

Tense is used to refer to time -past, present and future. Each tense can take four main aspects: simple, perfect and continuous (also known as progressive), and perfect continuous.

The present tenses

The four forms of the present tense are presented as follows:

The Four Present Tenses	Examples	Use
Simple present	Emma works in London.	The simple present is used to describe an action, event, or condition that is occurring in the present.
Present continuous	She is preparing chicken sandwiches for breakfast.	This tense indicates the continuous nature of an act or event in the present and has not been completed.
Present perfect	Astronauts have traveled to the moon.	The Present perfect is used to express actions that began in the past but are not finished yet.
Present perfect continuous	It has been raining all day.	This tense is used to describe an action or event that has begun in the past and continues into the present.

Present simple

The simple present is used to talk about something that is going on now (currently) or that is true now and at any time.

▪ Form :

FORMS	EXAMPLE
POSITIVE FORMS In the present simple, we use the verb without an ending.	○ I get the lunch ready at one o'clock, usually.
But in the third person singular (after he, she, it, your friend, etc), the verb ends in "s" or "es".	○ Sarah catches the early train.
NEGATIVES We use a form of do + not (or don't) in negative statements except in the third person singular, where doesn't is used.	○ We don't live far away. ○ He doesn't want to go shopping.

▪ Uses: the simple present tense is used in the following conditions:

<i>USE</i>	<i>EXAMPLES</i>
Repeated actions	<i>Eg: We come here every week.</i>
General truths	<i>Eg: Water boils at 100°C.</i>
Instructions	<i>Eg: First of all, break the eggs and whisk with sugar.</i>
Fixed arrangements	<i>Eg: The holiday starts on the 26th, March.</i>
Thoughts and feelings	<i>Eg: I think so/I like it.</i>
In phrases like I promise, I agree, etc	<i>Eg: I promise I'll pay you back.</i>

Present Continuous

The present continuous means that we are in the middle of an action. In other words, it expresses an action that is in progress at the time of speaking and has not yet been completed.

▪ Form :

The present continuous is the present tense of be + an ing-form.	The train is coming, look. We're looking for a post office.
NEGATIVE The present tense of be +not +an ing-form.	Rachel is not wearing her new dress.

▪ Use :

<i>USE</i>	<i>EXAMPLES</i>
We use the present continuous to say that we are in the middle of an action.	<i>Eg: I <u>am waiting</u> for the train. I'm <u>getting</u> the lunch ready.</i>
When we are in the middle of something but not actually doing it at the moment of speaking.	<i>Eg: I must get back to the office. We're <u>working</u> on a new project. I am quite busy these days. I'm <u>doing</u> a course at college.</i>
We can use the present continuous when things are changing over a long period.	<i>Eg: The number of cars on the road <u>is increasing</u>. The earth is slowly <u>getting</u> warmer.</i>
For arranged events or actions in future	<i>Eg: I'm <u>playing</u> badminton with Matthew tomorrow.</i>
It can be used to mean 'very often', usually with the added meaning of 'too often'.	<i>Eg: Tom <u>is always inviting</u> friends here.</i>

Present continuous or simple ?

PRESENT CONTINUOUS	PRESENT SIMPLE
The present continuous can be used for something happening now. <i>Eg: It's raining at the moment.</i>	We use the present simple for repeated actions. <i>Eg: I watch television most weekends.</i>
State verbs cannot usually be continuous. <i>Eg: ✗ The farmer is owning the land.</i> <i>✓ The farmer owns the land.</i> <i>✗ She is liking pizza.</i> <i>✓ She likes pizza.</i>	We normally use the present simple to talk about thoughts, beliefs, opinions and feelings. <i>Eg: I think it's a good programme.</i> <i>Kitty likes her job.</i>
We use the present continuous for a routine or situation that we see as temporary (for a short period). <i>Eg : I'm working at a sports shop for six weeks.</i>	We use the present simple for a routine or situation that we see as permanent. <i>Eg : They live in a very nice flat.</i>
We can use always with the present continuous to mean 'very often'. <i>Eg : I'm always making silly mistakes. (I make silly mistakes too often.)</i>	"Always" with the present simple means 'every time'. <i>Eg: Tom always invites us to stay at Christmas.</i>

Present perfect

The present perfect tense is used to describe an action that began in the past but is not finished yet. It tells us about the past and the present.

Eg: The aircraft has landed means that the aircraft is on the ground now.

▪ Form

The present perfect is the present tense of have + a past participle. OR: Has after he, she, it + a past participle.	<i>Eg: We have washed the dishes.</i> <i>The aircraft has landed safely.</i>
Negatives: have or has + not+ a past participle.	<i>Eg: The aircraft has not landed.</i> <i>Eg: We have not washed the dishes.</i>
Regular past participles end in ed , e.g. washed, landed, finished. Some participles are irregular.	<i>Eg: I <u>have made</u> a shopping list.</i> <i>Eg: We <u>have sold</u> our car.</i>

These are some common irregular verbs:

infinitive	Simple past	Past participle
To go	went	gone
To be	Was/were	been
To do	did	done
To get	got	got
To give	gave	given

▪ Use

- **When we use the present perfect, we see things as happening in the past but having a result in the present.** *Eg* : They have learnt the words.
- **The present perfect can be used with just, already and yet.** *Eg* : We have just come back from our holiday./ My brother has already crashed his new car./ It's eleven o'clock and you haven't finished breakfast yet.
- **We also use the present perfect with for and since to tell about something began in the past and has lasted up to the present time.** *Eg*: Vicky has only had that camera for three days. /Those people have been at the hotel since Friday.

Present perfect continuous

The present perfect continuous describes an action or situation that started in the past (usually in the recent past) and continues in the present. In other words, we use the present perfect continuous for an action that happens over a period of time and lasts up to the present.

▪ Form

The present perfect continuous is the present tense of have (or has) + been + an ing-form.	<i>Eg</i> : We have been standing here for ages. <i>Eg</i> : We have been waiting here for twenty minutes. (<u>We are waiting now.</u>)
---	--

▪ Use

- **The present perfect continuous can be used for an action that happens over a period of time and lasts up to the present.** *Eg*: He has been traveling around the world for a month.
- **We can use the present perfect continuous to talk about repeated actions up to now.** *Eg*: Sarah has been playing the piano since she was four.
- **To talk about an action which ends just before the present;** *eg*: I have been swimming. That's why my hair is wet.
- **We can use the present perfect continuous with (for) and (since) and (how long) in questions;** *eg*. You have been playing on that computer **since** seven o'clock. / How long have you been waiting?
- **It can be also used with (recently) and (lately). These both mean (in the last few days or weeks).** *Eg*: I haven't been feeling very well recently. / What have you been doing lately?

The past and perfect tenses

In English grammar, there are four principal forms of the past; the simple past, the past continuous, past perfect continuous and the past perfect. All the forms of the past tense are used primarily to describe an action that happened and ended in the past or lasted up to the present. These are the four past tense forms in English:

Past simple	<i>Eg: I worked</i>
Past continuous	<i>Eg: I was working</i>
Past perfect	<i>Eg: I had worked</i>
Past perfect continuous	<i>Eg: I had been working</i>

Past simple

The past tense is used to describe an action, event or condition that occurred or existed in the past.

Form

A regular past form ends in “ed”.	<i>Eg: The van crashed into the cat. / I posted the letter yesterday.</i>
Some verbs have an irregular past form.	<i>Eg: The car came out of a side road. /The train left on time.</i>
Did not+ bare infinitive verb	<i>Eg: The car did not come out of a side road. The train did not leave on time.</i>

Use

- **To talk about a completed action in the past.** *Eg: Elvis Presley died in 1977./ Emma passed her exam last year.*
- **To talk about an action that was interrupted by another action that was in progress in the past.** *Eg: I was studying when the electricity went off.*
- **To talk about an action that happened in a sequence in the past.** *Eg: I came home, picked up my laptop and left.*
- **To describe past habits; always, often, usually, never, etc.** *Eg: When I was a child, I played the piano.*
- **To talk about an event that was true for some time in the past.** *Eg: They lived in Russia for three years.*
- **To describe past facts and generalizations which are no longer true.** *Eg: People paid much more to make cell phone calls in the past.*
- **It is used with time expressions such as:** ago, yesterday, in 2010, last year...

Past continuous

Past continuous tense is used to indicate an ongoing event in the past. Rather, it means that at a time in the past we were in the middle of an action.

Form

The past continuous is the past tense of be + an ing-form. OR: the past tense of be +not + an ing-form

*Eg: / Soft music **was playing**. /People **were not walking** in the park.*

Use

- **To say that we were in the middle of the action.** *Eg: It was raining at three o'clock.*
- **To talk about a longer action that was interrupted by another action.** *Eg: I was calling him when he came home.*
- **To talk about two actions happened at the same time in the past.** *Eg: While they were painting the door, I was painting the windows.*

Remember: Past continuous is used with actions. We do not normally use it with state verbs. Eg: ✗ I was knowing ✓ I knew

Past perfect

The past perfect is a verb tense which is used to show that an action took place once or many times before another point in the past. It can also be used to express an action that happened before a specific time in the past.

Form

The past perfect is **had** + a past participle.

Negatives: The past perfect is **had** + not + a past participle.

Eg: He had enjoyed the party.

Sarah and I had been to a party the evening before.

Use

- **To talk about a completed action occurred before another action in the past; the action that happened first is in the past perfect.** Eg: Tony knew London very well because he had visited the city several times.
- **To describe an action that started in the past and continued up until another action in the past.** Eg: They had had that car for ten years before it broke down.

The future

There is no single form in English that we can always use for the future.

There are many different ways of talking about the future, depending on how we see a future event. It may be something that is fairly sure to happen, but on the other hand it may be just a plan or an intention, or it may be something that we think will happen but we cannot be sure about. The four future tenses in English as follows;

Future simple	Eg: I will live in Barcelona.
Future continuous	Eg: I will be living in Barcelona.
Future perfect	Eg: I will have lived in Barcelona.
Future perfect continuous	Eg: I will have been living in Barcelona.

The future simple

The simple future tense is used to refer to actions or states that begin and end in the future. These events have not happened yet, but will happen sometime in the future.

Form

Here are some examples of verb forms used to express the future:

FORMS	STRUCTURE	EXAMPLE	USE
Will	Will+ base form verb	Eg: I'm thirsty. I think I will make some tea. I will post these letters.	It can be used for an instant decision or agreement to do something.
		Eg: I will have the ham salad, please.	To make orders
		Eg: She will be twenty next	Will" has a neutral meaning.

		Friday.	We use it to talk about facts in the future
		<i>Eg:</i> I will help you with your work.	Will is used to express promises/ requests/ refusals/offers/ invitations
		<i>Eg:</i> Will you come to lunch? ~ Yes, thank you. I'd love to.	
		<i>Eg:</i> I'll pay you back next week.	
		<i>Eg:</i> I think Fiona will like it here.	We use the will-future to make a prediction based on opinions. Common phrases are I think, expect, wonder, hope ..., probably, perhaps, maybe, I'm sure ... etc.
Going to	Going to+ base form verb	<i>Eg:</i> Tonight I am going to watch the football match on TV. <i>Eg:</i> There isn't a cloud in the sky. It's going to be a lovely day.	To talk about intentions or plans for the future. "Be going to" means that we have already decided.
		<i>Eg:</i> This bag isn't very strong. It's going to break.	"Be going to" for a prediction based on what we see and hear.
Shall	Shall+ base form verb (only in the first person, after "I" or "we").	<i>Eg:</i> we will (or we shall) be on holiday in August.	I will and I shall have the same meaning here, but shall is a little formal. It has other meanings. We can use it in offers and suggestions
		<i>Eg:</i> Shall I pack up your shopping for you? ~ Oh, thank you. (Offer)	
		Shall we all go out together? ~ Good idea. (Suggestion)	

Future continuous

The future continuous (**or progressive**) is usually used when an action or event will be in progress at a point of time in the future.

- **Form**

Subject+ will+ be + stem+ ing.

Eg: After 3 years, I **will be teaching** English.

- **Uses**

- We use the future continuous when we will be in the middle of doing something. *Eg:* Kevin will be watching the match.
- We also use the future continuous to talk about complete actions in the future. *Eg:* - If you see Sally, can you ask her to phone me?
- Sure, I'll be seeing her this evening. So, I'll tell her then.

➤ We can use the future continuous to ask about somebody's plans, especially if we want him/her to do something. *Eg: Will you be passing the post office when you are out?*

Future perfect

The future perfect is normally used to describe an action that will already be complete in the future.

▪ Form

Subject	+will have	+ Past participle of the main verb
He	Will have	finished.
I	Will have	finished.

Eg: Tomorrow at 09.30, the match will have finished.

Uses

- We use the future perfect to say that something will already be complete. *Eg: Sally always leaves for work at 08:30 in the morning. So, she won't be at home at 09 o'clock. She'll have gone to work.*
- The future perfect can be used with future words (and often with by; by three o'clock, by Friday, by the time, by next November), *Eg: By 10 o'clock, I will have finished my homework.*

Future perfect continuous

The future perfect continuous, also sometimes called the future perfect progressive, is a verb tense that describes actions that will continue up until a point in the future.

▪ Form

Subject	+will have been	+ present participle
You	will have been	waiting for two hours.

▪ Uses

- We use the future perfect continuous form when we are looking back to the past from a point in the future and we want to emphasize the length or duration of an activity or event. It can be used with (for five minutes, for two weeks,...etc). *Eg: In September, the head teacher will have been teaching at the school for 20 years. In September, she will have been living in France for a year.*

The Conditional

Conditionals describe the result of a certain condition. A conditional sentence normally has two parts; the **if** clause which describes a possible situation and the main clause usually expresses the consequence. Both contain a different pair of tenses.

Eg:

<i>If clause(condition)/subordinate clause</i>	<i>main clause (result)</i>
If the children go near Nick's dog,	it will bite them.
If you press this switch,	the computer comes on.

✚ Here are the four main types of conditional sentences:

<i>Conditional sentence type</i>	<i>Structure</i>	<i>Use</i>	<i>Example</i>
Zero	If + present simple, present simple.	Zero conditional is used to talk about general truths (or scientific facts) and general habits.	If you heat water, it boils. I get tired if I work too much.
Type 1	If + present simple, future simple.	The first conditional describes a real situation and possible condition and its probable result in the present or in the future.	If we hurry, we will catch the bus. If you study hard, you will pass your exam.
Type 2	If +past simple, present conditional (would+ the main verb).	The second conditional describes impossible or hypothetical situations in the present or in the future.	If Rachel got up earlier, she wouldn't always be late. If I had a lot of money, I would travel around the world.
Type 3	If +past perfect, perfect conditional (would have+ past participle).	We use type 3 conditionals to talk about imaginary situations in the past; i.e. things in the past happening differently from the way they really happened.	If David had been more careful, he would not have fallen. If you hadn't made that mistake, you would have passed your test.

- ❖ If clause can be placed at the beginning or in the middle of a sentence. It does not matter which comes first.
- ❖ In type 2 **if were** is used with the pronoun **I** instead of **if was**. *Eg:* If I were you, I would go to the doctor. / If I were you, I would quit smoking.
- ❖ **If** can be replaced by unless (if not), provided/providing that, so long as, as long as,... *Eg:*
 - **Unless** you start at once you'll be late.
 - **Provided that** the boat leaves on time, we should reach France by morning.
 - I'll lend you the money **so long as** you'll pay me back.

- You can have a dog **as long as** you promise to take care of it.
- They may do whatever they like **provided that** it is within the law.

The present and past participles

A participle is formed from a verb and can be usually used as an adjective, and most often ends in *_ing* or *_ed*. There are two main types of participles in English: the present and the past participle.

The present participle is a form of a verb that in English ends in *-ing*. However, **the past participle** is a form of a verb that ends in *-ed*. They can be used in different ways.

- Use

USE of the present participle	EXAMPLE
Continuous tenses	He is reading a good book.
Adjectives	It was an amazing film.
Two actions at the same time	You can sit watching television all day.
To give a reason	Being the youngest child, Natasha was her father's favourite.
With verbs of perception & movement	He saw his friend walking along the road. / I go running every morning.
USE of the past participle	EXAMPLE
The past participle is used as an adjective.	A broken vase Spoken words cannot be revoked.
to form the passive with verb "to be"	This house was built in 1815.
after verbs such as: want, make, and have	I want this text translated by noon.

- The past participle can be used to form regular, irregular verbs and participles.

REGULAR VERBS			IRREGULAR VERBS		
infinitive	Past simple	Past participle	infinitive	Past simple	Past participle
To watch	watched	watched	To break	broken	broken
To finish	finished	finished	To fall	fell	fallen
To use	used	used	To speak	spoke	spoken

The Gerund

A. The Gerund

The gerund is a word ending in “-ing” that is made from a verb and acts like a noun in a sentence.

- **Form**

<i>STRUCTURE</i>	<i>EXAMPLE</i>
Base verb+ ing	Reading, studying, learning Writing, swimming, fishing Watching ,working, speaking

- **Gerund functions**

✚ The gerund form of verbs is used as follows:

<i>FUNCTION</i>	<i>EXAMPLE</i>
The gerund can be used as a subject of a sentence or a clause.	Reading is her favorite pastime. Computing saves a lot of time. Cycling is good for your health.
The gerund can be used as a direct object of a sentence.	I love playing basketball after school. She enjoys listening to classic music. I enjoy cooking .
The gerund can be used as an indirect object. An indirect object indicates who, whom or what the action is directed toward.	My mother spent her life teaching . He gave studying chemistry all his attention.
The gerund can be used as an object of a preposition.	Naturally, Fred was upset about missing his flight.

- **Gerund vs. participles:**

<i>GERUND</i>	<i>EXAMPLE</i>	<i>PARTICIPLES</i>	<i>EXAMPLE</i>
A gerund can only function as a noun	Teaching is my passion.	A Participle is used as a verb, an adjective, an adverb and a noun.	He is teaching Spanish. (verb) I hate teaching jobs. (adjective)
A gerund can be used as a subject gerund or object gerund.	Running is fun. She likes playing football.	There are mainly two types of participles: present and past participles	The class is motivated . The movie was exciting .

A gerund functions as a noun referring to an action, a process or a state.	Running is fun.	A present participle acts like a verb or adjective.	He is teaching Spanish.
---	------------------------	--	--------------------------------

B. Infinitives

The infinitive is the simplest form of the verb. It is the **base form verb**. We refer to these verbs as infinitives when they are not part of the tense of a verb. Sometimes the infinitive follows **to**, and we call this the “**full infinitive**” or the “**infinitive with to**” (e.g. **to ask** in He wanted me to ask a question.)

▪ What do they do?

We use infinitives:

- to add more information to what is expressed in certain verbs, verb+ object combinations, adjectives and nouns, or expressions including these .
- to explain the reason for something or its purpose or function.
- as subjects and complements.
- in certain tense forms.

<i>FUNCTION</i>	<i>EXAMPLE</i>
We can use an infinitive after certain verbs. (E.g. <i>agree, decide, expect, hope, need, offer, promise, refuse, want, and wish.</i>)	<ul style="list-style-type: none"> ○ I wanted to meet him. ○ They hoped to get back early.
We can use an infinitive after certain adjectives; (e.g. <i>anxious, determined, delighted, eager, certain, crucial, imperative, likely, possible</i>).	<ul style="list-style-type: none"> ○ I am sorry to be a nuisance. ○ Is it necessary to make so much noise?
After a direct object We use infinitives to explain the reason for something, or to answer the question Why?	<ul style="list-style-type: none"> ○ He borrowed the drill to put up more shelves.
Subjects and complements We can use an infinitive as the subject of a clause when it refers to an activity.	<ul style="list-style-type: none"> ○ To eat would be stupid if you are still planning to swim. ○ To travel hopefully is better than to arrive.
After an auxiliary verb in tense forms	<ul style="list-style-type: none"> ○ I'm going to see her tomorrow. ○ Doctors used to make more home calls.

The Imperative

The imperative is one of the three moods of English verbs; the other two are being indicative and subjunctive. Imperative statements are used to express commands including: instructions, orders, warnings, and to make a request. The imperative sentence does not require a subject; the pronoun “**you**” is implied.

Example:

- Sit down.
- Stand there.
- Come here.

▪ **Form**

<i>FORM</i>	<i>EXAMPLE</i>
To make an imperative, it is necessary to use the base verb .	<ul style="list-style-type: none"> ○ Clean your room ○ Get out! ○ Keep calm.
To make a negative imperative, don't can be used + the main verb .	<ul style="list-style-type: none"> ○ Don't forget your luggage. ○ Don't stop. ○ Don't go !

▪ **Uses**

<i>USE</i>	<i>EXAMPLE</i>
Orders: The intonation of order is important: each word is stressed, and the tone falls at the end of the sentence.	<ul style="list-style-type: none"> • Sit down now!
Warnings: The imperative is used to warn someone of danger.	<ul style="list-style-type: none"> • Watch out! • Look out! • Don't cross!
Advice: The imperative form can be used to give advice.	<ul style="list-style-type: none"> • Don't tell him you're resigning now! Wait until Monday when he is in better mood. • Don't eat heavy meals.
Requests: We can use the imperative to make a request. It is normally used with " please " to sound more polite.	<ul style="list-style-type: none"> • Have a seat, please. • Please wait here. • Please hold the line.
Directions: It is also can be used to give directions.	<ul style="list-style-type: none"> • Turn left. • Go straight.

▪ **The imperative with "let" & "do"**

<i>The imperative with "let"</i>	<i>Example</i>
❖ Let's can be used to form the first person and the third person imperative. It is used before the verb.	<ul style="list-style-type: none"> ○ Let's stop now. ○ Let's have some lunch. ○ Let him leave now.
❖ The negative form is "let's not" .	<ul style="list-style-type: none"> ○ Let's not tell her about it.
<i>The imperative with "do"</i>	<i>Example</i>

❖ We can use “ do ” with an imperative for emphasis. It makes an imperative sound more polite and more formal.	<ul style="list-style-type: none"> ○ Do hurry up, or we'll be late. ○ Oh, do be quiet. I'm trying to concentrate. ○ Do start. (Formal) ○ Do sit down and make yourself comfortable.
❖ But we can also use do with an imperative in offers and invitations. Here do sounds very polite.	<ul style="list-style-type: none"> ○ Do have some more soup. ○ Do take a seat, won't you?

The passive voice

Generally speaking, a verb or a sentence are said to be in the active voice if the subject performs the action of the verb, In this case we call active subjects “**agents**”. However, a verb or a sentence are said to be in the passive form if the subject is the one who receives the action. Passive objects are “**patients**”.

Eg: Flora irons a shirt. (Active/Flora = agent)

A shirt is ironed by Flora. (Passive/Flora = patient)

▪ Passive sentences

In the passive sentence the subject of the active sentence becomes the object preceded by “**by**”. A passive verb is a form of **be** + a passive participle, e.g. **is baked**, **was worn**. Some participles are irregular.

▪ Summary of verb tenses

<i>TENSES</i>	<i>ACTIVE</i>	<i>PASSIVE</i>
Present simple Am/ is/ are + past participle	<i>Eg:</i> We <u>bake</u> the bread here.	The bread <u>is baked</u> here.
Present continuous am/ is/ are + being + past participle	<i>Eg:</i> They <u>are building</u> a new swimming-pool.	A new swimming-pool <u>is being built</u> .
Present perfect have/ has + been + past participle	<i>Eg:</i> She hasn't worn the jacket for years. He has destroyed all the documents.	The jacket hasn't been worn for years. All the documents have been destroyed.
Past simple	<i>Eg:</i> Bell <u>invented</u> the telephone.	The telephone <u>was invented</u> by Bell.
Past continuous was/were + past participle	<i>Eg:</i> We <u>were baking</u> the bread.	The bread <u>was being baked</u> .
Past perfect had + been + past participle	<i>Eg:</i> the Queen had opened the new hospital.	The new hospital had been opened by the Queen.

- **The future and modal verbs in the passive**

We use **be** + a passive participle after **will, be going to, can, must, have to, should**, etc.

<i>WILL & MODALS</i>	<i>ACTIVE</i>	<i>PASSIVE</i>
will	<i>Eg: we <u>will achieve</u> our mission till the end.</i>	Our mission <u>will be achieved</u> till the end.
must	<i>Eg: The manager <u>must sign</u> the cheque</i>	The cheque <u>must be signed</u> by the manager.
may	<i>Eg: You/One <u>may not reserve</u> those seats.</i>	Those seats <u>may not be reserved</u> .
might	<i>Eg: They <u>might announce</u> the news soon.</i>	The news <u>might be announced</u> soon.
can	<i>Eg: she <u>can hardly support</u> talkative individuals.</i>	Talkative individuals <u>can hardly be supported</u> .
have to	<i>Eg: he <u>has to repair</u> the machine soon.</i>	The machine <u>has to be repaired</u> soon.
should	<i>Eg: They <u>should throw</u> this rubbish away.</i>	This rubbish <u>should be thrown</u> away.

Reported speech

We can report what someone has said in two different manners. When we repeat exactly the speaker's words, we are using the first type which is called in grammar **direct speech**. When we report someone's speech with some modifications, we are using what is referred to in grammar as "**indirect speech**" or "**reported speech**".

When we report a statement, we use one of these main verbs: say, tell, announce, declare order, ask, and wanted to know.

Eg: Jim "I learn English at the university."

- 1) Jim says: "I learn English at the university."
- 2) Jim says (**that**) **he** learns English at the university.
- 3) Jim said (**that**) **he learnt** English at the university.

- **Changes in reported speech**

1. Tenses

<i>DIRECT SPEECH</i>	<i>REPORTED SPEECH</i>
Present simple “I live in a small flat”, she said.	Past simple She said that she lived in a small flat.
Past simple “I learnt a lot”, he said.	Past perfect He said that he had learnt a lot.
Present perfect “Mr Jackson has left”, he said.	Past perfect He said that Mr Jackson had left.
Past perfect “I had played football”, he said.	Past perfect He said that he had played football.
Present continuous “I am leaving on Tuesday”, she said	Past continuous She said she was leaving on Tuesday.
Past continuous “I was playing football”, he said	Past perfect continuous: He said that he had been playing football.
Present perfect continuous “I have been playing football.”, he said	Past perfect continuous: He said that he had been playing football.

2. Time and place expressions

<i>DIRECT SPEECH</i>	<i>REPORTED SPEECH</i>	<i>DIRECT SPEECH</i>	<i>REPORTED SPEECH</i>
Now	Then	Here	There
Today	That day	This	That
Tonight	That night	These	Those
This week	That week	Two weeks ago	Two weeks before
Tomorrow	The day after/ the next day	Next year	The following year
Next week	The week after/ the following week	Days ago	Days before
yesterday	The day before /The previous day	Last week	The previous week/ the week before

3. Pronouns

<i>DIRECT SPEECH</i>	<i>REPORTED SPEECH</i>
I	He/ she
My	His/her
We	They
Our	Their

4. Modals

<i>DIRECT SPEECH</i>	<i>REPORTED SPEECH</i>
Will “I will help if you like.”	Would Tom said he would help.
Can “You can sit over there.”	Could The steward said we could sit here.
May “I may go to Bali again.”	Might Claire said she might go to Bali again.
Must/have to “I must finish this report.”	Had to Sarah said she must /had to finish the report.

- **Could, might, ought to, should** and **would** stay the same.

Examples:

“I **might** bring a friend to the party.” → She said she **might** bring a friend to the party.

“Sarah **would** love a holiday.” → Mark thought Sarah **would** love a holiday.

“I **could** swim when I was four”. → She said she could swim when she was four.

▪ Reported questions

When we report a question we use: asked, questioned, wanted to know. There is no question mark “?”

a) Wh-questions

Wh-questions have a word like **when, what, which** or **how** both in direct speech and in reported speech. The verb has the form of the normal statement. Look at these wh-questions:

<i>DIRECT SPEECH</i>	<i>REPORTED QUESTION</i>
“ When did you start acting, Melissa?” Guy asked Melissa.	Guy asked Melissa when she started acting.
“ What is the time?” I asked.	I just asked what the time is.
“ Which way is the post office?”	Someone wants to know which way the post office is.
“ How can we find out?”	I was wondering how we can find out.
“ Where can we eat?”	They're asking where they can eat.

b) Yes/no questions

Reported yes/no questions have **if** or **whether**. The verb has the form of the normal statement.

<i>DIRECT SPEECH</i>	<i>REPORTED QUESTION</i>
“Has the taxi arrived yet?”, someone was wondering	Someone was wondering if/whether the taxi has arrived yet.
“Can we take photos?” the visitors want	The visitors want to know if/whether

to know.	they can take photos.
“Is there a cafe nearby?” Daniel asked.	Daniel asked if/whether there was a cafe nearby.
“Do you like hamburgers?”	He asked me if I like hamburgers.

▪ **Reported other forms of speech**

<i>FORMS</i>	<i>STRUCTURE</i>	<i>DIRECT SPEECH</i>	<i>REPORTED QUESTION</i>
<i>COMMANDS</i>	The subject + told / ordered/ asked + to stem.	“stop writing”	He told them to stop writing.
		“Please wait”	I asked her to wait.
		“You really must be careful!”	Melanie is always telling David to be careful.
		“Please don't wear those boots in the house.”	I asked you not to wear those boots in the house.
<i>POLITE REQUESTS</i>	The subject + told / ordered/ asked + to stem	“Would you mind turning the music down?”	We asked our neighbours to turn the music down.
		“Can I see your ticket, please?”	The inspector asked to see my ticket.
		“Can I have some brochures, please?”	I asked (the travel agent) for some brochures.

▪ **Reported offers, suggestions**

<i>FORMS</i>	<i>STRUCTURE</i>	<i>DIRECT SPEECH</i>	<i>REPORTED QUESTION</i>
<i>ADVICE</i>	subject + advised + to + stem.	Should/ ought to/ had better/ if I were you/why don't you “I wouldn't buy that car if I were you.”	I advised him not to buy that car.
<i>OFFER</i>	subject + offered + to + stem.	“Shall I carry your case, Pam?”	He offered to carry Pam's case.
<i>SUGGESTION</i>	Subject + suggested +ing /to_infinite.	Let's/ how about/ what about “Let's go to the theatre.”	He suggested going to the theatre.
<i>AGREEMENT</i>	subject + agreed + to + stem.	“Ok, I'll give you a lift.”	He agreed to give me a lift.
<i>APOLOGIZE</i>	subject + apologized for + verb + ing	“I am sorry for being late.”	I apologized for being late.
<i>CONGRATULATION</i>	Subject + congratulated on + verb + ing.	“Well done, you've passed your exam.”	She congratulated her on passing her exam.
<i>DENYING</i>	subject + denied + verb + ing.	Alice said: “No, I didn't take it! I was there.”	Alice denied taking it.
<i>INVITING</i>	subject + invited	“Would you like to come to the	They invited Jane to come to

	+ to + stem.	cinema, Jane?"	the cinema.
<i>PROMISING</i>	subject + promised + to + stem.	"I'll be at home by eight."	He promised to be at home by eight.

- ❖ When the main verb is in the present tense, the future or present perfect; we can report without any change of tense.

Eg: Paul says: "I am trying to get a taxi." (**Direct**)

Paul says that he is trying to get taxi. (**Indirect**)

- ❖ When the main verb is in the past; we have to change the tense of the verbs used in the statement.

- ❖ If the statement is still up to date when we report it, then we have a choice.
We can either leave the tense the same, or we can change it.

Eg: You said you **like/liked** chocolate.

Claire told me her father **owns/owned** a racehorse.