

## **REPORTED SPEECH**

(in the present)

### ***Statements:***

- Fred says to Tom, “I have made a mistake.”  
Fred tells Tom **that** he has made a mistake.

### ***Questions:***

- Fred asks, “When is school over?”  
Fred wants to know **when** school is over.
- Fred asks me, “What time does school finish?”  
Fred asks me **what time** school finishes.
- Fred asks, “Is it cold in Finland?”  
Fred wants to know **if / whether** it is cold in Finland.
- Fred asks Mary, “Did you go there alone?”  
Fred asks Mary **if / whether** she went there alone.

### ***Orders and requests:***

- Fred says, “Open the window, Tom.”  
Fred tells Tom **to** open the window.
- Fred says to Tom, “Open the window, please.”  
Fred asks Tom to open the window.
- Fred says, “Don't open the window, Tom.”  
Fred tells / asks Tom **not to** open the window.