

Reported Speech – Worksheet 1

Name: _____ Class: _____ Date: _____ Score: / 39



Do this worksheet
online and check your
answers instantly

Exercise 1: Report the statements

Complete the reported sentences. Use the correct form of the verb in brackets.

Example: "I am tired," Anna said. → Anna said she ___ (be) tired. → was

- "I'm working from home today," Leo said. → Leo said he _____ (work) from home that day.
- "We have finished the project," they told me. → They told me they _____ (finish) the project.
- "I saw the film last week," Maya said. → Maya said she _____ (see) the film the week before.
- "I will call you tomorrow," Sam said. → Sam said he _____ (call) me the next day.
- "I can't swim," Priya said. → Priya said she _____ (not / can) swim.
- "We are going to move abroad," my neighbours said. → My neighbours said they _____ (go) to move abroad.
- "I don't like spicy food," Tom said. → Tom said he _____ (not / like) spicy food.
- "You must wear a helmet," the instructor told us. → The instructor told us we _____ (have to) wear a helmet.

Exercise 2: Choose the reporting verb

Complete each reported sentence with a verb from the box. Use each verb once. There are two extra verbs.

Example: "I'll help you," said Ray. → Ray ___ to help me. → offered

WORD BOX

promised refused suggested admitted offered warned asked told denied said

- "Don't worry, I'll pay you back on Friday." → Carlos _____ to pay me back on Friday.
- "No, I won't apologise!" → Ella _____ to apologise.
- "Why don't we take a taxi?" → Ben _____ taking a taxi.
- "Yes, I broke the window." → The boy _____ breaking the window.
- "Shall I carry your bag?" → Jade _____ to carry my bag.
- "Be careful – the floor is wet." → The cleaner _____ us that the floor was wet.

15. "Are you coming to the party?" → Lily _____ me if I was coming to the party.

16. "I'm not feeling well." → Oscar _____ me he wasn't feeling well.

Exercise 3: Report the questions

Rewrite each direct question as a reported question. Begin with the words given.

Example: "Is it raining?" → She asked ... → She asked if it was raining.

17. "Where do you live?" → Kate asked me ...

18. "Are you hungry?" → He asked her ...

19. "What time does the museum open?" → The tourist asked ...

20. "Have you ever been to Canada?" → My teacher asked me ...

21. "Why didn't you call me?" → Ruth asked Dan ...

22. "Can you help me with my homework?" → My sister asked me ...

23. "Who will lead the team next year?" → The reporter asked ...

24. "How long have you been waiting?" → The nurse asked us ...

Exercise 4: Find and correct the mistake

Each sentence has one mistake. Write the correct sentence.

Example: He asked me where did I work. → He asked me where I worked.

25. She asked me where was the station.

26. They asked us whether did we want some tea.

27. My boss told me to not be late again.

28. Paul suggested to go to the beach.

29. Mia said she will phone me the following day.

30. Jack asked me what time is it.

31. She said me that she had lost her keys.

32. He denied to take the money.

Exercise 5: Put the words in order

Put the words in the correct order to make reported sentences.

Example: me / told / she / to / wait → She told me to wait.

33. me / asked / to / she / the / close / window

34. us / not / told / the / guide / to / touch / the / paintings

35. asked / me / Anna / if / I / was / ready

36. explained / he / had / that / missed / the / bus / he

37. she / said / she / had / arrived / the / day / before

38. me / asked / they / where / had / parked / I

39. reminded / to / us / bring / she / our / passports

Answer key – Reported Speech – Worksheet 1

Exercise 1: Report the statements

1. **was working**
Present continuous changes to past continuous.
2. **had finished**
Present perfect changes to past perfect.
3. **had seen**
Past simple usually changes to past perfect, although it can stay the same.
4. **would call**
Will changes to would.
5. **couldn't**
Can changes to could.
6. **were going**
Am/is/are going to changes to was/were going to.
7. **didn't like**
Present simple negative changes to past simple negative.
8. **had to**
Must (obligation) often changes to had to.

Exercise 2: Choose the reporting verb

9. **promised**
Promise + to-infinitive reports a commitment.
10. **refused**
Refuse + to-infinitive reports saying no to doing something.
11. **suggested**
Suggest + -ing reports a proposal.
12. **admitted**
Admit + -ing reports confessing to something.
13. **offered**
Offer + to-infinitive reports a 'Shall I...?' offer.
14. **warned**
Warn + object + that reports a warning about danger.
15. **asked**
Ask + object + if reports a yes/no question.
16. **told**
Tell needs an object (me); say does not.

Exercise 3: Report the questions

17. **Kate asked me where I lived.**
Use statement word order and no do/does in reported questions.
18. **He asked her if she was hungry.**
Yes/no questions are reported with if or whether.
19. **The tourist asked what time the museum opened.**
Remove does and change the verb to the past.
20. **My teacher asked me if I had ever been to Canada.**
Present perfect becomes past perfect; use if/whether.
21. **Ruth asked Dan why he hadn't called her.**
Past simple becomes past perfect and pronouns change.
22. **My sister asked me if I could help her with her homework.**
Can becomes could, and me/my become her.
23. **The reporter asked who would lead the team the following year.**
Will becomes would and next year becomes the following year.
24. **The nurse asked us how long we had been waiting.**
Present perfect continuous becomes past perfect continuous.

Exercise 4: Find and correct the mistake

25. **She asked me where the station was.**
Reported questions use statement word order.
26. **They asked us whether we wanted some tea.**
Do not use did in reported questions.
27. **My boss told me not to be late again.**
Negative commands are reported with not to + infinitive.
28. **Paul suggested going to the beach.**
Suggest is followed by -ing, not to-infinitive.
29. **Mia said she would phone me the following day.**
Will changes to would after a past reporting verb.
30. **Jack asked me what time it was.**
Use statement word order and backshift the verb.
31. **She told me that she had lost her keys.**
Say is not followed directly by an object; use tell me or said (to me).
32. **He denied taking the money.**
Deny is followed by -ing, not to-infinitive.

Exercise 5: Put the words in order

33. She asked me to close the window.

Requests: ask + object + to-infinitive.

34. The guide told us not to touch the paintings.

Negative commands: tell + object + not to + infinitive.

35. Anna asked me if I was ready.

Ask + object + if + subject + verb.

36. He explained that he had missed the bus.

Explain + that + clause, with the past perfect for an earlier action.

37. She said she had arrived the day before.

Yesterday becomes the day before in reported speech.

38. They asked me where I had parked.

Wh- question word + subject + verb, with no inversion.

39. She reminded us to bring our passports.

Remind + object + to-infinitive.

Notes for teachers: Start with Exercise 1 as a quick review of tense changes, then use Exercise 2 to focus on verb patterns (verb + to-infinitive, verb + -ing, verb + object). Common mistakes include keeping question word order in reported questions (*She asked where was the station*), using 'said me' instead of 'told me', and writing 'suggested to go'. As a follow-up, ask pairs to interview each other with five questions and then report the answers to the class using a range of reporting verbs.