Direct and indirect speech: rules

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Tense changes (when the reporting verb is in the past)

Direct	Indirect
is / am / are	was / were
was / were	had been
V1 (writes)	V2 (wrote)
V2 (wrote)	had + V3 (had written)
has / have + V3	had + V3
is writing	was writing
will / shall	would / should
can	could
may	might
must	had to (or must)

Time and place words

Direct	Indirect
now	then
today	that day
tomorrow	the next day
yesterday	the day before
here	there
this / these	that / those
ago	before
last night	the previous night
next week	the following week

Reporting verbs

- Statement: said → said / told (told + person).
- Question: said → asked; yes/no questions use if or whether.
- Command or request: said → ordered / requested / advised + to + V1.
- No tense change when the reporting verb is in the present, or for universal truths.