

- Keith: 'I'm going to Boston next week.' → Keith says that he's going to Boston next week.

When we want to say *what someone is going to say*, we use an appropriate form for the future (**present continuous, going to, will**) with the same tense they will use:

- This evening at the meeting Heather is **going to say** that she doesn't want the motorway to go ahead.
- Annie French **will say** she's going to stop the development now.
- Harold **is saying** that he supports the plans.

Note: If we are reporting *what we are thinking now*, we don't use the form **I think ...**, **he thinks** etc. because **I think** means *I am not sure*:

- I think I'll go to the bank. (= *I am not sure if I will go to the bank.*)
- She thinks she is late. (= *She is not sure if she is late.*)

To report the thought *I am late*, we might say:

- She **is thinking** that she is late.

③ indirect speech: past

When we want to say *what someone said in the past*, we use the past tense in both parts of the sentence. We change the tense of the verb in what was said to the equivalent past tense:

- present simple → past simple:
 - Keith: 'I **am** much too busy.' → He said he **was** much too busy.
 - Keith: 'I **don't have** time to chat.' → Keith said he **didn't have** time to chat.
- present continuous → past continuous:
 - Sarah: 'I **'m working** very hard too.' → Sarah said she **was working** very hard too.
- past simple → past simple or past perfect:
 - Mark: 'I **booked** the flight.' → Mark said he **booked** / **had booked** the flight.
- present perfect → past perfect:
 - John: 'I **'ve lost** my wallet!' → John **said** he **had lost** his wallet.

When we report someone using **will, can, or may**, we say **would, could, or might**:

- Paul: 'I **won't** have enough time!' → Paul **said** he **wouldn't** have enough time.
- Moira: 'I **can't** stop to chat!' → Moira **said** she **couldn't** stop to chat.

Other modal verbs do not change in the past tense, so **should** and **might**, for example, are the same in past indirect speech:

- Jack: 'We **might** see Liam this evening.' → Jack said we **might** see Liam this evening.

④ pronouns and *place* and *time* phrases in indirect speech

When we are reporting what someone has said, we need to remember to change what is said, to **have** meaning from our point of view. We may need to change **pronouns** and **possessives**:

- Jenny: 'I gave Peter **my** keys.' → Jenny says **she** gave Peter **her** keys.
- John: 'I've found **my** wallet.' → John said **he** had found **his** wallet.

But if we are using the impersonal pronoun **you** (= *anyone, everyone*), we don't change it when we report what was said:

- Mrs Deely says **you** can't resist her chocolate cookies.
- Anne said **you** should always check your mirror before driving off.

We may need to change the *time* or *place* reference, or even the verb, to reflect our point of view when we report what someone said:

- Dilveer: 'I found the coffee **here**!' → Dilveer says she found the coffee **there**.
- Tim: 'I'm **going** to **your** house **tomorrow morning**.' → Yesterday, Tim said he was **coming** to **my** house **this morning**.