

บทที่ 7

เรื่อง การรายงานคำพูด (Reported Speech)

เป้าหมาย นักศึกษาสามารถทำความเข้าใจเกี่ยวกับการใช้คำในประโยครายงาน (Reported Speech or Indirect Speech) ในลักษณะการรายงานประโยคบอกเล่า (Statement) ประโยคคำถาม (Questions) และประโยคคำสั่ง (Commands) แบบต่าง ๆ ได้อย่างถูกต้อง
จุดประสงค์

1. เพื่อให้เกิดความเข้าใจความแตกต่างของประโยครายงาน (Reported Speech) แบบต่าง ๆ และสามารถใช้อย่างถูกต้อง
2. เพื่อให้สามารถเปลี่ยนประโยค Direct Speech เป็นประโยค Indirect Speech หรือ Reported Speech แบบต่าง ๆ ได้อย่างถูกต้อง
3. นักศึกษาสามารถทำแบบทดสอบที่กำหนดให้ท้ายบทเรียนได้ถูกต้องไม่น้อยกว่า 75%

กิจกรรมการเรียนรู้

1. ทำความเข้าใจเกี่ยวกับเรื่องทีอธิบายแต่ละตอนของบทที่ 7
2. สามารถศึกษาเพิ่มเติมจากเอกสารอ้างอิงที่เกี่ยวข้องกับบทเรียนและสอบถามผู้สอนในเรื่องที่ไม่เข้าใจหรือไม่สามารถใช้คำได้อย่างถูกต้องตามแบบต่าง ๆ
3. สามารถทำแบบทดสอบที่กำหนดให้ท้ายบทเรียนโดยกำหนดเวลาในการทำแบบทดสอบด้วยตนเองและตรวจสอบความถูกต้องกับเฉลยแบบทดสอบท้ายบทของแต่ละแบบทดสอบ

เนื้อเรื่อง เรื่องการรายงานคำพูด (Reported Speech)

การรายงานคำพูดสามารถรายงานได้ 2 วิธี กล่าวคือ

1. สามารถรายงานอย่างตรงไปตรงมาตามที่ได้พูดไว้ทุกคำพูด และพึงระมัดระวังในการใช้เครื่องหมายวรรคตอน เช่น

He said, ‘I have lost my umbrella.’

ประโยคแบบนี้เรียกว่า **Direct Speech** ลักษณะประโยคจะแบ่งเป็น 2 ตอน คือ

ส่วนที่ 1 อยู่หน้าเครื่องหมาย , (comma) เรียกว่า Reporting Speech or Introducing Speech

ส่วนที่ 2 อยู่ในเครื่องหมายคำพูด “_____” (Quotation Mark) เรียกว่า Reported Speech การใช้ประโยค Direct Speech มักจะใช้ในการเขียนตำรา เขียนบทละคร (plays) และการเขียนอ้างอิง (quotations)

2. การรายงานโดยไม่จำเป็นต้องใช้คำพูดทุกคำของผู้พูดเดิม แต่ยังคงรักษาความหมายเดิมของผู้พูดไว้ได้ เช่น

He said that he has lost his umbrella.

ประโยคแบบนี้ เรียกว่า Indirect Speech หรือ Reported Speech

ประโยค Indirect Speech สามารถใช้ในการสนทนา (Conversation) มากยิ่งกว่าใช้ในการเขียน

เมื่อทราบลักษณะประโยคทั้ง Direct Speech และ Indirect Speech แล้ว จึงจำเป็นต้องทำความเข้าใจวิธีการเปลี่ยนแปลงประโยคจาก Direct Speech เป็น Indirect Speech

การเปลี่ยนแปลงประโยค Direct Speech เป็น Indirect Speech จะได้แยกอธิบายโดยแยกหัวข้อในการอธิบายเป็น 3 หัวข้อ คือ

1. ประโยคบอกเล่า (Statements)
2. ประโยคคำถาม (Questions)
3. ประโยคคำสั่ง (Commands)

การอธิบายและเสนอแนะเพิ่มเติมข้อสังเกตและวิธีการเปลี่ยนแปลงอย่างเป็นระบบตามแนวของ Thomson and Martinet ดังต่อไปนี้³⁷

³⁷A.J. Thomson and A.V. Martinet, *A Practical English Grammar*, pp.178-193.

1. ประโยคบอกเล่า (Statements)

การเปลี่ยนประโยค Direct Speech เป็น Indirect Speech สามารถสรุปวิธีการเป็น 2 ลักษณะ คือ

1. ถ้าคำกริยาในประโยคนำ (Introductory Verb) หรือใน Reporting Speech เป็น present, present perfect หรือ future จะไม่มีการเปลี่ยน Tenses ใน Reported Speech เช่น

Direct Speech : He says, "The train will be late."

Indirect Speech : He says (that) the train will be late.

หมายเหตุ คำที่ต้องเปลี่ยนคือ คำสรรพนาม (pronouns) เช่น

He says, "I have lost my pen." เปลี่ยนเป็น

He says (that) **he** has lost **his** pen.

2. ถ้าคำกริยาในประโยคนำ (Introductory Verb) เป็น past tense ต้องเปลี่ยน Tenses ใน Reported Speech เช่น

He explained, "I never **eat** meat."

= He explained that he never **ate** meat."

He said, "I'll **be using** the car myself on the 24th."

= He said that he **would be using** the car himself on the 24th.

หลักการเปลี่ยนแปลง Tenses

a. Direct Speech	to	Indirect Speech
future		conditional
future continuous		conditional continuous
present simple		past simple
present continuous		past continuous
present perfect		past perfect
present perfect continuous		past perfect continuous

b. Past simple เปลี่ยนเป็น past perfect

แต่ในการพูดมักจะไม่เปลี่ยนถ้าทำให้เกิดความสับสนเกี่ยวกับเวลา เช่น

He said, "I loved her."

He said he had loved her ทำให้เปลี่ยนความหมายไปได้เหมือนกัน

He said, "Ann arrived on Monday."

= He said Ann arrived (or had arrived) on Monday.

ในการเขียนภาษาอังกฤษ past simple เปลี่ยนเป็น past perfect แต่มีข้อยกเว้นดังต่อไปนี้ :-

1. past/past continuous tenses ที่ใช้ใน time clauses ไม่ต้องเปลี่ยน Tense.

He said, "When we were living/lived in Paris..."

= He said that when they were living/lived in Paris..."

และประโยคใน main clause จะเปลี่ยนหรือไม่เปลี่ยนก็ได้ เช่น

He said that when they were living/lived in Paris (often saw Paul. or had often see Paul.)

2. past tense ที่ได้อธิบายอะไรที่ชัดเจนอยู่แล้ว แม้ว่าขณะที่พูดก็ได้มีการเปลี่ยนแปลงใด ๆ เลย

She said, "I decided not to buy the house because it was on a main road."

= She said that she had decided not to buy the house because it **was** on a main road.

3. คำ would, should, ought, had better, might, used to, could และ must ไม่ต้องเปลี่ยนแปลง เช่น

He said, "I might be there."

= He said that he might be there.

She said, "I would help him if I could."

= She said that she would help him if she could.

4. Conditional sentences type 2 ไม่ต้องเปลี่ยน และ past tenses (subjunctives) ตามหลัง wish, would rather, it is time :

He said, "If my children were older I would emigrate."

= He said that if his children were older he would emigrate.

He said, "I wish I knew."

= He said that he wished he knew.

- c. **Past continuous tense** โดยปกติแล้วจะต้องเปลี่ยนเป็น past perfect continuous tense แต่มักจะไม่เปลี่ยน เว้นแต่เป็นการกล่าวถึงการกระทำที่สมบูรณ์เท่านั้น เช่น

She said, "We were thinking of selling the house but we have decided not to do."

= She said that they had been thinking of selling the house but **had decided** not to.

He said, "When I saw them last they were playing tennis."

= He said that when he **saw** them last they **were playing** tennis.

or He said that when he **had seen** them last they **had been playing** tennis.

การเปลี่ยนแปลงคำอื่น ๆ เมื่อ **Introductory Verb** เป็น **Past tense**.

a. **this and these**

this ที่ใช้ใน time expressions เปลี่ยนเป็น **that**

He said, "She is coming **this** week."

= He said that she was coming **that** week.

this and that ที่ใช้เป็นคำคุณศัพท์ (adjectives) เปลี่ยนเป็น **the**

He said, "I bought **this** pearl for my mother."

= He said that he had bought **the** pearl for his mother.

this, these เมื่อใช้เป็นคำสรรพนาม (pronouns) เปลี่ยนเป็น **it they/them**.

He came back with two blood-stained knives and said, "I found **these** beside the king's bed."

= He said that he had found **them** beside the king's bed.

He said, "We will discuss **this** tomorrow."

= He said that they would discuss **it** (the matter) the next day.

b. **Adverb and adverbial phrases of time**.

จะมีการเปลี่ยนแปลงดังตารางข้างล่างนี้

Direct	Indirect
today	that day
yesterday	the day before
the day before yesterday	two day before
tomorrow	the next day/the following day
the day after tomorrow	in two days' time
next week/year...	the following week/year...
last week/year...	the previous week/year...
a year... ago	a year before/the previous year

"I saw her the day before yesterday," he said,

= He said he'd seen her two days before.

"I'll do it tomorrow," he promised.

= He promised that he would do it the next day.

She said, "My father died a year ago."

= She said that her father had died a year before.

c. **here** เปลี่ยนเป็น **there** เมื่อชี้ชัดในเรื่องสถานที่พอ

We met at the bridge and he said, "I'll be **here** again tomorrow."

= We met at the bridge and he said that he'd be **there** again the next day.

2. ประโยคคำถาม (Questions)

ประโยคคำถามและประโยคบอกเล่ามีความเหมือนของการเปลี่ยนและการไม่เปลี่ยน Tenses และการเปลี่ยน pronouns ดังได้อธิบายไว้แล้ว

เกี่ยวเนื่องกับประโยคคำถามใน Direct Speech และ Indirect Speech ขอสรุปประเด็นที่พึงทำความเข้าใจให้ชัดเจนในเบื้องต้น กล่าวคือ

1. ประโยคคำถาม (Questions) แบ่งเป็น 2 ประเภทคือ ประโยคคำถามธรรมดา (Simple Questions) ซึ่งขึ้นต้นด้วยกริยาช่วย (Auxiliary Verbs) และตอบด้วย Yes, or No กับ ประโยคคำถามที่ต้องการข้อมูลเพิ่มเติม (information Questions) คำถามประเภทนี้มักขึ้นต้นด้วย Questions Words “Wh” Questions, How-questions เพื่อต้องการคำตอบที่เป็นข้อมูลเพิ่มเติม ไม่สามารถตอบรับหรือตอบปฏิเสธได้ คำถามเหล่านี้เจตนาถามเพื่อหาข้อมูลเป็นหลัก ไม่ว่าจะเป็นเหตุผลอะไร ที่ไหน อย่างไร กับใคร หรือทำไม เป็นต้น

2. เมื่อประโยคคำถามมี 2 ประเภทดังได้กล่าวแล้ว ควรทำความเข้าใจถึงความแตกต่างของ Simple Questions กับ Information Questions ที่ใช้ใน Indirect Speech ซึ่งมีหลักการเปลี่ยนแปลงดังต่อไปนี้

A. Simple Questions ใช้ if หรือ whether ใน Reported Speech เช่น

He asked, “Is anyone there?”

= He asked if anyone was there.

ประโยคคำถามใน Reported Speech ต้องเปลี่ยนเป็นประโยคบอกเล่าตามหลัง if หรือ whether และไม่มีเครื่องหมาย question mark.

B. Information Questions หมายถึง ประโยคคำถามที่มี

Question Words ให้ใช้ question words นำหน้าประโยค reported speech ที่ต้องเปลี่ยนเป็นประโยคบอกเล่าเช่นเดียวกัน เช่น

He said, “Where does she live?”

= He said where she lived.

3. ประโยค Direct Speech ที่ใช้ say ให้เปลี่ยนเป็น ask, inquire, wonder, want to know ใน introductory verb อย่าใช้ say/said, tell/told ใน reported questions เช่น

He said, “Where is the station?”

= He asked me where the station was.

She said, “What have you got in your bag?”

= She asked me what I had got in my bag.

4. Questions ที่ขึ้นต้นด้วย

Shall I/we

Will you/would you/Could you

a. Questions beginning shall I/we มี 4 แบบ คือ

a1. เป็นการขอร้องที่เฉพาะเจาะจงหรือข้อมูลเกี่ยวกับอนาคต

“Where shall I be this time next year?”

“When shall I know the result of my test?”

ให้ใช้ **wonder** ใน Indirect Speech

He wondered where he would be in a year's time/at that time in the following year.

She asked when she would know the result of her test.

a2. requests for instructions or advice.

“What shall I do with it?”

ในการพูดประโยคขอร้องเพื่อทราบวิธีการปฏิบัติหรือคำแนะนำ Indirect Speech มักจะใช้ should เช่น

“Shall we send it to your flat, sir?” he said.

= He asked the customer if they should send it to his flat.

“What shall I say, mother?” she said.

= She asked her mother what she should say.

a3. การยื่นข้อเสนอ (offers)

“Shall I bring you some tea?”

= He offered to bring me some tea.

a4. การเสนอแนะ (suggestions)

“Shall we meet at the theatre?”

= He suggested meeting at the theatre.

b. Questions beginning will you/would you/could you

ประโยคคำถามเหล่านี้ถ้าเป็นประโยคคำถามธรรมดา (ordinary questions) ก็เปลี่ยนอย่างปกติ แต่ถ้าเป็นประโยคขอร้อง (requests) ประโยคคำสั่ง (commands) หรือเป็นการเชื้อเชิญ (invitations) ก็จะมีรูปแบบที่แตกต่างกันออกไป เช่น

He said, “Will you be there tomorrow?” (ordinary question)

= He asked if she would be there the next day.

He said, "Will you help me, please?" (request)

= He asked me to help him.

He said, "Will you have lunch with me tomorrow?"

(invitation)

= He invited me to have lunch with him the following day.

"Would you wait a moment?" he said.

= He asked me to wait a moment.

3. ประโยคคำสั่ง (Commands)

การเปลี่ยนประโยค Direct Commands เป็น Indirect Commands มีข้อพึงระมัดระวัง และทำความเข้าใจหลักการสำคัญ ๆ ดังต่อไปนี้

3.1 คำกริยาทุกตัวในประโยค Direct Commands ที่ใช้ say หรือ verb อื่น ๆ จำเป็นต้องเปลี่ยนเป็น tell, order, command, ask หรือคำกริยาที่มีความหมายในการออกคำสั่งหรือขอร้องให้ทำ

3.2 คำกริยาที่ใช้ใน Introductory Verb ของประโยค Indirect Command ต้องตามด้วยบุคคล (person) จะเป็นคำนามหรือคำสรรพนาม (Noun or Pronoun) และ infinitive (the accusative + infinitive construction) เช่น

He said, "Get your coat, Tom."

= He told Tom to get his coat.

He said, "Please say nothing about this."

= He asked her to say nothing about it.

3.3 ในประโยค Negative Commands รูปประโยคใน Indirect Speech ให้ใช้ not + infinitive เช่น

He said, "Don't move, boys."

= He told the boys not to move.

3.4 คำกริยาที่สามารถใช้ได้เหมาะสมในประโยค Indirect commands มักจะใช้คำต่อไปนี้ beg, urge, remind, warn, advise, recommend และ invite เช่น

He said, "Please give me another chance."

= He begged them to give him another chance.

"Go on, John, hit him," she said.

= She urged John to hit the other boy.

ประโยคแนะนำบางครั้งใช้ the conditional construction

If I were you I should + infinitive,

He said, "If I were you I should leave the town at once."

= He advised me to leave the town at once.

3.5 ประโยคขอร้องและคำสั่งที่ขึ้นต้นด้วย Will you/Would you/Could you สามารถ

เปลี่ยนประโยค Reported Speech ได้โดยใช้ ask + object + infinitive เช่น

He said "Will you/would you/could you sign my autograph book, please?"

= He asked the champion to sign his autograph book.

"Shut the door, will you," he shouted.

= He told us to shut the door.

การเปลี่ยนประโยค Indirect Commands ในแบบต่าง ๆ

ในการเปลี่ยนประโยค Indirect Commands สามารถใช้โครงสร้างประโยคต่อไปนี้ได้
กล่าวคือ

The be + infinitive construction with **say** or **tell**.

He said (told me) that I was to wait.

He said, "Don't open the door."

= He told me not to open the door.

He says, "Meet me at the station."

= He says that we are to meet him at the station.

He said, "If she leaves the house, follow her."

= He said that if she left the house I **was to** follow her.

or He told me **to follow** her if she left the house.

He said, "When you go out lock both doors."

= He said that when I went out I was to lock both doors.

or He told me to lock both doors when I went out.

บทสรุปการใช้ say, ask and tell.

1. **say** สามารถใช้กับประโยค Direct or Indirect speech จะใช้โดยมีกรรมหรือไม่มีก็ได้

เช่น

He said, "The roof is leaking."

He said that the roof was leaking.

He said to me (or told me) that the roof was leaking.

2. **tell** จำเป็นต้องใช้ตามด้วยกรรมที่เป็นบุคคล ยกเว้นในบางกรณี (ดังตัวอย่าง 2.5 และ 2.6) เช่น
- 2.1 ใช้ในประโยค Direct Speech บางครั้งจะปรากฏอยู่ท้ายประโยค เช่น
 “He hasn’t come,” she told me.
- 2.2 ใช้ในประโยค Indirect Speech เช่น
 She told me that he hadn’t come.
- 2.3 ใช้ในประโยค Indirect Commands เช่น
 She told us to sit down and keep quiet.
- 2.4 ใช้ในประโยค tell ... how + infinitive เช่น
 She told us how to open the safe.
 He told us how to find the house.
- 2.5 tell ในความหมายของ narrate/relate มักเชื่อมด้วย about or how เช่น
 He told us about (of) his adventures in the desert.
 He **told how** he had crossed the desert on foot.
 (tell... how followed by a clause can be used with out the person addressed).
- 2.6 การใช้ tell ในกรณีต่อไปนี้ไม่ต้องมีกรรม ซึ่งเป็นบุคคล (person) เช่น
 tell stories/tales/lies/the truth
 He told (me) lies.
 He always tells (his mother) the truth.
3. **ask** สามารถใช้ ask questions หรือ ask you something จะมีกรรมเป็นบุคคลหรือไม่ก็ได้
 “Why is it so dark?” he asked me. He asked me why it was so dark.
 ask + infinitive (จะต้องมีกรรมเสมอ) เช่น
 He said, “Please don’t tell anyone.”
 = He asked her not to tell anyone.
 ถ้า ask ตามด้วย infinitive ไม่มีกรรม ความหมายจะเปลี่ยนแปลงไปทันที เช่น
 He asked to see the drawings.
 = He said that he wished to see them.
 or He asked us to show them to him.

หลังจากที่ทำความเข้าใจการเปลี่ยนประโยค Direct Speech เป็น Indirect Speech (Reported Speech) แบบต่าง ๆ ได้แล้ว ขอให้ลองทำแบบทดสอบโดยการจับเวลาในการทำแต่ละแบบทดสอบ ตั้งแต่ Test 60 เป็นต้นไป และเปรียบเทียบคำตอบกับคำตอบท้ายแบบทดสอบ

ถ้าหากว่ายังมีข้อผิดพลาดมาก หรือทำแบบทดสอบได้ไม่ถึง 75% ควรกลับไปอ่านคำอธิบายเกี่ยวกับเรื่องนั้น ๆ ใหม่ และลองทำแบบทดสอบอีกครั้งหนึ่ง จนกว่าจะได้คะแนนเพิ่มขึ้น จึงจะดำเนินการทำแบบทดสอบต่อไป

แบบทดสอบตั้งแต่ Test 60 -Test 64 นำมาจาก A Practical English Grammar Exercises 2³⁸

Test 60

Reported Speech : Statements

Note applying to all reported speech exercises

When the speaker says you, and the person spoken to is not identified, it is good practice for the student to assume that the remark was made to himself. You will then become I/me or we/us. (Answers in the key will be given in first person forms.)

e.g. 'You can phone from my office,' he said.

He said I could phone from his office.

This must not, of course, be done when the person spoken to is identified.

e.g. 'You can phone from my office, Ann,' he said.

He told Ann that she could phone from his office.

Note that when you stands for one, it is reported unchanged.

e.g. 'You can't bathe in the rivers,' he said, 'they're full of piranhas.'

He said that you couldn't bathe in the rivers as they were full of piranhas.

Put the following statements in to indirect speech.

1. 'I'm going out now, but I'll be in by nine,' he said. (Omit now)
2. 'I'm working in a restaurant, and don't much care for it,' she said.
3. 'I can't live on my basic salary,' said Peter. 'I'll have to offer to do overtime.'
4. 'My young brother wants to be a tax inspector,' said Mary. 'I can't think why. None of my family has ever been a tax inspector.'
5. 'We're waiting for the school bus,' said the children. 'It's late again.'
6. 'I've made a terrible mistake!' said Peter.

'You're always making terrible mistakes,' I said. 'You should be used to it by now?'

³⁸Thomson and Martinet, A Practical English Grammar Exercise 2, pp.116-118, 121-128.

7. 'We make £ 150 a week,' said one of the men, 'and send most of it home to our wives.'
8. 'It's lonely being away from our families,' said another, 'but we earn three times as much in this factory as we would in our own country.'
9. 'We've been here for two and a half years,' said the man who had spoken first, 'and we're going to stay another six months.'
10. 'I've got a job on an oil-rig,' said Paul.
'That'll be very hard work,' I said.
'I know it'll be hard,' he replied, 'but I don't mind hard work, and it'll be good experience.'
11. 'The ice will soon be hard enough to skate on,' said Tom. 'I'll look for my skates when I get home,' Ann said.
12. 'I'm living with my parents at present,' she said, 'but I hope to have a flat of my own shortly.'
13. 'I'm leaving tomorrow,' she said, 'by the 4.30 from Victoria.' 'We'll come and see you off,' we said.
14. 'I've just bought a car,' said Peter, 'but it's not insured yet so I can't take you for a drive.'
15. 'I'd like to speak to Susan,' said Mary, 'but I'm bathing the babies and they will drown if I leave them alone in the bath while I go to the phone.'
16. Mary has just received a postcard from Ann, beginning, 'I'm coming up to London next week. I hope you and Jack will meet me for lunch one day.' (Imagining that Mary is reading this card to Jack. Begin : Ann says...)
17. 'Nothing ever happens in the village,' she said. 'It's like a dead village. All the young people have drifted away to the towns.'
18. 'I've missed my train,' said Bill. 'Now I'll be late for work and my boss will be furious.'
19. 'We'll wait for you if you're late,' they said.
20. 'They are supposed to be landing at London airport,' I said. 'But if the fog gets any thicker the plane may be diverted.'
21. 'If you lend me the chainsaw,' said Mary, 'I'll bring it back the day after tomorrow.'
22. 'I hate getting up these dark mornings,' grumbled Peter. 'It is horrible,' agreed his wife, 'but the morning will be lighter soon and then it won't be quite so bad.'
23. 'The sales are starting tomorrow,' said the typist. 'As soon as we finish work the whole typing pool is going to make a dash for the shops.'
'I hope you'll all get what you want,' I said.
24. 'I wish I had something to eat,' said Peter.
'You've only just had lunch,' said his sister. 'I don't know you can be hungry again so soon.'
25. 'If you're short of money I can lend you £ 50,' said my aunt, 'and you can take your time about paying it back.'
26. 'I usually take my dog out for a walk when I come home from work,' he said.
27. 'I have a message for your brother,' I said.
'He isn't at home,' said Ann. 'He left two days ago.'
28. 'I bought this dog in Milan,' I said.
'You shouldn't have bought that colour,' said Peter. 'It doesn't go with your coat.'

29. 'I must hurry. My father is always furious if any of us are for meals,' she said.
30. 'If you want to smoke you'll have to go upstairs,' said the bus conductor.
31. 'I'm building myself a house,' said Charles. 'I won't show it to you just yet but when the roof is on you can come and see it.'
32. 'The lake will probably freeze tonight,' said Peter. 'It's much colder than last night.'
'I'll go out and look early in the morning,' said Mary, 'and if it's frozen I'll make some holes in the ice so that the ducks can feed.'
33. 'Even if the strikers go back to work tomorrow it will be some time before things return to normal,' said the official.
34. 'Someone is trying to murder me?' said Mrs. Jones. 'I keep getting threatening letters.'
35. 'I'm taking my children to the zoo tomorrow,' she said, 'to soothe the baby polar bear.'
36. 'All I can hear,' says Ann, 'is a high-pitched buzz. I wonder if it's some sort of signal.'

Answers Test 60

In the exercises on reported speech we often use nouns as subjects: e.g. the policeman, the children, Paul etc. In the answers, to save space, we have often used pronouns.)

1. he said he was going out but he'd be in
2. she said she was working... and didn't much care
3. Peter said he couldn't live on his basic salary and he'd have to
4. Mary said her young brother wanted to be... she couldn't think why because none of her family had ever been
5. They said they were waiting... and it was late
6. he said he had made... I said he was always making... and should be used to it
7. he said they make... and sent... to their wives
8. he said it was only being away from their... but they earned... in that/the factory as they would in their own
9. he said they had been there... and were going to stay
10. he said he'd got... I said that would be... he replied he knew it would be hard but he didn't mind... and it would be
11. he said the ice would soon be... she said she would look for her skates when she got
12. she said she was living with her parents at the moment but she hoped to have a flat of her own shortly
13. she said she was leaving the following day... we said we'd come and see her off
14. he said he'd just bought... but it wasn't insured yet so he couldn't take me
15. she said she would like to speak... but she was bathing... and they would drown if she left... she went
16. Ann says she is coming... next week. She hopes we will meet her
17. She said nothing ever happened... it was like... people had drifted
18. he said he had missed his train; he'd be late... and his boots would be
19. they said they would wait for me if I was late/for us if we were late
20. I said they were supposed... but if the fog got... the plane might be
21. she said if I lent her... she'd bring... in two days' time
22. he grumbled he hated getting up on dark morning; his wife agreed it was horrible but said the mornings would be lighter soon and then it wouldn't be
23. she said the sales were starting the following day and as soon as they finished work the whole... pool was going... I (said I) hoped they would all get what they wanted
24. he (said he) wished he had something... said he had only just had lunch and she didn't know how he could be
25. my aunt said if I was short... she could lend me... and

I could take my time 26. he said he usually took his dog... when he came 27. I said I had... for her brother Ann said he wasn't at home; he had left two days before 28. I said I had bought the bag... he said I shouldn't have bought... it didn't go with my coat 29. she said she must hurry as her father was always... if any of them were 30. he said if I wanted to smoke I would have to 31. he said he was building himself... he wouldn't show it to me just yet but when the roof was on I could come 32. he said the lake would probably freeze that night; it was much colder than the previous night. Mary said she would go... and if it was frozen she would make... ducks could 33. He said... the strikers went back the following day it would be... things returned 34. She said someone was trying to murder her. She kept getting 35. she said she was taking her children... the following day 36. she said all she could hear was... she wondered if it was.

Test 61

Reported Speech : Questions

Put the following questions into indirect speech.

1. 'Who has been using my typewriter?' said my mother.
2. 'Do you want to see the cathedral?' said the guide.
3. 'Do you mind working on the night shifts?' he asked.
4. 'Would you like to come with us?' they said.
5. 'Who did you give the money to?' asked Ann.
6. 'How long does it take to get to Edinburgh by coach?' asked the tourist.
7. 'How much do you think it will cost?' he said.
8. 'What did you miss most when you were in prison?' Mary asked the ex-convict.
9. Another passenger came in and said, 'Is this seat taken?'
10. 'How do you get on with your mother-in-law?' said Paul.
11. 'How did you get into the house?' they asked him.
12. 'What were you doing with these skeleton keys?' said Mr. Jones.
'Were you trying to get at the secret files?'
13. 'Did you sleep well?' asked my hostess.
14. 'Have you been here long?' the other students asked him.
15. 'Can you tell me why Paul left the university without taking his degree?' Paul's sister asked.
16. 'How many people know the combination of the safe?' said the detective.
17. 'Are there any letters for me?' said Mary.
18. 'How long have you been learning English?' the examiner said.
19. 'Why aren't you taking the exams?' said Paul.
20. 'Are these free-range eggs?' said the customer.
21. 'Where are you going for your summer holidays?' I asked them.

22. 'Will it be all right if I come in a little later tonight?' asked the au pair girl.
23. 'Have you ever seen a flying saucer?' said the man.
24. 'Where can I park my caravan?' she asked the policeman.
25. 'Would you like a lift?' said Ann.
'Which way are you going?' I said.
26. 'Who do you want to speak to?' said the telephonist.
27. 'Does anyone want tickets for the boxing match?' said Charles.
28. 'What are you going to do with your old car?' I asked him.
29. 'Do you grow your own vegetables?' I asked.
30. 'What train are you going to get?' my friend inquired.
31. 'Could you change a five-pound note? I'm afraid I haven't got anything smaller,' said the passenger to the conductor.
32. 'How many sleeping pills have you taken?' said the night sister.
'I have no idea,' said Mr. Jones sleepily.
33. 'Could we speak to the manager, please?' said the two men.
'Have you an appointment?' said the secretary.
34. 'Do you think you could live entirely on your own for six months, said Tom,
'or would you get bored?'
35. 'Did any of you actually see the accident happen?' said the policeman.
36. 'Could I see Commander Smith?' the lady asked.
'I'm afraid he's in orbit,' I said. 'Would you like to leave a message?'

Answers Test 61

1. she asked who had been using her 2. he asked if I wanted 3. he asked if I minded
 4. they asked if I would like to come with them/they invited me to come with them 5. she asked who I had given 6. he asked how long it took 7. he asked how much I thought it would cost 8. she asked him what he had missed most when he was/had been 9. he asked if the seat was taken
 10. He asked how I got on with my 11. they asked him how he had got 12. he asked what I was/had been doing with the skeleton..... and if I was/had been trying 13. she asked me if I had slept
 14. they asked him if he had been there 15. she asked if I could tell her why Paul (had) left 16. he asked how many..... know 17. she asked if there were..... for her 18. he asked how long I had been 19. he asked why I wasn't 20. the customer asked if they were 21. I asked where they were going for their 22. she asked if it would be..... if she came..... that night 23. he asked if I had ever seen 24. she asked him where she could park her 25. she asked if I could like..... I asked which way she was going 26. she asked who I wanted 27. he asked if anyone wanted 28. I asked what he was going to do with his 29. I asked if she grew her own 30. he asked what train I was going
 31. she asked him if he could change..... and said she was afraid she hadn't got/and apologised for not having 32. she asked how many..... he had taken. He said he had no idea 33. they asked if they could see the manager/they asked to see the manager. The secretary asked if they had

34. he asked if I thought I could live..... on my own..... or if I would get 35. he asked if any of us had actually seen 36. she asked if she could see/she asked to see/she asked for Commander Smith. I said I was afraid he was in orbit and asked if she would like.

Test 62

Reported Speech : Questions, Advice, Requests, Invitations, Suggestions

'What about' often introduces a suggestion and is then reported by suggest:

e.g. 'What about flying?' he said.

He suggested flying.

'I can't come at 1.00,' said Ann. 'Then what about 2.00?' said Tom.

Ann said she couldn't come at 1.00, so Tom suggested 2.00.

'Why don't you' often introduces suggestions or advice and is then reported by suggest or advise:

e.g. 'I wonder if Tom is coming,' said Ann.

'Why don't you ask him?' I said.

Ann wondered if Tom was coming. I advised her to ask him

or: I suggested (her) asking him.

'Could I have' is normally reported by ask for:

e.g. 'Could I have a cup of coffee?' she said

She asked (me) for a cup of coffee.

'Could you' used for requests is reported by ask:

e.g. 'Could you sign the book, please?' he said.

He asked me to sign the book.

But when 'Could you' introduces an ordinary question the verb is reported unchanged:

e.g. 'Could you live entirely on your own?' he said.

He asked if I could live entirely on my own.

'Would you mind waiting/signing/etc. can be reported:

e.g. He asked me to wait/sign etc., or:

He asked if I would mind waiting/signing etc.

offer can be used in two constructions:

e.g. 'Would you like a drink?'

He offered me a drink.

'Shall I wait for you?' I'll wait for you if you like.'

He offered to wait for me.

When the infinitive is used it must be placed directly after offer. The person addressed is not mentioned in this construction.

Put the following into indirect speech.

1. 'Shall we have dinner somewhere after the theatre?' said Peter.

'Yes, let's,' said Ann. 'What about going to that place Jack is always talking about?'

(for Yes, let's put: Ann agreed)

2. 'Jack's parents have asked me to supper tomorrow night,' said Ann.
 'What shall I wear M'
 'I should wear something warn, dear,' said her mother. 'It's a terribly cold house.'
3. 'I'm broke,' said Jack.
 'Shall I lend you so me money?' said Peter.
4. 'It will take a little time to look up your life,' said the back later?'
5. 'Shall I have to do the whole exam again if I fail in one paper?' said the student.
 'Yes,' said the teacher.
6. 'Where will you be tomorrow,' I said, 'in case I have to ring you?'
 'I shall be in my office till six,' said the old man, 'and after that at my flat. I shan't be going to the club.'
7. 'What shall I do with this cracked cup?' Mary asked.
 'You'd better throw it away,' said her mother.
8. 'Shall I ever see him again?' she wondered.
9. 'Would you mind getting out of the car?' said the driver.
 'I have to change a wheel.'
 'Shall I help you?' I said.
10. 'I've run out to petrol,' said the man. 'Could you possibly give me a lift to the next village?'
11. 'Shall we go for a walk?' said Peter.
 'I like walking,' said Ann, 'but at the moment my only comfortable walking shoes are being mended. What about going for a drive instead?'
12. 'You've got a lot of parcels,' he said. 'Shall I carry some of them for you?'
13. 'Shall we be in time?' muttered Tom, looking at his watch. (use wonder)
14. 'What shall I do with all this foreign money?' said Peter.
 'Why don't you take it to the bank and get it changed?' said Mary.
15. 'Would you like a cigarette?' said Peter.
 'No, thanks,' said Jack. 'I don't smoke.'
16. 'Would you like to come with us?' they said. 'There's plenty of room in the car.'
 'I'd love to,' said Ann.
17. (Telephone conversation):
 Ann: Could you do without me today, Mr. Jones? I've got an awful cold and I think it might be better if I stayed at home.
 Mr. Jones: I should certainly stay at home, Ann. And you'd better take tomorrow off too if you aren't better.
18. Mary (on phone): Paul, I've just come back to my flat to find a complete stranger asleep in my chair. He's still here, and still asleep!
 What shall I do?
 Paul: Why don't you wake him up and ask him who he is? There's probably some quite simple explanation.

19. 'I'm not quite ready,' said Peter. 'Could you wait a few minutes?'
'I can't wait long,' said Jack. 'The train goes at ten.'
20. 'Would you mind taking off your hat?' I said to the woman in front of me.
'But the theatre's almost empty!' she said. 'Why don't you move along a bit?'
21. 'I often see lights in the empty house across the road,' said Albert.
'Don you think I should report it?'
22. 'If this house was yours what changes would you make?' I said 'I'd pull it down and build a modern one on the same site,' said the window-cleaner. 'The site's all right.'
23. 'Could I have your name and address, please?' said the travel agent.
24. 'Shall I send it round to your hotel, sir?' the shop assistant asked the tourist.
'I'm not staying in the town,' said the tourist. 'I'll take it with me.'
25. 'How long will you go on looking for them?' I asked one of the search party.
'We'll go on till we find them,' he said. 'But we don't search at night.
We'll stop when it gets dark and start again at first light tomorrow.'
26. 'We can't discuss this over the phone. We'd better meet,' I said.
'Shall we meet here in my flat tomorrow?' I said.
'I'd rather you came to my office,' he said. 'Could you get here in half an hour?'
27. 'Could I have 20p, please?' said the boy. 'I want to buy an ice-cream.'
28. 'Would you like to sleep on the floor of my flat?' he asked us.
'Or would you rather go to a hotel?'
29. 'Could you help me with my luggage, please?' she said. 'It you take the two big ones I'll take the small one.' 'It's ridiculous to take three suitcases for a weekend,' I said.
'Couldn't you manage with two?'
'No,' she said.
30. 'I couldn't come on Monday,' said Ann.
'Then what about Tuesday?' said Peter.
'All right,' said Ann.

Answers Test 62

1. he suggested having..... Ann agreed and suggested going..... Jack was always 2. she said Jack's parents had asked her..... the following night and asked what she should wear. Her mother advised for to wear..... as it was 3. he said he was broke. Peter offered to lend him 4. the clerk said it would take..... to look up her file. Ann asked it it was worth waiting or if she should 5. he asked it he would have to do..... if he failed..... The teacher said that he would 6. I asked where he would be the next day in case I had to ring him. He said that he would be in his..... at his flat. He wouldn't be going 7. Mary asked what she should do with the cracked cup and her mother advised her to throw 8. she wounder if she would ever see 9. he asked me to get out..... as he had to change..... I offered to help 10. he said he run..... and asked me to give him/asked for a lift 11. he suggested going..... She said she like..... but that her only..... shoes

were being..... She suggested going 12. he said I had a lot..... and offered to carry some of them for me 13. he wondered if they would be 14. he asked what he should do with all the money. Mary advised him to take..... and get/Mary suggested taking..... and getting 15. Peter offered Jack a cigarette. Jack thanked him and said he didn't smoke 16. They asked if she'd like to go invited her to go with them, saying that there was..... Ann said she'd love to/Ann accepted 17. She asked Mr. Jones if he could do without her that day as she had..... and thought it might..... if she stayed. Mr. Jones advised her to stay. and to take the next day off too if she wasn't better 18. Mary told Paul that she'd just come back to her flat..... in her chair. He was still there..... and she asked/wanted to know what she should do. Paul advised her to wake him and ask him who he was, adding that there was 19. he said he wasn't quite..... and asked Jack to wait/if he could wait..... Jack said he couldn't wait long because the train went 20. I asked her to take off her hat/if she would mind taking..... She pointed out that the theatre was..... and suggested my/me moving 21. he said he often saw..... and asked if I thought he should 22. I asked what changes he would make if the house was his. He said he'd pull..... The site was all right 23. he asked for my name 24. he offered to send it round to his hotel/asked if he should send..... The tourist said he wasn't staying..... and he'd take it with him 25. I asked (him) how long they would go on looking..... He said they'd go on till they found them. But they didn't search..... They'd stop when it got..... and start..... the following day 26. I said we couldn't discuss it over the phone..... and suggested meeting in my flat the following day. He said he'd rather I came to his..... and asked if I could get there 27. he asked for 20p to buy an ice-cream/as he wanted to buy an ice-cream 28. he asked (us) if we could like..... of his flat, or if we would rather 29. she asked me to help her with her luggage, and said that if I took..... she'd take..... I said it was ridiculous..... and asked if she couldn't manage..... but she said she couldn't 30. Ann said she couldn't come..... (so) Peter suggested..... Ann agreed (to this)

Test 63

Reported Speech : Commands, Requests, Invitations, Advice

Put the following sentences into indirect speech, using tell/order/urge/ask/beg/invite/advise/warn/remind + object + infinitive, or ask (+ object) + for, or, in some cases, ask + infinitive.

1. 'Don't put sticky things in your pockets,' said his mother.
2. 'Please, please don't do anything dangerous,' said his wife.
3. 'Go on-apply for the job,' said my friend. 'It would just suit you.'
4. 'I should say nothing about it if I were you,' said my brother.
5. 'Would you please wait in the lounge till your flight number is called?' she said.
6. 'Don't lend Harry any money,' I said to Ann. 'He never pays his debts.'
7. 'Could you please ring back in half an hour?' said the secretary.
8. 'Would you mind moving your case?' said the other passenger. 'It's blocking the door.'
9. 'Remember to book a table,' said Ann.
10. 'Get into the right lane,' said the driving instructor.

11. 'Avoid Marble Arch,' said the policeman. 'There's going to be a big demonstration there.'
12. 'Hold the ladder,' he said. 'It's rather unsteady.'
'Why don't you tie it at the top?' I said. 'Its much safer that way.'
13. 'Read the questions twice,' said the teacher, 'and don't write in the margin.'
14. 'You'd better not leave your money lying about,' said one of the students.
15. 'Why don't you open a bank account?' said another. (use advise)
16. 'Would you like to have lunch with me today?' said the tourist. 'I'd love to but I'm afraid I can't leave the office,' said the girl.
17. 'Don't take more than two of these at once,' said the doctor, handing me a bottle of pills.
18. 'Could I speak to Albert, please?' I said.
'He's still asleep,' said his mother.
'Then please wake him,' I said. 'I have news for him.'
19. 'I'd buy the big tin if I were you,' said the grocer.
20. 'You're being exploited,' said the other au pair girls.
'You ought to leave your job.'
21. 'Fasten your seat belts, there may be a little turbulence,' said the air hostess.
22. 'Don't drive through fog with only a fog light on,' he said,
'or oncoming drivers may take you for a motor cycle.'
23. 'Could I see your driving licence?' said the policeman.
24. 'You'd better sweep up that broken glass,' I said.
25. 'The bathroom's empty now,' she said. 'will you put the light out when you've finished?'
26. 'Remember to insure your luggage,' my father said.
27. 'Please don't drink any more,' said his wife. 'Don't forget that we have to drive home.'
28. 'Do go to a dentist, Tom, before your toothache gets any worse,' I said.
29. 'Why don't you cut your hair?' he said 'You'd find it much easier to get a job with short hair.'
30. 'Could I have some more pudding, please?' said the boy.

Answers Test 63

1. She told him not to put..... in his 2. she begged him not to do 3. he urged me to apply..... as it would just suit me 4. he advised me to say nothing 5. she asked them to wait in the lounge till their flight number was called 6. I advised her not to lend..... as he never paid 7. she asked him to ring 8. he asked me to move my case/asked if I'd mind moving my case as it was blocking 9. she reminded him to book 10. he told/warned me to get 11. he warned me to avoid Marble Arch as there was going 12. he tole me to hold the ladder as it was..... I suggested tying/advised him to tie it..... as it was much safer 13. he tole them to read..... and not to write 14. he warned me not to leave my money 15. he advised me to open 16. he invited her to lunch that day. She said she'd love to but she was afraid she couldn't leave 17. he warned me not to take more than two of them 18. I asked to speak to Albert/asked if I could speak..... She said he was..... I asked her wake him as I had 19. he advised me to buy 20. They said I was being exploited

and that I ought to leave my job/and advised me to leave 21. she told them to fasten their..... as there might be 22. he warned me not to drive..... or oncoming drivers might take me 23. he asked to see my licence 24. I advised him to sweep up 25. she said the bathroom was empty and asked me to put..... when I had 26. he reminded me to insure my 27. she begged him not to..... and reminded him that they had to 28. urged Tom to go..... before his toothache got 29. he advised me to cut my hair as/saying that I would find 30. he asked for some more.

Test 64

Reported Speech : Commands, Requests, Advice, Suggestions

Read notes to previous exercises.

Put the following into indirect speech, using either constructions recommended in Exercise 165, or suggest + gerund or suggest + should or say + be + infinitive or say + should + infinitive.

1. 'Would you please fill in this form and then join the queue by the door?' said the clerk.
2. 'Could you read the last sentence again, please?' said the examiner.
3. 'Could I have a new cheque book, please?' said the girl.
'Could you show me your old cheque book?' said the bank clerk.
4. Telegram: Be ready to move off at very short notice. Tom.
Ann (reading it to Mary): Tom says that we.....
5. 'Please, please don't tell my mother,' begged the boy.
6. 'Don't fire except in self defence,' said the police sergeant.
7. 'Why don't you take the rest of the day off?' said my assistant.
8. 'Will you help me to move the piano, please?' said my aunt.
9. 'Don't drive too close to the car in front,' said the driving instructor.
10. 'Don't smoke near the petrol pump,' said the mechanic.
11. 'When you've chosen a book, bring it to me and I'll stamp it,' said the librarian.
12. 'Show the boarding card to the man at the foot of the gangway,' said the clerk.
13. 'Reduce speed now,' said a huge notice. (omit now)
14. 'Could I see your ticket, please?' said the inspector.
15. 'Keep an eye on your luggage,' he said. 'This place is full of thieves.'
16. 'When you have read this, pass it on to the next person on the list,' he said.
17. 'Will you stand still!' he said angrily.
18. 'Whenever you see the number "7" on the screen, press this button,' he said.
19. 'Sit down and tell me what is worrying you,' he said to her.
20. 'Walk along the line of men,' said the police sergeant, 'and if you recognise your attacker, just nod. Don't say anything.'
21. 'Even if you feel hungry don't eat anything between meals,' said the dietician.
22. 'Could you ring up the taxi rank and order a taxi for me?' said Tom.
'Why don't you go by tube?' said Ann. 'It's much quicker.'

23. 'Let's buy some yeast and make our own bread,' said Mary.
'The bread we're getting now is absolutely tasteless.'
24. 'If you have to use the river water,' said the guide, 'boil it first. Don't drink it unboiled.'
25. 'Let's not tell anyone,' said Tom, 'till we are quite certain that the report is true.'
26. 'Tom (on phone to Ann): I've got the tickets. Meet me at the air terminal at 6.30.
(Imagine that you are Ann. Report this message to Mary, who is standing beside you. Begin:
Tom says.....)
27. 'Let us show that we are united,' urged the strike leader, 'by voting unanimously to continue the strike. Let every man put his hand up when the vote is taken!'
28. 'Will customers please count their change,' said a notice above the cashier's desk, 'as mistakes cannot be rectified afterwards.'
29. 'Don't clap yet,' warned my friend. 'She hasn't finished. Singers loathe people who clap too soon,' he added.
30. 'Don't forget to put your name at the top of the page,' said the supervisor.

Answers Test 64

1. the clerk asked me to fill up the form 2. he asked me to read 3. she asked for a new cheque book. He asked her to show him her 4. Tom says that we are to be read/should be ready 5. he begged me not to tell his mother 6. he ordered us not to fire/warned us not to fire 7. he advised me to take 8. she asked me to help her 9. he warned me not to drive 10. he warned/told/advised me not to smoke 11. she said that when I'd chosen a book I was to bring it to her and she would 12. he told me to show 13. a notice warned/ordered us to reduce speed at once 14. he asked to see my ticket 15. he warned me to keep an eye on my luggage as the place was 16. he said that when I'd read it I was to pass it on or he told me to pass it on..... when I'd read it 17. he ordered me to stand 18. he told me to press the button whenever I saw...../he said that whenever I saw..... I was to press 19. he told her to sit down and tell him what was worrying her 20. he told me to walk..... and just to nod if I recognised my attacker but not to say/and said that if I recognised my attacker I was just to nod but not to say 21. he said that even if I felt hungry I wasn't to eat/shouldn't eat...../he advised me not to eat..... even if I felt 22. he asked Ann to ring and order a taxi for him. She suggested (his) going/advised him to go by tube as it was 23. she suggested buying some yeast and making their own bread as the bread they were getting was 24. he advised them to boil the water (first) if they had to use it, and warned them not to drink it unboiled 25. he suggested not telling anyone/that they shouldn't tell anyone till they were..... report was 26. Tom says he's got the tickets and (that) we're to meet him 27. he urged the strikers to show that they were..... He urged/asked every man to put up his hand when the vote was taken 28. A notice advised customers to count their..... as mistakes could not 29. he warned me not to clap yet, as she hadn't finished. He added (that) singers loathed people who clapped 30. he reminded me to put my name.