

Reported Statements

Grammar Drill Pack

Focus: Fixing tense backshifting and reporting verb usage in indirect speech — five short drills to lock in **Reported Statements**.

Name _____ Class _____ Date _____ Score _____

1 • Rules

- ◆ In reported statements, present simple changes to past simple (e.g., "is" → "was").
- ◆ Modal verbs shift: can → could, will → would, may → might.
- ◆ The reporting verb is usually in the past; if the original statement is still true, you may keep the present tense.
- ◆ The conjunction "that" is optional but often used for clarity.

2 • Signal words

said told asked claimed explained admitted reported according to

Tip: These words often flag **Reported Statements** — spot them, then choose the form.

3 • Gap-fill drill

Write the correct form of **Reported Statements** in each gap.

- 1 Maria said that she _____ to travel next month.
- 2 The manager told us that the meeting _____.
- 3 He mentioned that he _____ the conference.
- 4 She claimed that the results _____ after the new policy.
- 5 They reported that the project _____.
- 6 John explained that he _____ to send the email.

4 • Error correction

Each sentence has one mistake in Reported Statements. Rewrite it correctly.

- 1 ~~Laura said that she finished her homework before dinner.~~
- 2 ~~The teacher told the class that the exam will be postponed.~~
- 3 ~~Mark admitted that he can not understand the instructions.~~
- 4 ~~She reported that the building is built in 1990.~~
- 5 ~~They said that they already saw the movie.~~
- 6 ~~He explained that he will call me later.~~

5 · Mini-quiz

Choose the correct option (A-D).

- 1 Which sentence correctly uses backshifting in reported speech?
☐ (A) She says that she was tired. ☐ (B) She said that she was tired. ☐ (C) She said that she is tired.
☐ (D) She says that she is tired.
- 2 Choose the correctly reported version of: 'I can finish the work tomorrow.'
☐ (A) He said he could finish the work tomorrow. ☐ (B) He said he can finish the work tomorrow.
☐ (C) He said he could finish the work the next day.
☐ (D) He said he could finish the work the day after tomorrow.
- 3 Identify the sentence with the correct use of 'that' in reported speech.
☐ (A) They told me that they were late. ☐ (B) They told me they were late.
☐ (C) They told me that they are late. ☐ (D) They told me they are late.
- 4 Which sentence correctly reports a question?
☐ (A) She asked if I was coming to the party. ☐ (B) She asked whether I am coming to the party.
☐ (C) She asked if I am coming to the party. ☐ (D) She asked whether I was coming to the party.
- 5 Select the sentence that correctly backshifts 'will' in reported speech.
☐ (A) He said that he will go home. ☐ (B) He said that he would go home.
☐ (C) He said that he goes home. ☐ (D) He said that he went home.
- 6 Which sentence correctly reports a past perfect statement?
☐ (A) She said she had arrived early. ☐ (B) She said she arrived early. ☐ (C) She said she has arrived early.
☐ (D) She said she was arriving early.