

Direct speech and Reported speech

I. Definition:

1. Lời nói trực tiếp: là sự lặp lại chính xác những từ của người nói.

- Lời nói trực tiếp được đặt trong dấu ngoặc kép và sau động từ chính có dấu phẩy(,) hoặc dấu hai chấm(:).

- Đôi khi mệnh đề chính cũng có thể đặt sau lời nói trực tiếp.

Ex: “ I don’t like this party” Bill said.

2. Lời nói gián tiếp (indirect/reported speech) là lời tường thuật lại ý của người nói, đôi khi không cần phải dung đúng những từ của người nói.

Ex: Bill said that he didn’t like that party.

II. Những thay đổi trong lời nói gián tiếp:

1. Thay đổi động từ: Thì của các động từ trong lời nói gián tiếp thay đổi theo một nguyên tắc chung là lùi về quá khứ (các thì xuống cấp):

<i>Direct Speech</i>	<i>Reported Speech</i>
1. Present Simple: V1 Ex1: Nam said “I am told to be at school before 7 o’clock” Ex2: He said “ I like beer”	1. Past Simple: V2/ed EX1: Nam said (that) he was told to be at school before 7 o’clock. Ex2: He said (that) He liked beer
2. Present Progressive: am/is/are +Ving Ex: He said “I’m watching TV”	2. Past Progressive: was/were+Ving Ex: He said (that) he was watching TV
3. Present Perfect: has/have + V3/ed Ex: He said “ I have just bought a new book”	3. Past Perfect: had + V3/ed Ex: He said (that) I had just bought a new book
4. Past Simple: V2/ed Ex: They said “ We came by car ”	4. Past Perfect: had + V3/ed Ex: They said (that) they had come by car
5. Past Progressive: was/were + V-ing Ex: He said “I was sitting in the park at 8 o’clock”	5. was/were+V-ing or Past Perfect progressive Ex:-He said (that) he was sitting in the park at 8 o’clock” - He said (that)he had been sitting in the park at 8 o’clock”

<p>6. Past Perfect: had + V3/ed Ex: She said “ My money had run out”</p> <p>7. Future Simple: will +V without to (V0) Ex: Lan said “I’ll phone you”</p> <p>8. can Ex: He said “ you can sit here”</p> <p>9. may Ex: Mary said “I may go to Ha noi again”</p> <p>10. must Ex: He said “I must finish this report”</p>	<p>6. Past Perfect: had + V3/ed Ex: She said (that) her money had run out</p> <p>7. would + V without to (Vo) Ex: Lan said (that) she would phone me</p> <p>8. could Ex : He said (that) we could sit there</p> <p>9. might Ex: Mary said (that) she might go to Ha noi again</p> <p>10. must/ had to Ex: He said (that)he had to finish that report</p>
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*** Chú ý: Một số trường hợp không đổi thì của động từ trong câu gián tiếp:**

- Nếu động từ ở mệnh đề giới thiệu được dùng ở thì hiện tại đơn, hiện tại tiếp diễn, hiện tại hoàn thành hoặc tương lai đơn, thì của động từ trong câu gián tiếp vẫn không thay đổi

Eg: He says/ he is saying/ he has said/ he will say, “the text is difficult”.

→ He says/ is saying/ has said/ will say (that) the text is difficult.

- Khi câu nói trực tiếp thể hiện một chân lý hoặc một hành động lặp lại thường xuyên, thì của động từ trong câu gián tiếp vẫn không thay đổi

Eg: My teacher said “The sun rises in the East”

→ My teacher said (that) the sun rises in the East.

He said, ‘My father always drinks coffee after dinner’

→ He said (that) his father always drinks coffee after dinner

- Nếu lúc tường thuật, điểm thời gian được đưa ra trong lời nói gián tiếp vẫn chưa qua, thì của động từ và trạng từ thời gian vẫn được giữ nguyên

Eg: He said, “ I will come to your house tomorrow”

→ He said (that) he will come to my house tomorrow.

- *Câu trực tiếp có dạng câu điều kiện loại 2 hoặc loại 3:*

Eg: He said; "If I knew her address, I would write to her"

→ He said that he would write to her if he knew her address

Eg: She said, "If I had enough money, I would buy a new bicycle."

→ She said (that) if she had enough money, she would buy a new bicycle.

Eg: The teacher said, "If John had studied harder, he wouldn't have failed his exam."

→ The teacher said (that) if John had studied harder, he wouldn't have failed his exam.

Tuy nhiên nếu lời nói trực tiếp là câu điều kiện loại 1 thì được chuyển sang loại 2 ở lời nói gián tiếp

Eg: The advertisement said; "If you answer the questions correctly, you may win one million dollar" → The advertisement said that I might win one million dollar if I answered the questions correctly.

- *Không thay đổi thì của mệnh đề sau "wish"*

Eg: He said; "I wish I had a lot of money"

→ He wishes (that) he had a lot of money

- *Không thay đổi thì của mệnh đề sau "It's (high/ about) time"*

Eg: She said; "It's about time you went to bed; children"

→ She told her children that It's about time they went to bed

- *Không thay đổi thì của mệnh đề đi sau "would rather, would sooner"*

Eg: She said; "I would rather you stayed at home"

→ She said that she would rather I stayed at home

- *Không thay đổi thì của:*

{	Could, would, might, should	} trong câu nói gián tiếp
	Ought, had better, need	
	Nhưng must -> had to/ must	

Eg: She said; "I could do the homework

→ She said she could do the homework

- *Động từ trong câu nói trực tiếp có thời gian xác định:*

Eg: He said, "I was born in 1980"

→ he said that he was born in 1980.

- Mệnh đề trạng ngữ chỉ thời gian trong câu phức có thì quá khứ đơn và quá khứ tiếp diễn

Eg: "I saw him when he was going to the cinema"

She said she saw him when she was going to the cinema

2. Thay đổi về đại từ nhân xưng, đại từ sở hữu, tính từ sở hữu:

❖ Đại từ nhân xưng

Chủ ngữ	Trực tiếp	Gián tiếp
	I	He, she
	we	they
Tân ngữ	You	They/ he/ she/ I

Trực tiếp	gián tiếp
Me	Him/ her
us	Them
you	Them/ him/ her

Tính từ sở hữu

Trực tiếp	Gián tiếp
my	His/ her
our	Their
your	Their/ his/her/ my

Đại từ sở hữu

Trực tiếp	Gián tiếp
mine	Him/ hers
ours	Theirs
yours	Theirs/ his/ hers

3. Thay đổi về từ chỉ thời gian và nơi chốn:

Trực tiếp	Gián tiếp
Today/ tonight	that day/ that night
Yesterday	the day before/ the previous day
last month/ night ...	the month before / the previous month/ night
Tomorrow	the following day/ the next day
this month	that month
The day before yesterday	two days before
The day after tomorrow	in two days' time

next month	the month after / the following month
Here	there
Now	then
Ago	before
This	that
These	those

*** Chú ý:**

- NƠu t-êng thuËt vËn cïng   1  Pa  i m v  th i gian, ch ng ta kh ng thay   i th  c n  ng t , t nh t  ch   nh v  tr ng ng  th i gian v  n i ch n.

Eg: He said “ I will come here to take this book tonight”.

→ An hour ago he said he will come here to take this book tonight.

- Th m li n t  v o c u t-êng thuËt ch  nguy n nh n

Eg: She said “ I am very tired I have worked overnight.”

→ She said she was very tires because she had been worked.

III. Những thay đổi cụ thể trong từng loại câu trong lời nói gián tiếp

1. Câu trần thuật trong lời nói gián tiếp: (Statements in reported speech)

S + said (to + O) + that S + V.....

S + told + O + that S + V....

Eg: ‘We will have a test tomorrow’, My teacher said.

-> My teacher said (that) they would have a test the next day.

*Note: Có thể sử dụng một số ĐT dẫn sau: thought, announced, explained, complained, believed...

2. Câu hỏi trong lời nói gián tiếp (Questions in reported speech)

❖ **Ch  ý:** Khi chuy n câu hỏi trực tiếp thành gián tiếp cũng cần áp dụng qui tắc chuy n đổi tr n, ngo i ra cần thay đổi:

- Động từ tường thuật câu hỏi gián tiếp là asked/ wanted to know/ wondered (tự hỏi)

- Trật tự từ chuy n về dạng trần thuật tức là chủ ngữ đứng trước động từ và không có trợ động từ

- Không dùng liên từ “that”, dấu “?” được bỏ đi

a. Yes/ no questions:

S + asked + (O) + if / whether + clause

Eg: Tuan asked Ba “Are you fond of watching television?”

Tuan asked Ba if/whether he was fond of watching television

b. Wh-questions:

S + asked + (O) + wh - word + clause

Eg: He said to me, "Why did you go with her father last week?"

He asked me why I had gone with her father the week before.

- ❖ Chú ý: Trong trường hợp câu trực tiếp có cả câu trần thuật và câu hỏi khi đổi sang câu gián tiếp phần nào vẫn cứ đi phần ấy

Eg: "I have left my watch at home. Can you tell me the time?"

He said that he had left his watch at home and asked me if I could tell him the time

3. Câu mệnh lệnh trong lời nói gián tiếp (Imperative in reported speech)

Khi ®æi c©u mnh lnh trực tiếp thành c©u mnh lnh gián tiếp, cần lưu ý:

+ §éng tõ t-êng thuËt lụ: ordered, commanded (ra lnh), requested, asked (yªu cu), told (bo lm)

+ Tm ng÷ trực tiếp ch ng-êi nhËn mnh lnh ®-íc nªu lªn.

+ Hnh thc mnh lnh của ®éng tõ trong c©u mnh lnh trực tiếp ®æi thành ®éng tõ nguyªn th.

(+) **He/ she + ordered + object + to infinitive**
commanded
told
asked
requested

Eg: "Please wait for a minute." The man asked me

→ The man asked me to wait for a minute.

"Would you mind opening the door" she asked me.

She asked me to open the door.

He said to the waiter, "Please bring me some hot water."

→ He told the waiter to bring him some hot water.

I said to her "Please shut the window."

→ I asked her to shut the window.

(-) **He/ she + ordered + object not to + infinitive**
told
asked

Eg: "Please don't talk loudly".

→ He asked me not to talk loudly.

He said "Don't shut the door".

→ He asked me not to shut the door.

4. Câu cảm thán trong lời nói gián tiếp: (Exclamation in reported speech)

- Động từ tường thuật là: *exclaim/shout*

Eg: He said, "What a lovely garden they have"

He exclaimed that they had a lovely garden.

- Các hình thức cảm thán bắt đầu bằng "what" và "how" chuyển sang gián tiếp bằng:

He said that it was ... / hoặc He exclaimed that it was ...

Eg1: She said; "What a pity!" (Direct speech) -> She exclaimed that it was a pity

Eg2: I said; "What a nice horse" -> I exclaimed that it was a nice horse

Eg3: He said; "How beautiful she is!" -> He exclaimed that she was beautiful!

Eg4: "What a big egg" he said -> He said that it was a big egg.

Eg5: "How dreadful!" he said -> He exclaimed that it was dreadful.

5. Reported speech with to infinitive

- Khi lời nói gián tiếp là mệnh đề, mệnh đề, ý nghĩa, lời hứa, lời yêu cầu, ... Mệnh đề cũng với mệnh đề nguyên mẫu theo sau thì động từ nguyên mẫu nói chung là như sau.

➤ **Mệnh đề + to + động từ nguyên mẫu (to-infinitive)**

*Mệnh đề: *ask, advise, command, invite, order, recommend, encourage, urge, warn, want, beg, instruct, persuade...*

➤ **Mệnh đề + động từ nguyên mẫu (to-infinitive)**

*Mệnh đề: *agree, demand, hope, promise, threaten, offer, refuse, decide...*

➤ *Would you/ Could you / Will you/ Can you* -> **asked + sb + to + V**

➤ *Would you mind + V-ing / Do you mind + V-ing* -> **asked + sb + to + V**

➤ *Would you like/ Will you* -> **invited + sb + to + V**

a. Đề nghị, lời mời:

S + invite + (O) + to V ...

S + offer + to V ...

Ex: He said, "Would you like to go out for a drink?"

---> He invited me to go out for a drink.

She said to me; "How about some coffee"

-> She invited me some coffee

"I will look after the house for you if you like" he said.

-> He offered to look after the house for me if I liked.

* Ta sử dụng “ Would you like to V... / How about .../ Why don't you + ... để mời

Eg: Why don't you come to my village to have a day off?

- * Offer: - Would you like me to V
- Shall I do.../ Can I...? Could I ...?
- I'll do ... if you like

Eg: *Can I help you with the dishes?*

Shall I shut the door?

Would you like a drink?

Would you like to come for a

meal?

b. Yêu cầu: (động từ tường thuật ask)

Ex: She said, “Can you lend me your book?”

---> She asked me to lend her my book.

* Ta cần THÓ sớ động : Could you....? , Can you ...? Would you mind ...? Or câu mệnh lệnh để yêu cầu

“Would you mind closing the door?” → he asked me to close the door.

Can you close the door?

Close the door ,please.

* dụng câu { “I'd like...” “Can I have...?” } khi chuyển sang gián tiếp ta áp dụng câu trúc

“Could I have...?”

S + asked + somebody + for + something

Ex: In a restaurant, the man said; “I'd like a bottle of red wine, please”

-> The man asked for a bottle of red wine

c. Khuyên bảo:

Ex: “You should study harder,” my mother said.

---> My mother advised me to study harder.

***Lêi khuy^an th-êng b^{3/4}t @Çu b»ng:**

- You should / You ought to V.....
- If I were you , I would/ should ...
- You had better ...

-

Why don't you

Eg' Why don't you repaint our room? →She advised me to repaint their room.

Chuyển sang gián tiếp có câu trúc sau: **S + advised + O + to V ...**

d. Lời nhắc nhở

{ “Remember...” } khi chuyển sang lời nói gián tiếp ta áp dụng câu trúc sau

Don't forget

S + remind(ed) + somebody + to Infinitive verb

Ex: She said to me; "Don't forget to ring me up tomorrow evening"

-> She reminded me to ring her up the next evening

e. Sự đồng ý về quan điểm như: all right, yes, of course (áp dụng cấu trúc sau):

S + agreed + to verb...

Ex: "All right, I'll wait for you" he said

-> He agreed to wait for me

f. Câu ước tiếp diễn ta thường mong muốn nhờ: would like, wish (áp dụng cấu trúc sau):

S + wanted + obj + to verb...

Ex: "I'd like Lan to become a doctor," my mum said

-> My mum wanted Lan to become a doctor

g. Từ chối : S + refused + to V ...

Eg: "No, I won't lend you my car"

-> He refused to lend me his car.

h. Lời hứa: S + promised to V...

Eg: "I'll send you a card on your birthday"

-> He promised to send me a card on my birthday.

*** Công thức chung khi đổi sang câu tường thuật với to V:**

S + V (+ O) + to V

6. Reported speech with gerund: (câu gián tiếp với danh động từ)

- Khi lời nói gián tiếp là lời đề nghị, chúc mừng, cảm ơn, xin lỗiđộng từ tường thuật cùng với danh động từ theo sau nó thường dùng để truyền tải nội dung lời nói trên.

➤ **Động từ tường thuật + V-ing.....**

* Động từ tường thuật: *deny, admit, suggest, regret.....*

Ex: He said to me; "Let's go home"

-> He suggested going home

➤ **Động từ tường thuật + giới từ + Ving...**

* Động từ tường thuật: : *dream of, object to, insist on, complain about, think of, look forward to.....*

Ex: "I'll help you with your physics exercise," Peter said to Susan.

---> Peter **insisted on helping** Susan with her physics exercise.

➤ **Động từ tường thuật + giới từ + tân ngữ + Ving...**

* Động từ tường thuật: *thank sb for, accuse sb of, congratulate sb on, apologize sb for, warn sb against, prevent sb from, stop sb from...*

Ex1: "It was nice of you to help me. Thank you very much," Tom said to you.

---> Tom *thanked* me *for* helping him.

Ex2: "I'm sorry I'm late," Peter said.

---> Peter *apologised* *TO ME* *for* being late.

➤ **Danh ®éng tĩ t-êng thuËt th-êng ®i theo ®éng tĩ t-êng thuËt SUGGEST trong c, c mẾu c©u ®Ò nghP sau:**

- *Why don't you/ Why not / How about* -> *suggest + sb + V-ing*
- *Let's / Let's not* -> *suggest + V-ing/ suggest + not+ V-ing*
- *Shall we/ It's a good idea* -> *suggest + V-ing.*

a. Cảm ơn, xin lỗi:

S + thanked + s.o + for + v-ing

S + apologized for + (not) + v-ing

S + apologized + to + s.o + for + (not) + v-ing

Ex1: "It was nice of you to help me. Thank you very much," Tom said to you.

---> Tom *thanked* me *for* helping him.

Ex2: "I'm sorry I'm late," Peter said.

---> Peter *apologised* *for* being late.

b. Chúc mừng:

S + congratulated + s.o + on + v-ing

Ex: John said, "I heard you received the scholarship. Congratulations!"

---> John *congratulated* me *on* receiving the scholarship.

"I hear you passed your exams. Congratulations!" John said to us.

-> Tom congratulated us on passing our exams

c. Cương quyết, khẳng khái:

S + insisted + on + v-ing...

Ex: "I'll help you with your physics exercise," Peter said to Susan.

---> Peter *insisted on* helping Susan with her physics exercise.

"I'll drive you to the station. I insist," Peter said to Linda

-> Peter insisted on driving Linda to the station

d. Cảnh báo, ngăn cản:

Lời cảnh báo như : *be careful, be dangerous*

a. *S + warned + s.o + to verb...*

b. *S + warned + s.o + against + v-ing ...*

ex1: "Be careful of strangers and don't go out at night"; he said
-> He warned us to be careful of strangers and not to out at night

Ex2: "Don't stay at the hotel near the airport," I said to Ann
-> I warned Ann against staying at the hotel near the airport

Ex3: "Don't go out alone at night," I said to Linda.

---> I **warned** Linda **agaisnt going** out alone at night.

Ngăn cản: S + prevented, stopped + s.o + from + v-ing...

Ex1: "Stay here! I can't let you go out tonight," her mother said to Jane
-> Her mother prevented Jane from going out that night

Ex2: "Sit here. I can't let you stand all the time," Mary said to me.
---> Mary **prevented** me **from standing** all the time.

e. Chấp nhận hoặc phủ nhận:

Ex1: "We stole his money," they said.

---> They **admitted stealing** his money.

Ex2: "I didn't steal his money," she said.

---> She **denied stealing** his money.

f. Đề nghị, gợi ý:

S + suggest + (not) + V-ing ...

S1 + suggest (ed) + That + S2 + should + bare infinitive

Ex: He said to me; "Let's go home"

-> He suggested going home

-> He suggested that we should go home

Ex: "Let's go out for a drink," Susan said.

---> Susan **suggested going** out for a drink.

* Lêi ®Ò nghÞ, gi ý th-êng b³¼t ®Çu b»ng:

- s dng "could" ®Ó gi ý: She could phone her

- Shall we

Shall we go and see a film?

Shall we talk about something different now?

- What about .../ How about V-ing.../ Let's V...../ Why don't we V

What about going to Judy's?

How about using my car?

Let's go outside.

Why don't you write to her yourself?

g. Tố cáo, buộc tội:

Ex: "You took some of my money," he said.

---> He **accused** me **of taking** / HAVING TAKEN some of his money.

h. Mơ ước:

S + dreamed + of + v-ing...

Ex: "I want to pass the exam with flying colours," John said.

---> John *dreamed of passing* the exam with flying colours.

"I've always wanted to be rich," Bob said

-> Bob had always dreamed of being rich

i. Söi suy nghĩ về cái gì (àùp dũing caáu truùc sau)

S + think (thought) + of +v-ing...

Ex: John's wife: The house is very nice! We'll certainly buy it

John : I think so

-> John and his wife were thinking of buying the house.

k. Söi chaáp nhaän (àùp dũing caáu truùc sau)

S + admitted + v-ing...

Detective: You have stolen Mrs. Brown's car!

The thief|: Yes...! But...

-> The thief admitted stealing/having stolen Mrs Brown's car

l. Söi mong ñhöi (àùp dũing caáu truùc sau)

S + looked forward to + v-ing...

Ex: "Mr.Smith: I feel like meeting our children soon"

Mrs Smith: I think so

-> Mr and Mrs. Smith looked forward to meeting their children soon

7. Các hình thức hỗn hợp trong lời nói gián tiếp: (mixed forms in reported speech)

Lời nói trực tiếp có thể bao gồm nhiều hình thức hỗn hợp: câu khẳng định, câu hỏi, câu mệnh lệnh, câu cảm thán:

Eg: 1. He said, "Can you play the guitar?" and I said "No"

→ He asked me if I could play the guitar and I said that I couldn't.

2. "I don't know the way. Do you?" He asked.

→ He said that he didn't know the way and asked her if she knew it.

3. "I'm going to shopping. Can I get you something?" She said

→ She said that she was going to shopping and asked if she could get me anything.

IV. Exercises:

Change these sentences into Reported Speech:

EXERCISES (REPORTED SPEECH: STATEMENTS)

1. Nam said "I am told to be at school before 7 o'clock"
.....
2. Thu said "All the students will have a meeting next week"
.....
3. Phong said "My parents are very proud of my good marks"
.....
4. The teacher said "All the homework must be done carefully"
.....
5. Her father said to her "You can go to the movie with your friend"
.....
6. Hoa said "I may visit my parents in the summer"
.....
7. The teacher said "We can collect old book for the poor students"
.....
8. She said "She doesn't buy this book"
.....
9. The boys said "We have to try our best to win the match"
.....
10. Her classmate said "Lan is the most intelligent girl in our class"
.....
11. They told us "Our friends will get the award for their highest scores"
.....
12. He said "I will go to school by bus tomorrow"
.....
13. Phong said "I need to learn more vocabulary"
.....
14. His brother told him "You can use my computer today"
.....
15. Mai said "I can not go to the movies with you, Nam"
.....

EXERCISES (REPORTED SPEECH: YES/NO QUESTIONS)

1. "Do you enjoy reading?" Phong asked Peter
.....
2. "Does she like sports?" Hoa asked Lan
.....
3. "Do your sister and brother go to the same school?" She asked Nam

-
4. "Are there some oranges in the fridge?" She asked her mom
.....
5. "Will it rain tomorrow morning?" He asked his friend
.....
6. "Did you go to Hue three years ago?" Tam asked Peter
.....
7. "Are Tam and Hoa late for class?" Tuan asked Lan
.....
8. She said to me "Can you speak Chinese?"
.....
9. "Will she be here for five days?" Tam asked Thu
.....
10. "Were you reading this book at 8 o'clock last Sunday?" She asked Ba
.....

EXERCISES (REPORTED SPEECH: WH-QUESTIONS)

1. "Where does your father work?" The teacher asked me
.....
2. "How many people are there in your family?" She asked Lan
.....
3. Tam's friend asked him "How long will you stay in England?"
.....
4. "Are there some oranges in the fridge?" She asked her mom
.....
-5. The teacher said to Lien "What's your hobby?"
.....
6. "How do you go to the airport?" His friend asked him
.....
7. "How much does this dress cost?" Lan asked Lien
.....
8. Ba asked Tam "How often do you wash your clothes?"
.....
9. "When will your father leave Vietnam for the USA?" Phong asked Thu
.....
10. "How many books do the students need?" The librarian asked myteacher

.....

Reported speech with to infinitive

1. She said to him: “give me another glass of wine”.

.....

.....

2. She said to me: “bring me a book”.

.....

.....

3. Mother said to him: “open the window please!”.

.....

.....

4. He said to me: “shut the door after you”.

.....

.....

5. The captain said to them: “wait here still I come back”.

.....

.....

6. She told her: “take it and come with me”.

.....

.....

7. He said to me: “don’t come back before one o’clock”.

.....

.....

8. My mother told me: “don’t forget to look at the door”.

.....

.....

9. He said to his brother: “don’t open the window, open the door”.

.....

.....

10. He said to the girl: “don’t sit on my bed, sit on this chair please!”.

.....
.....
Reported speech with to infinitive and gerund

1. "You have broken 2 of my glasses, boy" said the old man.
2. "Yes, I've broken 2 of them" said the boy.
3. "Certainly. I'll take you to the zoo next Sunday" He said (insist)
4. "I'll water the flowers every morning if you like" She said (offer)
5. "No, we won't go with him next Friday" they said (refuse)
6. "You have made the wall dirty, pupils" said the teacher. (accuse)
7. "No, we didn't make noise last night" said the children (deny)
8. "We will shut the door if you go on getting out" said the parents to children (threaten)
9. "I am sorry. I've made the house untidy" said the girl. (apologize)
10. "I will punish you if you don't pay attention to the lesson, pupils" said the teacher (threaten)
11. "Would you like me to look after the house for you?" He said (offer)
12. "Will you keep quiet, please?" she said (tell)
13. "Will you keep your mouth shut? He said (order)
14. Shall we meet outside the cinema after eight" he said (suggest)
15. "Would you like me to repair the car for you?" he said (offer)
16. "Will you have a drink?" he said (invite)
17. "You had better hurry" she said (advise)
18. "Please, please let me come in" he said (beg)
19. "Don't talk anymore." He said (command)
20. "Try again, all of you" he said (encourage)
21. "Don't swim so far" He said to me (warn somebody to do something)
22. "Do come and enjoy tea with my family" she said (invite)
23. "Why don't we come to visit our teacher today?" he said (suggest)
24. "My advise to you is to do morning exercises" she said (advise)
25. "In your place, I would learn English" she said to me (advise)

Complete the sentences in reported speech. Note the change of pronouns in some sentences.

1. "Stop talking, Joe," the teacher said. → The teacher told Joe
2. "Be patient," she said to him. → She told him
3. "Go to your room," her father said to her. → Her father told her
4. "Hurry up," she said to us. → She told us
5. "Give me the key," he told her. → He asked her

6. "Play it again, Sam," she said.→ She asked Sam
7. "Sit down, Caron" he said.→ He asked Caron
8. "Fill in the form, Sir," the receptionist said.→ The receptionist asked the guest
9. "Take off your shoes," she told us.→ She told us
10. "Mind your own business," she told him.→ She told him
11. "Don't touch it," she said to him.→ She told him
12. "Don't do that again," he said to me.→ He told me
13. "Don't talk to me like that," he said.→ He told her
14. "Don't repair the computer yourself," she warned him.→ She warned him
15. "Don't let him in," she said.→ She told me
16. "Don't go out without me," he begged her.→ He begged her
17. "Don't forget your bag," she told me.→ She told me
18. "Don't eat in the lab," the chemistry teacher said.→ The chemistry teacher told his students
19. "Don't give yourself up," he advised her.→ He advised her
20. "Don't hurt yourselves, boys," she said.→ She told the boys

Change the following sentence into reported speech:

1. Teacher to John "Write that exercise carefully"
2. Mrs Green said " Please sing at our party, Mary"
3. Teacher to John: "Be careful; think before you answer"
4. Tom: "Read my exercise, John, and tell me if it is correct"
5. Traveler to taxi driver: "Direct to Victoria station as fast as you can. I must catch the 12.50 train".
6. "It is cold here. Is the window open?" He asked me
7. The pupil said "Teacher, give us better marks, please"
8. "What a dirty face you have!" Ann said to her son.
9. "Don't come back before one o'clock" advised my brother.
10. "I wonder who is coming on the excursion tomorrow. I do hope it won't rain." She said
11. "It's a very nice evening. Why don't we go out for a walk? Mrs Brown suggested
12. "It isn't so foggy today as it was yesterday", said the teacher
13. "Be modest if you are a good pupil" said my father.
14. "Don't forget to send your parents my regards" she said to me.
15. "Have you got shampoo, Alice? I must wash my hair." Johnny asked
16. He said to me 'Listen! Can you hear someone coming?'

17. "Do as I tell you or you will be punished. I'll teach you who is the master in this house," he said
18. "I shouldn't do that if I were you. Isn't it very dangerous" he said
19. Mary said 'I can not go to the movie with you, John'"
20. "Shut the door but don't lock it" she said to us.

Choose the sentence A, B, C or D that best rewrite the root one:

1. "I'm in a bit of a hurry, but I'll ring you tomorrow," William said
 - A. William explained that If he weren't hurry, he'd ring me tomorrow.
 - B. William told me that though he was in a bit hurry, but he would ring me the next day.
 - C. William said he was a bit pressed for time, but that he would bring me the following day
 - D. William said he was a bit hurry, but he'd ring me the previous day.
2. Johnny asked his father if he could continue with his study overseas.
 - A. "Do you think I can continue with my study overseas." Said Johnny
 - B. "Is it possible for me to study overseas?" Johnny asked his father
 - C. 'Can I continue with my study overseas?" Johnny said to his father
 - D. "Will I continue to study overseas?" Johnny said
3. Her friend will come to see her. (She hoped)
 - A. She hoped her friend will come to see her
 - B. She hoped her friend would come to see her
 - C. She hoped her friend comes to see her.
 - D. She hoped her friend came to see her.
4. "Buy some meat in the shop," said my mother to me.
 - A. My mother said to me to buy some meat in the shop
 - B. My mother told to me to buy some meat in the shop
 - C. My mother told me to buy some meat in the shop
 - D. My mother said me to buy some meat in the shop
5. The doctor said to Peter' "Don't go for a walk today"
 - A. the doctor said Peter not to go for a walk today
 - B. the doctor told Peter not go for a walk today
 - C. the doctor said to Peter not to go for a walk today
 - D. the doctor told Peter not to go for a walk today
6. "Please don't mention it to any body," Mary said to her friend
 - A. Mary asked her friend not to mention it to anybody.
 - B. Mary asked her friend not mention it to anybody.
 - C. Mary asked her friend to not mention it to anybody.

- D. Mary asked her friend did not mention it to anybody.
7. Tom said: “ I have already has breakfast, so I am not hungry.’
- A. Tom said he had already had breakfast, so he is not hungry.
 - B. Tom said he has already had breakfast, so he is not hungry.
 - C. Tom said he had already had breakfast, so he was not hungry.
 - D. Tom said he had already had breakfast, so he was not hungry.
8. I said to Nick: “Where are you going?”
- A. I asked Nick where was he going.
 - B. I asked Nick where he was going.
 - C. I asked Nick where is he going.
 - D. I asked Nick where he is going.
9. He said to them: “Who will you see before you leave here?”
- A. He asked them who they would see before they left there.
 - B. He asked them who would they see before they left there.
 - C. He asked them who they would see before you left there.
 - D. He asked them who you would see before they left there.
10. She asked me: “Why didn’t you come here yesterday?”
- A. She asked me why I hadn’t gone there the day before.
 - B. She asked me why I didn’t go there the day before.
 - C. She asked me why didn’t I go there the day before.
 - D. She asked me why hadn’t I gone there the day before.
11. Mother asked me: “Did you play with your friends yesterday?”
- A. Mother asked me if I had played with my friends the day before.
 - B. Mother asked me if I played with my friends the day before.
 - C. Mother asked me if I had played with your friends the day before.
 - D. Mother asked if you had played with my friends the day before.
12. “Would you like to have lunch with me on Sunday?” He said to me.
- A. He invited me to have lunch with him on Sunday.
 - B. He offered me to have lunch with him on Sunday.
 - C. He suggested me to have lunch with him on Sunday.
 - D. He reminded me to have lunch with him on Sunday.
13. “Will you help me, please? She said. “I can’t rich the top shelf.”
- A. She asked me help her as she couldn’t reach the top shelf.
 - B. She asked me to help her as she can’t reach the top shelf.
 - C. She asked me to help her as she couldn’t reach the top shelf.
 - D. She warned me to help her as she couldn’t reach the top shelf.
14. “This is a horrible room. Why don’t you ask for something better?” he said

- A. He said it was a horrible room and reminded me to ask for something better.
- B. He said it was a horrible room and advised me to ask for something better.
- C. He said it was a horrible room and warned me to ask for something better.
- D. He said it was a horrible room and invited me to ask for something better.
15. “Remember to switch off when you have finished”, he said
- A. He reminded me to switch off when I’d finished
- B. He offered me to switch off when I’d finished
- C. He suggested me to switch off when I’d finished
- D. He reminded me to switch off when I have finished
16. “Answer this letter for me, will you?” he said. “And remember to keep a copy”.
- A. He warned me to answer that letter and reminded me to keep a copy.
- B. He told me to answer that letter and suggested me to keep a copy.
- C. He told me to answer that letter and reminded me to keep a copy.
- D. He suggested answering that letter and reminded me to keep a copy.
17. “Why don’t you go by train? It’s much less tiring than driving,” I said.
- A. I advised him to go by train as it was much less tiring than driving.
- B. I suggested him to go by train as it was much less tiring than driving.
- C. I warned him to go by train as it was much less tiring than driving.
- D. I advised him going by train as it was much less tiring than driving.
18. “Will you be here tomorrow?” she asked – “Yes” I answered
- A. She asked if I would be there the next day and I said that I would.
- B. She asked if I will be there the next day and I said that I will.
- C. She asked if you would be there the next day and I said that you would.
- D. She asked if I would be there the next day and I said that I will.
19. “If I were you I’d try to get a room on the top floor,” he said
- A. He advised me to try to get a room on the top floor.
- B. He advised me to try getting a room on the top floor.
- C. He offered me to try to get a room on the top floor.
- D. He suggested me to try to get a room on the top floor.
20. Have you found the book? (she asked me...)
- A. She asked me if I had found the book.
- B. She asked me if I found the book.

- C. She asked me whether I had found the book or not.
- D. B and C are correct

► **Some special cases:**

1. Indirect speech with Let's/ Let him/ Let her/ Let them:

+ *Let's/ Let him/ let her/ Let them do something*

↳ ... *suggest that somebody should do something (dùng cho mọi trường hợp)*

Eg: "Let's eat out tonight" she said. → She suggested that they should eat out that night.

"Let him prepare all the lesson." She said → She suggested that he should prepare all the lesson.

+ *Let's/let him/ let her ...*

↳... *suggest + V-ing (dùng cho let's)*

↳...*suggest + somebody's + V-ing (dùng cho let him/ let her/ let them*

Eg: "Let's go camping next weekend" he said →He suggested going camping the following weekend.

"Let them do their exercises this morning" she said → She suggested their doing exercises that morning.

2. + "Yes, let's" → agree

Eg" "Let's go to the theatre tonight? He said

"Yes, let's" said one of his friends.

→ He suggested going to the theatre that night and one of his friends agreed.

+ "No, Let's not" → object to the idea/ be against the idea

Eg' "No, let's not. It is hot" said another friend

→ but another friend objected to that idea/ was against it because it was hot.

3. Let = allow

Eg: "Let him go with me, mother" she said → She asked her mother to let him go with her

"Let her do it herself, teacher" he said to his teacher. → He asked his teacher to let her do it herself.

BÀI TẬP VẬN DỤNG: Change the following sentences into reported speech:

1. "Let's give a party" said Ann

"Let's not" said her husband

2. "Let's take a tent and camp out" said Bill

" Good idea" said Nina

3. "Let the children stay indoor tonight." She said

4. "Let me go" he said to the policeman.
5. "Let's go swimming in the lake" he said
"No, it is against law" said his friend.
6. "Let's prepare everything for the party" she said.
"Yes, let's" said her friend.
7. "Let's stay here till the storm has passed" he said
8. "Don't drive too close the car in front" said my mother (warn)
9. "Let's go swimming. It is too hot to learn our lesson now." He said
10. "You ought to wear a safety helmet when you drive motorbike" she said to her husband.

Rewrite the following sentences using given words or phrases:

1. "What's your job?" Mary asked Tom.
Mary wanted to ...
2. The factory inspector asked me where I kept the fire fighting equipment
'Where ...
3. She said "It's good if you make your own decision" (advise)
She ...
4. "Why don't you read that book, Peter" she said
She suggested ...
5. "What a mischievous boy!" he said.
He exclaimed ...
6. "How wonderful the play was!" said John
John exclaimed ...
7. 'Me? No, I didn't break your glasses.' Peter said.
Peter ...

4. Indirect speech with 'must' 'need' "have to"

+ *I must do ... = unchanged/ had to*

Eg: "I must be there at 6 a.m" he said → He said he must/ had to be there at 6 a.m

+ *Must I/ you/ he ... do ...? = had to*

Eg: "Must you get ready for the party" he said → He asked if I/ she had to get ready for the party.

+ *I must not do ... = unchanged*

Eg: "I must not get up early tomorrow", she said → she said that she must not get up early the next day

+ *You/ She/ He must not do ... = unchanged/ weren't to do/ wasn't to do*

Eg: "He must not be present at the meeting today" she said

→ She said that he must not be/ wasn't to be present at the meeting that day.

+ *I needn't do = needn't have to/ wouldn't have to ...*

Eg" "I needn't do my homework" she said

→ She said that she needn't have to do her homework/ wouldn't have to do her homework.

+ *You he/ she needn't do ... = unchanged*

Eg: "You needn't lock the door" she said

→ She said that he needn't lock the door.

+ *Need I/ you/ he do ...? = unchanged / had to*

Eg: "Need I prepare everything for the meal" she said

→ She asked if she need/ had to prepare everything for the meal.

5. Indirect speech with some expressions:

+ "Thanks" he said

→ He thanked me

+ "Good luck" he said → He wished me good luck

"Happy Christmas" he said → he wished me happy Christmas

+ "Congratulation" she said → He congratulated me

+ The notice said 'Welcome to Bacgiang'

→The notice welcomed visitors to Bac giang

+ "No/ Yes" → Subject + Auxiliary verb

Eg: "Did you have a good time" he said; "yes' I said

→ He asked me if I had had a good time and I said I had

"Have you done your work" he said " No' I said

→ He asked me if I had done my work and I said I hadn't

+ Good morning/ evening/ hello → Subject + greet ...

Exercise : (HSG) Change into reported speech

1. "Don't repeat the mistake" the instructor warned the sportsman.
2. "As soon as I hear from him, I will let you know" My neighbour said to me.
3. "I will live in town till my husband returns from the expedition and when he returns, we will go to the seaside together," she said
4. "I hope they will have taken a decision by the end of the meeting" she remarked
5. "This story happened long ago," he said, " and few people remember anything about it"
6. My sister said to me "What about going to see Aunt Mary on Sunday?"
7. James said "Do you want me to type this letter for you?"
8. James said to Jill, "When do you expect to finish your assignment?"

9. ‘These old buildings might have already disappeared by the time I am back next year,’ he said
10. Rose said, ‘I was just leaving the office when I came face to face with a stranger’
11. Richard asked Jane, ‘Is it true that your father fought in the last war?’
12. The inspector said to the woman, ‘What were you doing at 7 o’clock yesterday evening?’
13. The passenger said to the taxi driver ‘Hurry up!’ and he added ‘I must be at the station on time.’
14. Father said, ‘The taxi is coming now. Is everyone ready?’
15. Helen said, ‘I think I’ll have to find a better job. I can’t make both ends meet’.
16. He said to her, ‘What are you so late? I’ve been waiting for half an hour already’
17. She said to him ‘Don’t let them down. I’ll be very embarrassed if you go back on your words.’
18. She said to her husband, ‘You’d better not drink too much. You may lose control of the car and have a bad accident’
19. The boy said to his mother ‘When shall we have lunch? I am very hungry.’
20. She said to him, ‘I am glad you’ve come. Sit down, please’
21. Mr Brown said to his wife, ‘I don’t feel like going out this evening. Let’s ask the Browns to come over for a chat’.
22. ‘Be careful. Don’t go near the edge of the cliff,’ she said to the boy
23. ‘Please, please come to help me with the assignment,’ my sister said to me
24. ‘I wouldn’t buy that sort of raincoat if I were you’ my friend said to me.
25. ‘Would you mind moving your bicycle? Said the janitor ‘It’s in the way’
26. ‘Remember to leave the window open when you are using the gas stove’ my mother said to me.
27. ‘Would you like to come over to my house for a slide show?’ my friend said to me
28. ‘Show me your driver’s license, will you?’ the policeman said to the drunken driver
29. ‘Do come again next weekend’ the hosts said to the visitor
30. ‘Could you ring up the station and find out when the train comes in?’ Said Tom to me.

Change into reported speech:

1. She said; "How beautiful they are"
2. I said; "How fast he is running!"
3. He said; "What a lovely house!"
4. She said; "What beautiful flowers!"
5. She said to him; "Shall we eat out tonight?"
6. Why don't you put a better lock on the door?
7. He said; "Cigarette", I answer "No thanks"
8. She said to me; "Remember to lock the door before you go to bed"
9. She said; "Can I have some money; Mum?"
10. She said; "The earth moves around the sun"
11. Tom said; "I would rather you started today"
12. She said; "Could I have a cup of coffee"
13. "Would you mind waiting?" he said
14. "Would you like to drink coffee?" he said
15. Lan said; "You had better go to the doctor?"
16. Henry said; "Let's not much fuss about it"
17. They said; "We will wait for if you are late"
18. Peter said; "I wish I had something to eat"
19. My mother said; "If I were you, I should do nothing about it"
20. The coach said to them; "It's high time we began training for our next match"
21. I sai to her; "I wish you had seen it"
22. His mother said; "Don't forget to thank Mrs Jones"
23. He said; "You might check these figures for me"
24. "Where shall we meet?" I said. "What about the hotel?" bill said
25. "You needn't come in tomorrow", said my employer. "Take the day off"

I- Questions - Exercise 1: Complete the sentences in reported speech. Note the change of pronouns and tenses.

1. "Where is my umbrella?" she asked. → She asked
2. "How are you?" Martin asked us. → Martin asked us
3. He asked, "Do I have to do it?" → He asked

4. "Where have you been?" the mother asked her daughter. → The mother asked her daughter
5. "Which dress do you like best?" she asked her boyfriend. → She asked her boyfriend
6. "What are they doing?" she asked. → She wanted to know
7. "Are you going to the cinema?" he asked me. → He wanted to know
8. The teacher asked, "Who speaks English?" → The teacher wanted to know
9. "How do you know that?" she asked me. → She asked me
10. "Has Caron talked to Kevin?" my friend asked me. → My friend asked me

II- Questions - Exercise 2: Complete the sentences in reported speech. Note the change of pronouns and tenses.

1. "What's the time?" he asked. → He wanted to know
2. "When will we meet again?" she asked me. → She asked me
3. "Are you crazy?" she asked him. → She asked him
4. "Where did they live?" he asked. → He wanted to know
5. "Will you be at the party?" he asked her. → He asked her
6. "Can you meet me at the station?" she asked me. → She asked me
7. "Who knows the answer?" the teacher asked. → The teacher wanted to know
8. "Why don't you help me?" she asked him. → She wanted to know
9. "Did you see that car?" he asked me. → He asked me
10. "Have you tidied up your room?" the mother asked the twins. → The mother asked the twins

III- Exercise 1 – Requests (positive): Complete the sentences in reported speech. Note the change of pronouns in some sentences.

21. "Stop talking, Joe," the teacher said. → The teacher told Joe
22. "Be patient," she said to him. → She told him
23. "Go to your room," her father said to her. → Her father told her
24. "Hurry up," she said to us. → She told us
25. "Give me the key," he told her. → He asked her
26. "Play it again, Sam," she said. → She asked Sam
27. "Sit down, Caron" he said. → He asked Caron

28. "Fill in the form, Sir," the receptionist said. → The receptionist asked the guest
29. "Take off your shoes," she told us. → She told us
30. "Mind your own business," she told him. → She told him

IV- Exercise 2 – Requests (negative): Complete the sentences in reported speech. Note the change of pronouns in some sentences.

1. "Don't touch it," she said to him. → She told him
2. "Don't do that again," he said to me. → He told me
3. "Don't talk to me like that," he said. → He told her
4. "Don't repair the computer yourself," she warned him. → She warned him
5. "Don't let him in," she said. → She told me
6. "Don't go out without me," he begged her. → He begged her
7. "Don't forget your bag," she told me. → She told me
8. "Don't eat in the lab," the chemistry teacher said. → The chemistry teacher told his students
9. "Don't give yourself up," he advised her. → He advised her
10. "Don't hurt yourselves, boys," she said. → She told the boys

EXERCISE: Change the following sentences into Indirect Reported Speech or vice-versa

1. The doctor told him that he worked too hard.
→
"You.....
.....
2. "I'm sorry I broke the glass", said Peter.
→ Peter
apologized.....
.....
3. She asked John how he liked her new dress.
→
"How.....
.....
4. "Why don't you put your luggage under the seat?", he asked.
→ He
suggested.....
.....

5. "Keep away from this area", said the security guard when we approached the fence.

→ The security guard told.....

6. Isabel: "You can't borrow my pen, Robert!".

→ Isabel.....
.....

7. She asked John to repeat what he had said.

→ Please.....
.....

8. "I don't want to be criticized by non-professionals", said the film star.

→ The film star objected.....

9. "If I were you, I'd look for another job", said one of my friends.

→ One of my friends.....
...

10. She wanted to know if he had studied French.

→ She asked him,
".....

11. "Bring your umbrella in case it rains", he said to me.

→ He told.....
.....

12. "Why don't you ask her yourself?", I said to my brother.

→ I.....
.....

13. "You should take science appreciation courses at school", she said.

→ She.....
.....

14. "If I were you, I would take more exercise", said his doctor.

→ His doctor.....
.....

15. "Don't forget to phone me when you get to London", said my mom.

→ My

mom.....

.....

16. "You should have waited for us, Bill", said the coach.

→ The

coach.....

.....

17. "I don't want to be criticized by non-professionals", said the film star.

→ The film star

objected.....

18. "It's true that I broke your old vase", she said in tears.

→ She

admitted.....

.....

19. "Don't move or I'll shoot", said the bank robber to the clerk.

→ The bank robber

threatened.....

20. "Don't forget to phone the police", she told him.

→ She

reminded.....

.....

21. "Don't swim out too far, boys", said the coach.

→ The

coach.....

.....

22. "It's you that have parted my family", she said angrily to him.

→

She.....

.....

23. "How long has it been since you left this city, Bob?" asked Mary.

→ Mary wanted to

know.....

24. "Shall we walk round for a change this evening?" she said.

→ She

suggested.....

.....

25. "I don't think John will come", said Bill.

- Bill
doubted.....
.....
26. “Why don’t you put a better lock on the door, Barry?”, said George.
→ George
suggested.....
27. “Why didn’t I get a computer before? , thought the officer manager.
→ The officer manager
wondered.....
28. “Jack, why don’t we help Old Tom?”, said Jackie.
→ Jackie
suggested.....
.....
29. “Would you like to come to my house for a chat tonight?”, he said.
→
He.....
.....
30. She asked me what I had been doing at three the previous afternoon.
→
“What.....
.....
31. “I wasn’t there at that time”, he said.
→ He
denied.....
.....
32. The policeman charged him with stealing that bicycle.
→
“You.....
.....
33. “Where has he been?”, she doesn’t know that.
→ She
doesn’t.....
.....
34. “Can I have a new bicycle?”, said Anna to her mother.
→ Anna
asked.....
.....
35. “Let’s go for a walk in the park”, said Andrew.

- Andrew.....

36. He said, "I wish I knew the answer".
 → He said
 that.....
 ...
37. "Please don't drive so fast", Ann begged her boyfriend.
 → Ann
 pleaded.....

38. "I don't think John will come", said Bill.
 → Bill
 doubted.....

39. "John, please don't tell anyone my new address", said Mary.
 → Mary
 asked.....
 ...
40. "Where is the station car-park?", Mrs. Smith asked.
 → Mrs.
 wanted.....
 ...
41. His English is not good, and he got a bad mark in his test last week
 →
 If.....

42. "I don't love you any more", said Eric to his girlfriend.
 → Eric
 told.....
 ...
43. "I must see the manager", she cried.
 → She
 insisted.....

44. "You stole my best cassette, Amanda", said William.

- William.....
.....
45. “How old is your little boy?”, said the nurse to Mrs. Bingley.
→ The
nurse.....
...
46. “Do you want to insure your luggage or not?”, said the travel agent.
→ The
travel.....
...
47. “You are cheating me”, said Carol to June.
→
Carol.....
.....
48. “Where is the nearest tube?”, she asked.
→ She
enquired.....
...
49. “It wasn’t me who took your car”, said Bob.
→
Bob.....
.....
50. “If you don’t take it easy, you’ll have another heart attack”, he said.
→ He
advised.....
...
51. “When it stops snowing, we must start digging ourselves out”, he said.
→ He
said.....
...
52. “You’d better not go out with Peter any more, Elizabeth”, said John.
→
John.....
.....
53. “Less noise”, the teacher told the boys.
→ The
teacher.....

54. "You caused the accident", said the other driver.

→ The other driver.....

55. Helen wanted to know the name of Shirley's hairdresser's.

→ Helen said, "Shirley, where do.....

56. Paul said he was going to China the following year.

→ "I.....
.....

57. The porter told us that the train had left five minutes before.

→ "I'm sorry but.....

58. "I never used bad language", she said.

→ She denied.....

59. She asked John to repeat what he had said.

→ "Please.....
.....

60. "Must you go so soon?", I said.

→ I.....
.....

Put the sentences into reported speech.

1. "If the weather is fine, I will go on a picnic with my friends," she said.
.....
.....

2. "What would you do if you had three days off?" I asked him.
.....
.....

3. "I would have come to see you if I had known your address, Jim" she said.
.....
.....

4. "I'm sure she will help you if you ask her." , he told me.
.....
.....

5. "If Today were Sunday, we wouldn't go to school." They said to me.

.....
.....
6. She said to me, "If I were you, I wouldn't tell her about this."
.....
.....

7. "There would not be enough seats if a lot of guests came."
.....
.....

8. "You will be surprised if you meet him." , Peter said to Linda.
.....
.....

9. The boy said : "I won't be strong if I don't swim everyday."
.....
.....

10. "What would you do if you saw a snake ?" Nam asked Nga.
.....
.....

11. "We'll have lunch outside in the garden if it's not cold." ,Mr John said.
.....
.....

12. "Tom would win more races if he trained hard." , The man said.
.....
.....

13. "If you feel like a chat, phone me tonight." David said to me.
.....
.....

14. "If you isn't so much junk food, you would be a lot fitter." Mother said.
.....
.....

15. "I will be surprised if Mary doesn't pass the exam." , our teacher said.
.....
.....

16. "If I knew her hobbies, I could let you know." He said to me.
.....
.....

17. "If I won the lottery, I would buy a new car." , the man said.
.....
.....

13. When I rang Tessa some time last week, she said she was busy _____ that day.
 A. that B. the C. then D. this
14. I wonder _____ the tickets are on sale yet.
 A. what B. when C. where D. whether
15. Mathew _____ Emma that her train was about to leave.
 A. has reminded B. has reminded that C. reminded
 D. reminded that
16. Hello, Jim. I didn't expect to see you today. Sophie said you _____ ill.
 A. are B. were C. was D. should be
17. Ann _____ and left.
 A. said goodbye to me B. says goodbye to me C. tell me
 goodbye D. told me goodbye
18. I told you _____ to switch off the computer, didn't I?
 A. don't B. not C. not to D. to not
19. Bill was slow, so I _____ hurry up.
 A. tell him B. told him for C. told to D. told him to
20. Sarah was driving too fast, so I _____ to slow down.
 A. asked her B. asked C. ask D. have asked
 her
21. Someone _____ me there's been an accident on the motorway.
 A. asked B. said C. spoke D. told
22. Sue was very pessimistic about the situation. I advised her _____.
 A. no worry B. not worry C. no to worry D. not to worry
23. I couldn't move the piano alone, so I asked Tom _____.
 A. giving a hand B. gave a hand C. to give a hand D. give a hand
24. Tom said that New York _____ more lively than London.
 A. is B. be C. was D. were
25. When he was at Oliver's flat yesterday, Martin asked if he _____ use the phone.
 A. can B. could C. may D. must
26. George couldn't help me. He _____ me to ask Kate.
 A. tell B. said C. told D. say
27. Judy _____ going for a walk, but no one else wanted to.
 A. admitted B. offered C. promised D. suggested
28. I said that I had met her _____.
 A. yesterday B. the previous day C. the day D.
 the before day.

29. The man asked the boys _____ .
 A. why did they fight
 B. why they were fighting
 C. why they fight
 D. why were they fighting
30. "_____ the door", he said.
 A. please open
 B. open please
 C. please to open
 D. please, opening
31. I wanted to know _____ return home.
 A. when would she
 B. when will she
 C. when she will
 D. when she would
32. The woman wonders _____ doing well at school.
 A. whether her children are
 B. if her children were
 C. whether her children were
 D. her children are if
33. Peter said he was leaving for Paris _____.
 A. next week
 B. the week previous
 C. following week
 D. the following week
34. "I don't usually drink milk when _____" Mrs. Pike said.
 A. she was hungry
 B. I was hungry
 C. I am hungry
 D. I will be
35. They said that their house had been broken into _____.
 A. the two days before
 B. two days ago
 C. two days before
 D. since two days
36. She advised me _____ an apple everyday to stay healthy.
 A. eating
 B. I should eat
 C. to eat
 D. please, eat
37. "I'll come with you as soon as _____" she replied.
 A. I was ready
 B. I am ready
 C. I ready ready
 D. am I ready
38. "_____ today as it was yesterday." She remarked.
 A. it wasn't so foggy
 B. it isn't so foggy
 C. it hadn't been so foggy
 D. it isn't such foggy
39. "I wish _____ eat vegetables", he said.
 A. my children will
 B. my children would
 C. whether my children would
 D. my children must
40. "I _____ late again", she promised.
 A. I am not
 B. I won't be
 C. I wouldn't
 D. I was not late
41. "How long _____ here ?", asked Jane.

A. you have been B. you had been C. had you been D. have you been

42. She wanted to know _____.

A. what was happening B. was happening

C. it was happening D. was happening what

43. "Do you know _____?" asked the man.

A. where is the ticket office B. where the ticket office is

C. the ticket office is D. where was the ticket office

44. The teacher asked Mary _____ the previous match.

A. who wins B. who is winning C. who won D. that won

45. My father asked me _____ of the film.

A. what do you think B. what I think C. what did you think D. what I thought

Choose the best option to complete the following sentences

46. The doctor _____ him to take more exercise.

A. told B. tell C. have told D. are telling

47. I wanted to know _____ return home.

A. when would she B. when will she C. when she will D. when she would

48. Claire told me that her father _____ a race horse.

A. owns B. owned C. owning D. A and B

49. What did that man say _____?

A. at you B. for you C. to you D. you

50. I rang my friend in Australia yesterday, and she said it _____ raining there.

A. is B. were C. has been D. was

51. The builders have _____ that everything will be ready on time.

A. promised B. promise C. promises D. promising

52. The doctor _____ him to take more exercise.

A. told B. tell C. have told D. are telling

53. The last time I saw Linda, she looked very relaxed. She explained she'd been on holiday the _____ week.

- A. ago B. following C. next D. previous
54. Yesterday, Laura _____ him to put some shelves up.
A. asked B. is asking C. ask D. was asked
55. Tom has _____ this story wasn't completely true.
A. admitting that B. was admitted that C. admitted that D. admit that
56. When I rang Tessa some time last week, she said she was busy _____ day.
A. that B. the C. then D. this
57. I wonder _____ the tickets are on sale yet.
A. what B. when C. where D. whether
58. Mathew _____ Emma that her train was about to leave.
A. has reminded B. has reminded that C. reminded D. reminded that
59. Hello, Jim. I didn't expect to see you today. Sophie said you _____ ill.
A. are B. were C. was D. should be
60. Ann _____ and left.
A. said goodbye to me B. says goodbye to me C. tell me goodbye D. told me goodbye
61. I told you _____ to switch off the computer, didn't I?
A. don't B. not C. not to D. to not
62. Bill was slow, so I _____ hurry up.
A. tell him B. told him for C. told to D. told him to
63. Sarah was driving too fast, so I _____ to slow down.
A. asked her B. asked C. ask D. have asked her
64. Someone _____ me there's been an accident on the motorway.
A. asked B. said C. spoke D. told
65. Sue was very pessimistic about the situation. I advised her _____.
A. no worry B. not worry C. no to worry D. not to worry
66. I couldn't move the piano alone, so I asked Tom _____.
A. giving a hand B. gave a hand C. to give a hand D. give a hand
67. Tom said that New York _____ more lively than London.

- A. is B. be C. was D. were
68. When he was at Oliver's flat yesterday, Martin asked if he _____ use the phone.
- A. can B. could C. may D. must
69. George couldn't help me. He _____ me to ask Kate.
- A. tell B. said C. told D. say
70. Judy _____ going for a walk, but no one else wanted to.
- A. admitted B. offered C. promised D. suggested
71. I said that I had met her _____ .
- A. yesterday B. the previous day C. the day D. the before day.
72. The man asked the boys _____ .
- A. why did they fight B. why they were fighting
- C. why they fight D. why were they fighting
73. " _____ the door", he said.
- A. please open B. open please C. please to open D. please, opening
74. I wanted to know _____ return home.
- A. when would she B. when will she C. when she will D. when she would
75. The woman wonders _____ doing well at school.
- A. whether her children are B. if her children are
- C. whether her children were D. her children are if
76. Peter said he was leaving for Paris _____.
- A. next week B. the week previous C. following week D. the following week
77. "I don't usually drink milk when _____" Mrs. Pike said.
- A. she was hungry B. I was hungry C. I am hungry D. I will be
78. They said that their house had been broken into _____.
- A. the two days before B. two days ago C. two days before D. since two days
79. She advised me _____ an apple everyday to stay healthy.
- A. eating B. I should eat C. to eat D. please, eat
80. "I'll come with you as soon as _____" she replied.

A. I was ready B. I am ready C. I ready ready D. am I ready

81. “_____ today as it was yesterday.” She remarked.

A. it wasn't so foggy B. it isn't so foggy

C. it hadn't been so foggy D. it isn't such foggy

82. “I wish _____ eat vegetables”, he said.

A. my children will B. my children would

C. whether my children would D. my children must

83. “I _____ late again”, she promised.

A. I am not B. I won't be C. I wouldn't D. I was

not late

84. “How long _____ here?”, asked Jane.

A. you have been B. you had been C. had you been D. have you

been

85. She wanted to know _____.

A. what was happening B. was

happening

C. it was happening D. was happening what

86. “Do you know _____?” asked the man.

A. where is the ticket office B. where the ticket office is

C. the ticket office is D. where

was the ticket office

87. The teacher asked Mary _____ the previous match.

A. who wins B. who is winning C. who won D. that won

88. My father asked me _____ of the film.

A. what do you think B. what I think C. what did

you think D. what I thought

89. “Why hasn't Minh phoned?” she wondered

A. she wondered why Minh hasn't phoned B. she

wondered why Minh didn't phone

C. she wondered why Minh hadn't phoned D. she wondered why hadn't

Minh phoned

90. “Could you tell me how to get to the airport?”

A. he asked me how to get to the airport B. he said if I could tell him the

airport

- C. he told me how to get to the airport
me to tell how to get to the airport
- D. he asked
91. "Have you heard of her marriage?"
A. she asked me if I hear of their marriage
B. she asked me whether I had heard of their marriage
C. she asked me if I had heard of their marriage
D. B and C
92. Cindy said that "I haven't seen John since last month."
A. Cindy said she hasn't seen John since the previous month
B. Cindy said she hadn't seen John since the previous month
C. Cindy said she wasn't seen John since the previous month
D. Cindy said she doesn't see John since the previous month
93. The little boy said "two and two make four."
A. The little boy said that two and two made four.
B. The little boy said that two and two have made four.
C. The little boy said that two and two had made four.
D. The little boy said that two and two make four.
94. "If I were you, I would go to the doctor." Minh said to Lan.
A. Minh told Lan to become a doctor
B. Minh advised Lan to go to the doctor
C. Minh told Lan that he would go to the doctor
D. Minh advised Lan not to go to the doctor
95. His wife said to him: "write to me as often as you can"
A. His wife told him to write to her as often as he can
B. His wife told him to write to her as often as he could
C. His wife told him writing to her as often as he could
D. His wife told him writing to her as often as he can
96. "What were you doing last night, Mr John?" asked the police.
A. The police asked what were you doing last night, Mr John
B. The police asked Mr John what he had been doing the night before
C. The police asked Mr John what he had been done the night before
D. The police asked Mr John what had he been done the night before
97. The teacher advised us _____.
A. to be careful when doing these exercises
B. be careful when doing these exercises
C. careful when doing these exercises
D. are careful when doing these exercises
98. She told me _____.

- A. think well before I answered
- C. to think well before I answered

- B. think well before I answer
- D. think well before I will

answer

56. He begged them -----.

- A. help him
- B. should help him
- C. to help him
- D. help to him

57. She said that she ----- there the year before.

- A. went
- B. had gone
- C. would go
- D. goes

58. Peter asked Jane why ----- the film on T.V the previous night.

- A. didn't she watch
- B. hadn't she watched
- C. she doesn't watch
- D. she hadn't watched

59. They said they ----- us if we needed.

- A. help
- B. helped
- C. would help
- D. had helped

60. He advised them ----- in class.

- A. to not talk
- B. not to talk
- C. to talk not
- D. don't talk

61. She said to us "Don't be late again".

- A. She said us not to be late again.
- B. She told us to be not late again.
- C. She told to us not to be late again.
- D. She told us not to be late again.

62. "John shouldn't have behaved so badly.", said Janet.

- A. Janet doesn't like John's behaviors.
- B. Janet was angry with John.
- C. Janet disliked John.
- D. Janet objected to John's behaviors.

63. John said "You had better not lend them any money, Daisy".

- A. John said Daisy not to lend them any money.
- B. John advised Daisy should not lend any money.
- C. John said to Daisy not lend them any money.
- D. John advised Daisy not to lend them any money.

64. "I'm sorry I have to leave so early", he said.

- A. He apologized for having to leave early.
- B. He apologized to have to leave early.
- C. He apologized that he has to leave early.
- D. He apologized to have left early.

8. “Don’t forget to take the holiday,” John said. -> John reminded
.....
9. “You should take a holiday,” John said.-> John advised
10. “Are you going to take a holiday?” John said.-> John asked
whether.....
11. “It’s all right by me if you take a holiday,” John said. John agreed
that
12. “Actually, I’d rather you took a holiday,” John said. -> John
preferred that.....
13. “I thought you were going to take a holiday” John said-. -> John
expected
14. “Taking a holiday would be a good idea” John said-->John
proposed that.....
15. “You really must take a holiday,” John said.->John insisted
that.....
16. “Don’t touch that switch, Peter.” I said -> I warned....
17. “Read it before you sign it” he said to his client. ->. He advised...
18. “Will you help me, please?” he said, “I can’t reach the top shelf”
->She asked...
19. “Please do as I say, “ he said to me. -> He begged
20. “Don’t forget to prune the roses” said my aunt.-> My aunt
reminded....
21. “Would you like me to help you with the cooking, Tom?” Laura
said. -> Laura offered...
22. “If you don’t pay the ransom, we’ll kill the boy” said the
kidnapper.-> The kidnapper threatened
23. “I won’t answer any questions” Paul said -> Paul agreed..
24. “Would you like to go camping with us next weekend?” said Minh
to Phong.-> Minh invited.
25. “Don’t forget to join in the contest tomorrow morning” Lan said.-
> Lan reminded.....
26. “Would you like me to clean the room for you” she said -> She
offered....
27. “If I were you, I would join the voluntary team tomorrow, Tom.”
said Mike. -> Mike advised....

Exercise 2. Rewrite the following sentences with Gerund

1. “Why don’t you organize an English competition for our student?” said
Ms Lien.-> Ms Lien suggested.....

2. "I'm sorry I'm late, said Mr Thanh. -> Mr Thanh apologized.....
3. "Me? No, I didn't take Sue's calculator" Said Bob.-> Bob denied.....
4. "You were cheating" said David to Henry. -> David accused
5. "I must see the manager." he cried. -> He insisted.....
6. "If you wanted to take my bike, you should have asked me first" said Mike to his brother.
->Mike criticized....
7. "You won the scholarship. Congratulation," Mary told me.-> Mary congratulated
8. "It was kind of you to help me with my homework" Lan said to Hoa. -> Lan thanked
9. "Shall we walk there? It's not far," he said. -> He proposed
10. "turn off the computer. You are not allowed to play game now," Dick mother said.-> Dick's mother prevented.....
11. "I'm sorry that I broke the glass," said Peter. (apologized)-> Peter
12. "You should have waited for us," the team leader said to John. (criticized)
13. "Let's invite Mr. Brown to the party next weekend" he said. (suggested)
14. "You stole the jewels" the inspector said to him.(accused)
15. "I only borrowed your car for some hours" the man said. (admitted)
16. "I'm sorry I damaged your tape recorder, Mike." Said Bob.-> Bob apologized
17. "You damaged my camera" said Jane to Henry. -> Jane accused

Exercise 3. Rewrite the following sentences with Infinitive and Gerund

1. "I will bring the sandwiches to the party" said Helen.-> Helen offered...
2. "Let's all go to Lisbon!" they said. -> They suggested.....
3. "You'd better leave that old flat," my mother told us. -> My mother advised
4. "Please let me go to Martin's house!" Said Muriel three times. -> Muriel insisted.....
5. "It was you and only you who stole the cake from the fridge" my mother told my sister. ->My mother accused....
6. "I'm awful sorry, I will never again use your car without permission" she said almost crying. -> She apologized....

7. “ Don’t cross the river, it’s full of crocodiles” -> They warned...
8. “I’m sorry I’m late” -> He apologized....
9. “ I think you’d better drink the medicine” the doctor said.-> The doctor advised....
10. “Let’s eat something and then go for a stroll” she said.-> She suggested...
11. “ Don’t worry, I’ll pay for the drink” ->He insisted....
12. “ Yes, it was me who ate all the cake”-> She admitted...
13. “Red wine is the best option for this dish” ->The waiter advised.....
14. “ Why don’t we go for a walk”? -> She suggested.....
15. “ I wasn’t anywhere near the scene of the crime. ->The accused claimed
16. “ This spot is the best place for a picnic.” -> My father said
17. “ The swallows return every spring and fly past my window.”-> She explained
18. “ Can you answer the phone? I’m having a shower.” -> He asked his son
19. “ I gave you my homework last week.”-> The boy insisted.....
20. “ Could you come and pick me up from school today, Dad?”-> Bill asked.....
21. “ If I were you, I wouldn’t drink so much” ->He advised his friend.....
22. “ I won’t help you because you didn’t help me”
a.-> Joan said
- b.-> Joan refused
23. “ I’ll bring it back tomorrow”
a. ->He said.....
- b. ->He promised.....

Exercise 4. Restate the given sentences. Choose the most suitable reporting verb in brackets. Make it active or passive as appropriate.

1. The girl said to Jim, “ Would you give your book to Mary?” (ask, tell order) -> The girl
2. The little said to her father, “ Daddy, I really like tricycle. Can we buy it?” (require, ask, advise) -> Everyone
3. The sign on the side door says, “ Do not enter,” so we have to use a different door. (ask, remind, force). Nobody.....

4. Before Bobby went to bed, his father said, “ Don’t forget to brush your teeth” (invite, allow, remind). -> Before Bobby went to bed, his father
5. The factory manager said to the employees” Don’t come late. If you do, you will lose your work” (ask, warn, encourage) ->The employees.....
6. When I asked the nurse about my skin rash, she said, “ You should consult dermatologist” (ask, permit, advise) -> The nurse.....
7. “ I will not tell anyone else about our plan.” He said to me (order, promise, warn).-> He
8. “ Okay, you can go alone to Hanoi this summer” (warn, persuade, agree) -> My parents.....
9. “ Don’t worry. If your car breaks down, I will give you a lift home.” (agree, order, offer) -> My friend’s brother
10. Under the law, drivers and all passengers must wear seat belt while in a moving vehicle.(encourage, require, permit).-> Drivers and all passengers

Exercise 5. Choose the most suitable verb form the box to report each of the sentences. Remember they all follow the pattern verb + to – infinitive.

promise, ask, order, remind,
advise,
encourage, bid, invite, warn,
allow

1. “ Could you possible do for me a favour?” She said to Tom. -> She.....
2. “ Come and have dinner with us” Rosy said to John. -> Rosy.....
3. “ Don’t forget to post the letter,” my wife said to me. -> My wife
4. The man said the boys, “Don’t swim in the lake without an adult present”. -> The boy.....
5. He said to me, “ It would be best if you limited the sugar consumption.” -> He
6. “ You must a fine of one hundred pounds” the judge said to Edward. -> The judge
7. “ Please don’t tell him about my absence from class yesterday” she said to me. ->She....
8. My parents often said to me “ Good for you! It’s good to be independent”
-> My parents often....

9. Mrs. Jones said to her children” Each of you may have one piece of candy”.-> Mrs. Jones....

10. “ I wont be late next time” Mary said to the teacher. -> Mary.....

Exercise 6. Rewrite these sentences below, using the words in blankets.

1. He said to her, “ Come to the party. You’ll enjoy it,” (persuade)

2. He said to me, “ I’ll lend you some money if you like”. (offer)

3. He said to us “ Why don’t you have a holiday in my country cottage?”(invite)

4. “ All right. I’ll help you” Tom said to Joe.(agree)

5. “ I’ll tell you the truth” Tom said to Joe.

6. “ Whatever you do, don’t walk on the grass” the safeguard said to the tourists. (warn)

7. “You must pay for the damage you’ve done,” she said. So I paid (make)

8. “ I haven’t done anything wrong,” Tom said. (deny)

9. “ No, I won’t talk to the lawyer,” Tom said. (refuse)

10. “ Yes, I did drive too fast through the town, she said (admit)

11. “ You damage my sweater, Tom” said Ben. -> Ben accused....

12. Many people feel like taking part in the Boston Marathon.-> Many people look...

13. “ Stop speeding or you will get a ticket” said the traffic warden to the driver. -> The traffic warden warned....

14. “ Please do go to the movies with me tonight.” said Aunt Fancy.-> Aunt Fancy persuaded me.....

15. “ Why don’t we work and keep ourselves from starving?” said Mike. -> Mike suggested.....

16. “ Go on holiday when the weather gets warmer,” she told him.(advise)

17. “ Keep out of this room at all time,” she said to them. (warn)

18. “Remember to post those letters” he said to me. (remind)

19. “ If you can’t find anyone else,I’ll drive you you to the airport” he said to me. (volunteer)

20. “ If you don’t give me a pay rise, I’ll resign,” he said to me.(threaten)

21. “ You’ve broken my radio, Frank!” said Jane.->Jane accused....

22. “ You should have waited for us” the team leader said to John.-> The team leader criticized...

23. “ It certainly wasn’t me who took your car!” said Bob.-> Bob denied.....

24. 'Shall we go to Paris for the weekend?' Mary said to me. Mary suggested.....
25. "I saw Megan in town," he said.-> He mentioned.....
26. "Be careful of malefactors and don't go out at night alone"-> (warn)
27. "Nam, you shouldn't spend so much money on gambling"-> (advise)
28. 'Would you like to have lunch with me today'(invite)
29. "Why don't you open a bank account" (encourage)
30. "Remember to book a table in advance"(remind)
31. "Fasten your seat belts" (tell)
32. "I'll offer you some more wine tomorrow"(promise)
33. "Ok, I'll carry some of these parcels for you"(offer)
34. "Could you possibly give me a lift to the next village" (ask)
35. "Please don't drink any more wine" (beg)

I. Write the following sentences, being as shown, so that the meaning staying the meaning.

1. "Lan, can you remember to buy some bread?"
Minh reminded.....
2. "I really think you should see a doctor, Chi"
Binh advised.....
3. "No, I'm sorry, I won't work on Saturday. Definitely not"
Ann refused.....
4. "If you like, I'll help you do the decorating, Bac"
Linh offered.....
5. "Yes, all right, I'll share the bill with you, Mai"
Kim agreed.....
6. "Carol, speaking English," he said
He told.....
7. "Fill in the form, sir" the receptionist said to the guest.
The receptionist asked.....
8. "Mind your own business," Ethel told me.
Ethel told.....
9. "Don't repair the computer yourself" she said to him.
She warned.....
10. "Don't give yourself up" he told his girlfriend.
He advised

11. "Don't go out without me," Harry told Sally.
Harry begged.....
12. Allen said, "I'd like you to visit my house"
Allen wanted.....
13. "Don't forget to post the letter for me when you go out" my wife
said. My wife
reminded.....
.....
14. "Could you possibly speak more slowly, please?" the student said
to the teacher. The student
asked.....
...
15. "You turn it on first, and then you press this button." she told me.
She instructed.....
16. "Guard, take him to the prison" said the king.
The king ordered.....
17. "Can you trans late this sentence into English for me?" Maria
said to Mark.
Maria asked.....
18. "Don't forget to send Aunt Kim a birthday card," Mary said to her
son. Mary
reminded.....
19. "Sign on the dotted line" the postman said to me.
The postman ordered.....
20. "Please, please, please marry me. I can't live without you," Ben
talked to Moria. Ben
begged.....
21. "Please come to our wedding," John said to his boss.
John invited.....
22. "I'll pay for the next round" Bobby said.
Bobby told.....
23. "Don't run around the edge of the swimming pool or you'll fall in"
Susan said to her children. Susan
warned.....
24. "I won't go to bed," Ron said.
Ron refused.....
25. "You should talk to your advisor," Bill said to me.
Bill offered.....

26. “Take that chewing gum out of your mouth immediately!” the teacher said to Jo.
The teacher
ordered.....

II. Rewrite the following sentences in Reported Speech, using the right form of the verbs given in brackets.

For example: “I’ll take you to town,” said.(offered)

-> She offered to take me to town.

1. “You should take the job, Frank.” Joanna said. (encourage)
.....
2. “I like to see your identification before I let you into the building” the guard said to me.(want).
.....
.....
3. “Would you like to come on a picnic with us” Jim said to Brenda.(invite)
4. “I won’t help you with your homework. Never!” Linda said to David.(refuse)
5. “ Ok, I’ll lend you my car,” my cousin told me. (agree)
.....
6. “I really will be at at the airport to meet you,” she told me. (promise)
.....
7. “Be careful with that fierce dog,” the old lady said to her (warn)
.....
8. “You have to do this for me, David,” said Peter (request)
.....
9. “Get out of your cat!” the police said to me (order).
.....
10. “I’ll shoot you if you don’t give me the money,” the robber said to the bank manager.
.....

DIRECT AND REPORTED SPEECH

Definition:

- Câu trực tiếp là câu nguyên văn của người phát ngôn, ta thường đặt trong dấu ngoặc kép khi tường thuật lại hoặc trích dẫn lời nói của người đó.

- Câu gián tiếp là câu được tường thuật lại, ta không dùng nguyên văn câu của người phát ngôn mà ta chỉ tường thuật lại ý của người phát ngôn bằng ngôn ngữ của mình.

1. REPORTED SPEECH WITH STATEMENTS:

a. Sequence of tenses:

- Khi động từ giới thiệu ở thì hiện tại, ta không thay đổi thì từ câu trực tiếp sang câu gián tiếp.

Ex: She says: "I will come to your birthday party."

→ She says she will come to my birthday party.

- Nhưng nếu động từ giới thiệu ở thì quá khứ, khi chuyển từ câu trực tiếp sang câu gián tiếp ta lùi về quá khứ 1 thì.

Simple present (V _(s/es))	→ Simple past (V _{2/ed})
Simple past (V _{2/ed})	→ Past perfect (had + V _{3/ed})
Simple future (will/ shall + V ₀)	→ Future in the past (would/ should + V ₀)
Present continuous (am/is/are + V-ing)	→ Past continuous (was/ were + V-ing)
Past continuous (was/were + V-ing)	→ Past perfect continuous / past continuous
Future continuous (will + be + V-ing)	→ Future continuous in the past (would + be + V-ing)
Present perfect (have/has + V _{3/ed})	→ Past perfect (had + V _{3/ed})
Past perfect (had + V _{3/ed})	→ Past perfect (had + V _{3/ed})
Future perfect (will + have + V _{3/ed})	→ Future perfect in the past (would + have + V _{3/ed})
can	→ could
must	→ had to

- Ta có thể đặt liên từ "that" trước câu nói gián tiếp thay cho hai chấm ở câu trực tiếp rồi bỏ dấu ngoặc đi.
- Đại từ và tính từ sở hữu thường được đổi từ ngôi thứ nhất hoặc ngôi thứ hai sang ngôi thứ ba tùy theo chủ ngữ của động từ giới thiệu.
- Những từ chỉ định; trạng từ chỉ thời gian, không gian cũng phải thay đổi cho phù hợp.

DIRECT SPEECH	REPORTED SPEECH
this	→ that
these	→ those
now	→ then
here	→ there
today	→ that day
tonight	→ that night
tomorrow	→ the next day/ the following day/ the day after
yesterday	→ the previous day/ the day before
next week/ month...	→ the following week/ month...; the week/
last week/ month...	month...after
to come	→ the previous week/ month...; the week/
	month...before
	→ to go

Ex: He said: “I went back to my hometown last week.”

→ He said that he had gone back to his hometown the week before.

2. REPORTED SPEECH WITH “WH” QUESTIONS:

Ex: • “Where do you live?”, he asked.

→ He **asked** me where I lived.

• She asked: “How old is he?”

→ She **wondered** how old he

was.

• He asked her: “When can you start?”

→ He **wanted to know** when she

could start.

a. Ta giữ nguyên từ làm câu hỏi.

b. Ta bỏ các trợ động từ “do”, “does”, “did”.

c. Chủ ngữ đứng trước động từ.(không đảo động từ ra trước chủ ngữ nữa)

d. Các trường hợp biến đổi khác giống như câu tường thuật là câu phát biểu.

3. REPORTED SPEECH WITH “YES-NO” QUESTIONS:

Ex: • He asked me: “Are you angry?”

→ He **asked** me **if/ whether** I was

angry.

• She said to him: “Did you meet John yesterday?”

→ She **asked** him **if/ whether** he had met John the previous day.

- The teacher said: “Have you finished the test?”

→ The teacher **asked** us **if/ whether** we had finished the test.

a. Ta dùng **if/ whether** để tường thuật cho câu hỏi “yes-no”

b. Các trường hợp thay đổi khác giống như câu tường thuật là câu hỏi với “Wh”

4. REPORTED SPEECH WITH REQUESTS or COMMANDS:

EX:

- Dick said to Jim: “Please open the window.” → Dick **told** Jim **to open** the window.
- Mother said, “Tim, go to bed early.” → Mother **told** Tim **to go** to bed early.
- Father said to Liz: “Don’t come home late.” → Father **told** Liz **not to come** home late.
- Mary angrily said: “Never smoke in my room.” → Mary **told** us **not to smoke** in her room.
- “Would you turn on the radio, please.” She asked. → She **asked** me **to turn on** the radio.
- “Could you lend me some money, please.” He asked. → He **asked** me **to lend** him some money.

a. câu cầu khiến ở thể khẳng định ta dùng “**to inf**”

b. câu cầu khiến ở thể phủ định ta dùng “**not + to inf**”

5. REPORTED SPEECH WITH INFINITIVES:

Lời nói có liên quan đến hành động (lời hứa, lời đồng ý, mệnh lệnh, lời đề nghị, lời yêu cầu, lời khuyên và lời gợi ý) thường được thuật lại bằng động từ nguyên mẫu có **to** (to-infinitive) hoặc tân ngữ + động từ nguyên mẫu (O + to-infinitive)

V + O + to-inf			V + to-inf	
Advise	Expect	Recommend	Agree	Propose
Ask	Forbid	Remind	Demand	Swear
Beg	Implore	Request	Guarantee	Threaten
Command	Instruct	Tell	Hope	Volunteer
Compel	Invite	Urge	Offer	Vow
Encourage	Order	Warn...	promise	
Entreat	Persuade			
Ex: "Don't ride too fast, boys!", I said. → I warned the boys not to ride too fast.			Ex: She said: "I'll help you clean the floor." → She offered to clean the floor for me.	

↪ Không dùng to-inf sau một số động từ giới thiệu như: *advise, insist, order, say, suggest...* mà dùng that-clause.

Ex: He said: "Let's go out for dinner."

→ He suggested that we (should) **go** out for dinner.

↪ Trong tiếng Anh thân mật chúng ta có thể dùng **say + to-inf** trong câu tường thuật.

Ex: "I put the key on the shelf", Nam said.

→ Nam **said to put** the key on the shelf.

↪ Cấu trúc nghi vấn từ + to-inf là rất phổ biến.

Ex: I said: "Can you show me the way to use this camera, Jim?"

→ I asked Jim **how to use** that camera.

6. REPORTED SPEECH WITH GERUND:

Mệnh đề danh động từ (-ing clause) có thể được dùng thay cho mệnh đề that (that-clause) trong lời nói gián tiếp sau các động từ giới thiệu: *accuse of, admit, advise, apologise for, deny, dream of, insist on, look forward to, mention, propose, prevent, recommend, report, suggest, think of...*

Ex: "You stole my pen". → He accused me of stealing his pen.

(He accused that I had stolen/ stole his pen)

↪ Một số động từ được theo sau bởi O + preposition + V-ing: *accuse (of)*, *congratulate (on)*, *forgive (for)*, *prevent (from)*, *stop (from)*, *suspect (of)*, *thank (for)*, *warn (against)*

Ex: “You shouldn’t buy a car.” → They warned us against buying a car.

❖ **Một số ví dụ câu tường thuật với danh động từ:**

- “Shall we go for a swim now?” → He **suggested** going for a swim.
- “What about playing football?” → They **suggested** playing football.
- “I know I have made a silly mistake.” → She **admitted** having made/ making a silly mistake.
- “I’ve read your personal letters.” → She **admitted** having read/ reading my personal letters.
- “I really need a holiday after the examination.” → The child **insisted on** having a holiday
after the examination.
- “Please come on! Lend me some money.” → He **insisted on** lending some money.
- “Sorry I’ve made you wait.” → She **apologized for** having made him wait.
- “Sorry I’m late.” → The student **apologized for** being late.
- “You broke the window.” → The woman **accused *the boy of*** breaking the window.
- “It’s you who have stolen my cell phone.” → The boy **accused *his friend of*** having stolen his cell phone.
- “I desperately want to become a famous singer.” → He **dreamt of** becoming a famous singer.
- “What I always want is to take a place in a university.” → She **dreamt of** taking a place in a

university.

- “We won’t allow you to come home late at night.” → Her parents **prevented her from**

coming

home late at night.

- “I can’t let you use my car.” → He **prevented his brother from** using his car.
- “I didn’t use your computer.” → She **denied** using my computer.
- “I never break into her house.” → The thief **denied** breaking into her house.
- “It’s very kind of you to help me.” → She **thanked him for** helping her.
- “You are really nice to visit us.” → They **thanked us for** visiting them.
- “I like the camera. I will buy it.” → The girl **thought of** buying the camera.
- “The children here are must to be pitied. I think we should help them.” → The woman

thought of helping the

poor children.”

- “I feel like getting her letter soon.” → The young man **looked forward to** getting her letter

soon.

- “I can’t wait to meet you again.” → He **looked forward to** meeting me again.

.....

Change into the Reported Speech

1. “Listen carefully”, he said to us.
2. “Don’t wait for me if I’m late”, Ann said to him.

3. “ Eat more fruit and vegetables”, the doctor said to her.
4. “Don’t sound”, I said to him.
5. “Shut the door but don’t lock it”, she said to us.
6. Ann says: “I’m tired”.
7. Tom said, “New York is bigger than London”.
8. “Come and see me if you have time”, he said to us.
9. “please help us”, they said.
10. “Don’t forget to send your parents my regards”, she said to me.
11. I said to him, “Where did you put it?”
12. They asked : “Where’s your school?”
13. Bill says to me, “Where will he go tomorrow?”
14. Mary said to me, “When did you pick Ann up?”
15. John said, “When will the teacher get back?”
16. Ann said, “What do you call a person who makes and repairs things of iron, Jane?”
17. She said, “How do you go to the circus?”
18. The traveller asked, “How long does it take to get to London?”
19. Mr. Smith said to me, “Where are you going on your vacation?”
20. William said, “I won’t visit her again.”

21. John said, "I have finished studying my lesson."
22. "The clock will never work again if you try to repair it", the man said.
23. Mary said, "I can't go to the movies with you, John."
24. "Lift up your head, Lan", said her mother.
25. He told me, "Don't call me a champion."
26. He asked me, "Why didn't you come to class yesterday?"
27. She wanted to know, "How long will it take me to get there?"
28. She asked him, "Have you read this book?"
29. He asked me, "Who is the girl over there?"
30. "Did you phone me yesterday?" Tom asked Mary
31. "Do you know how far the swimming pool is?" I asked Mary.
32. "Do you like this?" – "yes".
33. "I didn't know them – Did you, Tom?" she asked.
34. "Avoid the Marble Arch" said the policeman "There's going to be a big demonstration there."
35. "Don't take more than two of these at one", said the doctor, handing me a bottle of pills.
36. "I'd buy a big tin if I were you", said the grocer.
37. Mary says "I usually get up much earlier than you do, Tom."

38. The doctor said, “Stay out of the crowds and don’t forget to take medicines.”

39. They asked us “May we smoke here in this room?”

40. The teacher told them “Memorize this lesson.”