

GRAMMAR • REPORTED SPEECH

REPORTED SPEECH • REPORTED STATEMENTS

When we tell others what somebody has said, we can quote their words directly (direct speech) or report them indirectly (reported speech).

In **direct speech** what somebody has said is not changed in any way:

'I don't know the answer.' ⇒ He said: *'I don't know the answer.'*

'I don't think he will come.' ⇒ She said: *'I don't think he will come.'*

In **reported speech** the following elements of what somebody has said may change:

- personal and reflexive pronouns, possessive pronouns and adjectives,

*'I don't want **your** cake, I can bake one **myself**.'*

⇒ She told me (that) **she** didn't want **my** cake and that **she** could bake one **herself**.

*'I'm sure **you** haven't done **your** homework **yourself**.'*

⇒ The teacher said (that) **she** was sure **I** hadn't done **my** homework **myself**.

- time and place expressions.

now ⇒ *at that time/then*

today ⇒ *that day*

tomorrow ⇒ *the next day/the following day*

yesterday ⇒ *the day before*

4 hours ago ⇒ *4 hours earlier/4 hours before*

last week ⇒ *the week before/the previous week*

here ⇒ *there*

this ⇒ *that, the*

*'I can meet you **here tomorrow**.'* ⇒ She told me (that) she could meet me **there the next day**.

*'I bought **this** book **last week**.'* ⇒ Mary said (that) she had bought **that/the** book **the previous week**.

- tenses, as shown in the table below:

Direct Speech	⇒	Reported Speech
Present Simple 'Tom doesn't want to help me.' 'I love swimming.'	⇒	Past Simple Mike said (that) Tom didn't want to help him. Mike said (that) he loved swimming.
Present Continuous 'We are going to Paris by train.' 'Anne isn't enjoying herself.'	⇒	Past Continuous Mike said (that) they were going to Paris by train. Mike said (that) Anne wasn't enjoying herself.
Present Perfect 'Ella has passed her History exam.' 'I haven't finished my essay.'	⇒	Past Perfect Mike said (that) Ella had passed her history exam. Mike said (that) he hadn't finished his essay.
Past Simple 'It took us two hours to get there.' 'My father didn't help me with my homework.'	⇒	Past Perfect Mike said (that) it had taken them two hours to get there. Mike said (that) his father hadn't helped him with his homework.
will 'Everybody will have to be very quiet.' 'I hope it won't rain.'	⇒	would Mike said (that) everybody would have to be very quiet. Mike said (that) he hoped it wouldn't rain.

REPORTED SPEECH • QUESTIONS AND ORDERS

When we report questions, we often use **ask, wonder, want to know** and change the same elements as in reported statements (tenses, personal and reflexive pronouns, possessive pronouns and adjectives, time and place expressions). In addition, we use the same word order as in statements (the subject comes before the verb).

- When we report *Wh*-questions, we use the same question word (**what, who, how, where, when**) as in the original question.

'How are you doing?' ⇒ He asked me **how** I was doing.

'Who did you talk to?' ⇒ Ross wondered **who** I had talked to.

- When we report Yes/No questions, we use **if** or **whether**.

'Do you like my new dress?' ⇒ He asked **if/whether** I liked her new dress.

'Have you had your breakfast?' ⇒ Mum wanted to know **if/whether** I had had my breakfast.

When we report a request or command, we often use the structure: **ask/tell/order** someone **to/not to** + infinitive.

'Stop hitting each other!' ⇒ My mother **asked us to stop** hitting each other.

'Don't touch my project!' ⇒ My sister **told me not to touch** her project.

REPORTED SPEECH • INDIRECT QUESTIONS

In English we can ask questions in a direct or indirect way. Indirect questions are more polite and we often use them when we want somebody to do something or when we ask somebody for information. In indirect questions we use the same word order as in statements (the subject comes before the verb).

*'What time **does the train** leave?' ⇒ Do you happen to know what time **the train** leaves?*

*'How far **is it** from here?' ⇒ Can anyone tell me how far **it is** from here?*

- In indirect *Wh-* questions we use the same question word (**what, who, how, where, when**) as in the direct question.

*'**Where** is the supermarket?' ⇒ Can you tell me **where** the supermarket is?*

*'**How** can I get to the railway station from here?' ⇒ Do you know **how** I can get to the railway station from here?*

- In indirect Yes/No questions we use **if** or **whether**.

*'Do you come here every Monday?' ⇒ I'd like to know **if/whether** there are classes on Mondays too.*

*'Does the M1 run every 10 minutes from this bus stop?' ⇒ Do you remember **if/whether** the M1 runs every 10 minutes from this bus stop?*

Some opening phrases often used for indirect questions:

*Do you think/I wonder/Do you (happen to) know/
I don't know/I'd like to know/Are you sure/Can
anyone tell me/Could you tell me/Would you mind
telling me/Have you any idea/I've no idea/Do you
remember/I don't remember*

RELATIVE CLAUSES • DEFINING/NON-DEFINING RELATIVE CLAUSES

There are two kinds of relative clauses in English: defining relative clauses and non-defining relative clauses.

Defining relative clauses

- identify/define which person or thing we are talking about and are essential to the clear understanding of the described noun,
 - A dishwasher is a machine **which/that** washes dishes. (a dishwasher is defined by a relative clause; a relative clause can't be omitted)*
 - This is the girl **who/that** I met yesterday. (the girl is defined by a relative clause; a relative clause can't be omitted)*
- are NOT separated from a noun by a comma,
- can begin with the following relative pronouns:
 - **who** or **that**, when we talk about people,
 - He is the boy **who/that** promised to wait for us.*
 - Do you know the girls **who/that** are talking to Alexander?*
 - **which** or **that**, when we talk about things,
 - It was the best short story **which/that** I've ever read.*
 - Can you bring the CDs **which/that** I lent you last month?*
 - **whose**, when we talk about possession/belonging,
 - I talked to a woman **whose** daughter used to go to school with Tom.*
 - That's the man **whose** mobile phone has been stolen.*
 - **where**, when we talk about place,
 - This is the place **where** Mark and I kissed for the first time.*
 - Have you ever been to the city **where** Mr Perkins lives?*
 - **when**, when we talk about time,
 - Christmas is the time **when** I miss my family the most.*
 - I met him at the time **when** he was studying in Cambridge.*

In defining relative clauses, relative pronouns **who**, **which** or **that** can be left out if they are followed by a personal pronoun or noun.

This is the note (which/that) I found yesterday.
(which/that can be left out)

Brad Pitt is the actor (who) she likes best.
(who can be left out)

Relative pronouns can't be left out if they are NOT followed by a personal pronoun or noun.

*A doctor is a person **who** treats people. (who can't be left out)*

*I'll take him to the cinema **which** has the biggest screen. (which can't be left out)*

Non-defining relative clauses

- do not identify a noun we are talking about but add more information about it; they are not essential to the meaning of the sentence and can be omitted without causing confusion,
 - My friend Mike, **who is getting married in July**, lives in Scotland. (who is getting married in July gives additional information about Mike and can be omitted)*
 - She was rude and arrogant, **which I didn't like at all**. (which I didn't like at all is an additional comment and can be omitted without causing misunderstanding)*
- are always separated from a noun by commas
- can begin with the same relative pronouns as defining relative clauses except for **that**,

*John Smith, **whose** father works with my mother, is a very nice boy.*

*My black coat, **which** I bought last winter, is too small for me.*

*Brighton, **where** we often go in the summer, is on the south coast of England.*

*Jane Goodall, **who** is a famous primate researcher, has a house in Bournemouth.*

In non-defining relative clauses, relative pronouns can't be left out.

*Budapest, **where** they went on holiday, is much bigger than Gyula. (where can't be left out)*

*In 1985, **when** my parents got married, the summer was exceptionally hot. (when can't be left out)*

GRAMMAR · LINKING WORDS

In English there are many linking words – words which join clauses into sentences. The most common linking words are:

- **and** used to express the idea of addition (to link chronological events or events resulting from each other, and to join the elements of a series),
*We ate breakfast **and** went to school.*
*I took my raincoat **and** umbrella.*
- **but** used to express the idea of a contrast,
*He likes playing chess **but** is not good at it.*
*She isn't my best friend, **but** I can always rely on her.*
- **or** used to express an alternative,
*I want to study medicine **or** physics.*
*We can go to the cinema, **or** we could stay at home.*
- **so** used to express the result of something.
*I hate being late, **so** I left home very early.*
*Tom read until midnight **so** next morning he was very tired.*

Other common linking words:

- **if** and **unless** used to express a condition,
*You can visit her in hospital **if** you want.*
*I won't help you **unless** you tell me the truth.*
- **because** used to express the reason for something,
*Everybody likes him **because** he is very friendly.*
*I didn't come **because** I had a terrible headache.*
- **till/until** used to express time,
*I'll wait **till** you come home.*
*You won't get any sweets **until** you've finished your lunch.*

- **After** and **before** used to talk about events happening one after the other,

*It'll be weeks **before** we see our favourite teacher again.*

***After** I graduated, I started working as a lawyer in a local law firm.*

- **while** used to talk about events happening at the same time or to express the idea of a contrast,

*He phoned **while** I was having a conversation with my grandmother.*

*Robert loves basketball, **while** his brother prefers tennis.*

- **although** and **though** used to express the idea of a contrast.

***Although** she had a lot of friends, nobody offered to help her.*

*I quite like him, **though** he can be very impolite and selfish.*

Relative pronouns (e.g. **that**, **when**, **where**) are also linking words:

*They were sure **that** somebody was following them all the time.*

*I last saw her **when** she was very little.*

*Do you remember the place **where** we used to go after school?*

GRAMMAR · QUESTION TAGS

QUESTION TAGS

Question tags are short questions used at the end of a sentence.

We form a question tag with an auxiliary verb (e.g. *be*, *have*, *can*, *do*) and a pronoun (e.g. *I*, *you*, *she*).

*You like ice-cream, **don't you?***

*Ann's very pretty, **isn't she?***

*Your brother can't sing very well, **can he?***

We usually use a negative question tag after affirmative sentences.

affirmative sentence	negative question tag
Luke will come later,	won't he?
They've got a dog,	haven't they?
You were late,	weren't you?
She likes swimming,	doesn't she?

We usually use a positive question tag after negative sentences.

negative sentence	positive question tag
You aren't hungry,	are you?
They didn't do it,	did they?
Your sister can't cook,	can she?
He hasn't come yet,	has he?

Instead of a pronoun, we can use *there* as a subject in question tags.

*There's some milk in the fridge, **isn't there?***

*There weren't any mistakes in my essay, **were there?***

In sentences with *Let's*, the question tag is *shall we?*:

*Let's go to the cinema, **shall we?***

In imperative sentences, the question tag is *will you?*:

*Switch the TV off, **will you?***

We use *aren't I?* (not *am I not*) in question tags:

*I'm a bit late, **aren't I?***