

Talk a Lot

Intermediate Book 1

Notes on Intermediate Verb Forms

Reported Speech = changing verb forms

Time of action:	Past.								
When do we need to use it?	To report what somebody else said, in either written or spoken English: <i>1pm: John: "I have ordered the new furniture for the office." [Pr. Perf.]</i> <i>6pm: Bob: "John said that he'd ordered..." [Past Perfect]</i>								
How is it formed?	Verb forms and pronouns change: <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>first person pronouns:</u> I you we </td> <td style="width: 50%; vertical-align: top;"> <u>change to third person pronouns:</u> he, she he, she, they they </td> </tr> <tr> <td style="vertical-align: top;"> <u>present forms:</u> Present Simple John: "The cake is ready." Present Continuous John: "We're eating the cake." Present Perfect Kay: "You've finished the cake." Present Perfect Continuous Kay: "You've been eating the cake." </td> <td style="vertical-align: top;"> <u>change to past forms:</u> Past Simple John said the cake was ready. Past Continuous John said they were eating the cake. Past Perfect Kay said they'd finished the cake. Past Perfect Continuous Kay said they'd been eating the cake. </td> </tr> <tr> <td style="vertical-align: top;"> <u>past forms:</u> Past Simple John: "The cake was delicious." Past Continuous John: "Kay was baking for hours." </td> <td style="vertical-align: top;"> <u>change to past perfect forms:</u> Past Perfect John said the cake had been delicious. Past Perfect Continuous John said that Kay had been baking for hours. </td> </tr> <tr> <td style="vertical-align: top;"> <u>modal forms:</u> will Kay: "I'll make another one soon." shall Kay: "Shall I make a chocolate cake?" can John: "Can I have a piece?" may Kay: "You may be allowed." </td> <td style="vertical-align: top;"> <u>change to:</u> would Kay said she'd make another one soon. should Kay asked whether she should make a chocolate cake. could John asked whether he could have a piece. might Kay said that he might be allowed. </td> </tr> </table>	<u>first person pronouns:</u> I you we	<u>change to third person pronouns:</u> he, she he, she, they they	<u>present forms:</u> Present Simple John: "The cake is ready." Present Continuous John: "We're eating the cake." Present Perfect Kay: "You've finished the cake." Present Perfect Continuous Kay: "You've been eating the cake."	<u>change to past forms:</u> Past Simple John said the cake was ready. Past Continuous John said they were eating the cake. Past Perfect Kay said they'd finished the cake. Past Perfect Continuous Kay said they'd been eating the cake.	<u>past forms:</u> Past Simple John: "The cake was delicious." Past Continuous John: "Kay was baking for hours."	<u>change to past perfect forms:</u> Past Perfect John said the cake had been delicious. Past Perfect Continuous John said that Kay had been baking for hours.	<u>modal forms:</u> will Kay: "I'll make another one soon." shall Kay: "Shall I make a chocolate cake?" can John: "Can I have a piece?" may Kay: "You may be allowed."	<u>change to:</u> would Kay said she'd make another one soon. should Kay asked whether she should make a chocolate cake. could John asked whether he could have a piece. might Kay said that he might be allowed.
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	<p><u>some modal forms stay the same:</u></p> <p>must Kay: "But you mustn't eat too much." must Kay said that he mustn't eat too much.</p> <p>ought to Kay: "You ought to cut down on cakes." ought to Kay said that he ought to cut down on cakes.</p> <p>used to Kay: "You used to be much slimmer." used to Kay said that he used to be much slimmer.</p> <p><u>pronouns and adverbs:</u></p> <p>this John: "This is my cake." that John said that was his cake.</p> <p>these Kay: "These are for our guests." those Kay said those were for their guests.</p> <p>here Kay: "Leave this cake here." there Kay told him to leave that cake there.</p> <p>now Kay: "Bring these cakes now." then / at that time Kay told him to bring those cakes then.</p> <p>today John: "I'll eat this cake today." that day / the same day John said he would eat that cake that day.</p> <p>yesterday Kay: "You ate those cakes yesterday." the previous day / the day before Kay said that he'd eaten those cakes the previous day.</p> <p>tomorrow John: "I can finish these cakes tomorrow." the next day / the following day / the day after John said he could finish those cakes the next day.</p>
<p>Contractions / Questions / Negatives / Passive / State verbs</p>	<p>As usual for verb forms.</p>
<p>Tips:</p>	<ul style="list-style-type: none"> • Also called indirect speech • Questions become factual statements. • You could insert "that" after "said" in all of the changed forms. It may seem a bit fussy these days! • Studying reported speech provides a great workout for practising verb forms!