



REPORTED SPEECH

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1. The Message Game

Read the original message.

"Hi David. I'm going to the doctor tomorrow because I don't feel well. I can't come to work.

Please tell my manager. I'll call her tomorrow."

Now imagine you are speaking to David's manager.

Report the message.

Start:

He said that _____

2. The Office Mystery

Three people give different information.

Anna: "The meeting is at 10:00. Mr Brown is coming."

David: "I can't come to the meeting. I'm working at another office."

Maria: "Please send me the meeting notes afterwards."

Now report the information to your manager.

Anna said that... _____

David said that... _____

Maria told me to... _____

3. Report the conversation

Read the conversation.

Customer: "I'd like to return this shirt."

Assistant: "Do you have the receipt?"

Customer: "Yes, I have it here."

Assistant: "Please show it to me."

Customer: "Can I get a refund?"

Now tell another person what happened.

Use:

said / asked / told



4. One Minute Reporter

Work with a partner.

Student A

Tell Student B **three things** about your life.

Include:

- something you did recently
- something you are planning
- something you want to do

For example:

I visited my friend yesterday.

I'm going to travel next month.

I want to learn Spanish.

Student B

Listen carefully.

Now report Student A's information to another student.

He said that he had visited his friend the day before.

He said that he was going to travel the next month.

He said that he wanted to learn Spanish.

Then change roles.

5. Final Challenge – The Telephone Chain

Work in groups of three or four.

Student A

Read this message:

“I'm going to be late because my car has broken down. Please tell Sarah that I will arrive at 8:30.

Ask her to start without me.”

Tell Student B the message using reported speech.

Student B

Listen carefully and report the message to Student C.

Student C

Report the message to Student D, if you have four students.

Finally, compare the final message with the original.

Did the meaning stay the same?

Final Grammar Check

Complete the sentences.

1. She said that she _____ tired. (*be*)
2. He told me that he _____ help. (*can*)
3. They said that they _____ finished. (*have*)
4. She asked me where I _____. (*live*)
5. He told me _____ wait. (*wait*)
6. She told us _____ be late. (*not / be*)
7. John said that he _____ call me the next day. (*will*)
8. Maria asked if I _____ coffee. (*want*)

Teacher's Key

1. Possible answer:

He said that he was going to the doctor the next day because he didn't feel well. He said that he couldn't come to work and asked me to tell his manager. He said that he would call her the next day.

2. The Office Mystery

- Anna said that the meeting was at 10:00 and that Mr Brown was coming.
- David said that he couldn't come to the meeting because he was working at another office.
- Maria told me to send her the meeting notes afterwards.

3. Possible answer:

The customer said that she wanted to return the shirt. The assistant asked if she had the receipt. The customer said that she had it there. The assistant told her to show it to her. The customer asked if she could get a refund.

4 & 5: Open-ended. Check that students maintain the original meaning and use appropriate reported structures.

Final Grammar Check:

- 1 was
- 2 could
- 3 had
- 4 lived
- 5 to wait
- 6 not to be
- 7 would
- 8 wanted