense verbs (3rd person), place and time expressions, tenses (backshift). You also have to transform the question into an indirect question or use the interrogative if / whether direct speech = "Why don't you speak French?" reported speech = "He asked me why I didn't speak French." direct speech = "Do you speak French?" reported speech = "He asked me whether / if I spoke French."	REQUESTS = check whether you have to change pronouns and place and time expressions. direct speech = "Diana, speak English." reported speech = "He told Diana to speak English." Tenses are not relevant for requests – simply use , to + infinite verb: She said, "Say hello to your sister." She asked me to say hello to my sister. For negative requests, use not to + infinite verb: He said, "Don't give up, Rosy." He advised Rosy not to give up.