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B1 · REPORTED SPEECH · ≈ 27 MIN

Reported Statements — *practice on paper*

You know how perspective shifts - now reinforce say, tell, backshift, and time and place changes with fresh examples.

After a past reporting verb, usually move one tense back; **say** + statement, **tell** + person + statement

NAME _____ DATE _____

YOUR BUILD · 1 · SORTING · 2 · FILL-IN · 3 · CORRECT · 4 · WRITE

BRICK 1 · SORT BY SAY OR TELL · APPROX. 4 MIN ●○○

Sort each phrase. On the left, **said + statement** has no personal object. On the right, **told + person + statement** names the listener.

said the delivery was early | told Ben the delivery was early | told us the room had changed | said the room had changed | said they would join online | told Priya they would join online | told me the invoice was ready | said the invoice was ready | said he could stay longer | told his manager he could stay longer

SAID + STATEMENT	TOLD + PERSON + STATEMENT

BRICK 2 · COMPLETE THE REPORT · APPROX. 6 MIN ●●○

Complete each report with the fitting form. Check the reporting verb and tense first, then the new perspective on time or place.

01 Elena said the printer _____ out of paper. (Original: "The printer is out of paper.")

02 Omar said he _____ the hotel booking. (Original: "I have confirmed the hotel booking.")

03 They said they _____ reply the following morning. (Original: "We will reply tomorrow morning.")

04 Luis said he _____ stay until six. (Original: "I can stay until six.")

05 The supervisor _____ us the building would close at five. (say / tell)

06 On Friday, Kim said she needed the figures _____. (Original on Monday: "I need the figures today.")

07 After leaving the warehouse, Dan said the spare keys were _____. (Original: "The spare keys are here.")

08 Nina said she _____ in Bremen before she moved to Hamburg. (Original: "I work in Bremen.")

YOUR BUILD | 1 · SORTING | 2 · FILL-IN | 3 · CORRECT | 4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN

Each sentence contains exactly one mistake with say, tell, backshift, or perspective. Underline it and write the complete sentence correctly.

01 Rita said me the conference room was free.

02 Paul said he will bring the samples the next day.

03 Mina told us she has completed the safety check.

04 On Wednesday, Alex said he would finish the task today.

05 Jasmin said she can cover the late shift.

06 Theo told the reception desk was closing early.

BRICK 4 · REPORT NEW STATEMENTS · APPROX. 8 MIN

Write an English report for each prompt. Use say and tell correctly, and change tense, time, or place when the perspective requires it.

01 Report later that day: Mia says in the morning, "I am waiting for the courier here."

02 Report a promise made to you: Sam says, "I will email the draft tomorrow."

03 Report with tell: a colleague tells you, "The IT team has fixed the login problem."

04 Still-true statement: Ben says, "I work from home on Fridays." The arrangement is still true.

MINI-CHECK – CAN I DO THIS YET?

- ☐ After a past reporting verb, I usually move the original tense back one step.
- ☐ I use say without a personal object and tell with a person.
- ☐ I adjust today, tomorrow, or here when the report has a new time or place.
- ☐ A statement that is still true can keep its original tense.

Not secure on every point yet? Mark the reporting verb and original tense first, then try the sentence again.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 **said + Aussage** - said the delivery was early
Said is followed directly by the statement without a person.

02 **told + Person + Aussage** - told Ben the delivery was early
Told is followed by the listener Ben.

03 **told + Person + Aussage** - told us the room had changed
Us is the personal object after told.

04 **said + Aussage** - said the room had changed
Said introduces the statement without a personal object.

05 **said + Aussage** - said they would join online
The reported clause begins directly after said.

06 **told + Person + Aussage** - told Priya they would join online
Priya names the person who received the information.

07 **told + Person + Aussage** - told me the invoice was ready
Me stands directly after told as the personal object.

08 **said + Aussage** - said the invoice was ready
No listener is named after said here.

09 **said + Aussage** - said he could stay longer
Said stands before the clause without a personal object.

10 **told + Person + Aussage** - told his manager he could stay longer
His manager is the person after told.

BRICK 2 · FILL-IN

01 Elena said the printer **was** out of paper.
Present simple moves to past simple after said.

02 Omar said he **had confirmed** the hotel booking.
Present perfect moves to past perfect in backshift.

03 They said they **would** reply the following morning.
Will becomes would after a past reporting verb.

04 Luis said he **could** stay until six.
Can becomes could in backshift.

05 The supervisor **told** us the building would close at five.
Tell takes the personal object us.

06 On Friday, Kim said she needed the figures **that day**.
Today becomes that day from the later perspective.

07 After leaving the warehouse, Dan said the spare keys were **there**.
Here becomes there when the place changes.

08 Nina said she **worked** in Bremen before she moved to Hamburg.
Present simple backshifts to past simple in this finished context.

BRICK 3 · CORRECT

01 Rita **told me** the conference room was free.
Use told, not said, before a personal object.

02 Paul said he **would** bring the samples the next day.
Will moves to would after the past reporting verb.

03 Mina told us she **had completed** the safety check.
Present perfect moves to past perfect in the reported clause.

04 On Wednesday, Alex said he would finish the task **that day**.
Today becomes that day in a later report.

05 Jasmin said she **could** cover the late shift.
Can becomes could in backshift.

06 Theo **said** the reception desk was closing early.
Without a named listener, use said before the statement.

BRICK 4 · WRITE

Your reports may differ - check say or tell, backshift, and the perspective on time and place.

01 Mia said she **was waiting** for the courier **there**.
The tense moves back, and here becomes there when the place changes.

02 Sam **told me** he **would email** the draft the next day.
Tell names the listener; will and tomorrow shift perspective.

03 My colleague **told me** the IT team **had fixed** the login problem.
Tell takes a person, and present perfect moves to past perfect.

04 Ben said he **works** from home on Fridays.
The still-valid arrangement can remain in the present simple.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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Past Simple
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