

UNIVERSITY OF MONTENEGRO
INSTITUTE OF FOREIGN LANGUAGES

THE FACULTY OF POLITICAL SCIENCES

**ENGLISH FOR SPECIFIC
PURPOSES**

Podgorica, 28.04.2016.



REPORTED SPEECH

RULES & EXERCISES

Indirect speech

This is sometimes called **REPORTED SPEECH**.

When we use indirect speech in our writing:

- ▶ We don't use speech marks.
- ▶ We usually have to change pronouns and verb tenses.
- ▶ We don't have to start a new line when we report a new speaker's words.

She says: I am happy.

She says that SHE is happy.

John says: We are in London.

John says that THEY are in London.

Ross confirms: I will not come to the party.

Ross confirms that HE will not come to the party.

How to turn direct sentences into indirect sentences

**IS A SENTENCE A STATEMENT OR AN
ORDER/REQUEST/COMMAND/ADVICE OR A
QUESTION?**

COMPARE:

I LOVE HER.

SHE LIVES IN BROOKLYN.

THEY HAVE NEVER BEEN HERE.

DON'T CALL ME.

OPEN THE WINDOW.

PLEASE TURN ON THE RADIO.

DO YOU STILL LIVE HERE?

1. STATEMENTS HAVE SUBJECT AND PREDICATE.

2. COMMANDS AND REQUESTS USUALLY START WITH A VERB OR DON'T SINCE THEY ARE IMPERATIVE.

3. QUESTIONS END IN QUESTION MARK ☺

Statements

- ▶ Ken: "I had a terrible row with Pauline a few days ago and she has kicked me out."
- ▶ Ken told Isobel that he had had a terrible row with Pauline a few days before and she had kicked him out.

What differences can you see in these two sentences?

Statements

- ▶ We use reported speech when we are telling someone what another person said or thought, but do not use their exact words.
- ▶ When we report a statement, we use reported verbs such as **say, tell, explain, inform, state, decide** etc. often followed by **that**

Tenses

Present simple tense *into* Past simple

Present Continuous tense *into* Past continuous

Present Perfect tense *into* Past perfect

Present Perfect Continuous *into* Past perfect cont.

Past simple *into* Past Perfect

Past Continuous *into* Past Perfect Continuous

Past Perfect *into* Past Perfect

Future will *into* would

AM, IS, ARE

WAS, WERE

HAVE, HAS

HAD

WILL, SHALL

WOULD

CAN

COULD

MUST

HAD TO

WAS, WERE

HAD BEEN

HAD

HAD HAD

She said „I am in London“.

She said THAT SHE WAS IN LONDON.

He said „We will be late“.

He said THAT HE WOULD BE LATE.

They said „He has bought a car“.

They said THAT HE HAD BOUGHT A CAR.

We insisted „They must change their plans“.

We insisted THAT THEY HAD TO CHANGE THEIR PLANS.

They confessed „We were in trouble“.

They confessed THAT THEY HAD BEEN IN TROUBLE.

She admitted „I had a great time“.

She admitted THAT SHE HAD HAD A GREAT TIME.

Tense change

- ▶ Present Simple → Past Simple
- ▶ Past Simple → Past Perfect

START

STARTED

JOINS

JOINED

GOES

WENT

WENT

HAD GONE

LEFT

HAD LEFT

TRIED

HAD TRIED

COMMANDS, REQUESTS, GIVING ADVICE

Subjekat	Glagol	Objekat	Inifinitiv:
	(tell, order, ask, beg, entreat)	(Ross, Rachel, me, him, her, the girls)	TO ili NOT TO

S + TOLD + PERSON + TO ili NOT TO

Direct command: He said, "Lie down, Tom."

Indirect command: He told Tom to lie down.

Direct command: He said, "Get your coat, Tom!"

Indirect command: He told Tom to get his coat.

Commands and requests

Mike advised Ken: "Make it up with Pauline!"

Mike advised Ken to make it up with Pauline.

She told me: Buy the milk!

She told me to buy the milk.

not + infinitive

“Don’t swim too far, boys,” I said
I told the boys not to swim too far.

“Don’t open the window,” he said
He told me not to open the window.

Ken: “Don’t spread it around, Mike.”
Ken told Mike not to spread it around.

OBJECT IS MANDATORY IN THIS KIND OF SENTENCES!!!

HE TOLD TO DO IT.

WRONG

HE TOLD **JANE** TO DO IT.

RIGHT

Do not run here, he ordered.

He ordered not to run here.

WRONG

He ordered me/the boys/people not to run there.

RIGHT

IS THE FOLLOWING SENTENCE CORRECT:

*“GO HOME” SHE SAID TO ME.
SHE SAID TO ME TO GO HOME.*

**NEVER SHOULD YOU USE ~~SAID TO ME~~ IN INDIRECT
COMMANDS AND REQUESTS!**

PAY ATTENTION:

**SAY TO SOMEONE
TOLD SOMEONE**

She said “ Go home“.

She TOLD ME TO GO HOME.

She said „Don't cry for me, Argentina“

She TOLD ARGENTINA NOT TO CRY FOR HER.

They said „Call us soon“

They TOLD JOHN TO CALL THEM SOON.

She said “Don't drive fast”.

She TOLD ME NOT TO DRIVE FAST.

QUESTIONS

QUESTIONS IN ENGLISH CAN BE DIVIDED INTO 2 CATEGORIES:

- A) YES-NO QUESTIONS
- B) WH-QUESTIONS

YES-NO QUESTIONS CAN BE ANSWERED ONLY BY SAYING YES OR NO. THESE QUESTIONS START WITH AN AUXILIARY VERB – AM, IS, ARE, CAN. COULD, WILL, DID, DOES, HAVE, HAS....

Are you happy? Does she travel to work? Will you invite Leonard?

WH-QUESTIONS START WITH WH-WORDS:

WHEN, WHERE, HOW, WHY, HOW LONG, HOW OFTEN

Where is he? How long does she travel to work?

When will you invite Leonard?

WHICH OF THE FOLLOWING SENTENCES IS CORRECT?

SHE ASKED ME WHAT IS MY PHONE NUMBER.

SHE ASKED ME WHAT WAS MY PHONE NUMBER.

SHE ASKED WHERE DID SHE LIVE.

PITALA ME JE GDJE ŽIVIM?

INDIRECT QUESTIONS HAVE THE FOLLOWING PATTERN:

S + ASKED + (OBJECT) + IF/WH + SUBJECT + VERB

INDIRECT QUESTION IS NOT A QUESTION!

IT HAS AFFIRMATIVE FORM – SUBJECT + PREDICATE

FIRST WE MUST DECIDE WHETHER THE QUESTION IS YES/NO QUESTION OR WH QUESTION:

IF WE ARE DEALING WITH YES/NO QUESTION WE MUST USE CONJUNCTION IF! IF THERE IS NO WH WORD WE MUST USE IF!

IF WE ARE DEALING WITH WH QUESTION WE USE THAT WH WORD AS CONJUNCTION!

ARE YOU HAPPY?

SHE WANTS TO KNOW IF

WHERE DOES SHE LIVE?

DO YOU KNOW WHERE

SECOND STEP IS THE MOST IMPORTANT!

AFTER WE CHOOSE A PROPER CONJUNCTION WE MUST USE **SUBJECT! WE MUST USE AFFIRMATIVE SENTENCE.**

ARE YOU HAPPY?

SHE WANTS TO KNOW IF **I**

WHERE DOES SHE LIVE?

DO YOU KNOW WHERE **SHE**

HOW TO IDENTIFY THE SUBJECT?

ANSWER THE QUESTION AND YOU WILL START WITH A SUBJECT!

ARE THEY HERE?

WHERE DO WE LIVE?

**HOW TO IDENTIFY THE SUBJECT?
ANSWER THE QUESTION AND YOU WILL START WITH A
SUBJECT!**

THEY ARE...

THEY LIVE

IN MOST INDIRECT QUESTIONS WE MUST ONLY MAKE AN INVERSION – CHANGE THE PLACE OF SUBJECT AND VERB.

E.G. WHERE IS SHE?

WHO IS JOHN?

ARE THEY IN LONDON?

WHERE WAS A PARTY?

SHE IS

JOHN IS

THEY ARE

A PARTY WAS

STEP 3 – CHANGE THE TENSES!!!

ARE YOU HAPPY?

SHE ASKED IF I WAS...

WHERE DOES SHE LIVE?

SHE ASKED WHERE SHE LIVED...

To znači da će oblici glagola *go, feel, stay* ili *seek* u sljedećim pitanjima:

Does she go ...

Do you feel ...

Does he stay ...

Do they seek ...

DO OR DOES QUESTIONS – CHANGE INTO SIMPLE PAST TENSE OF THE GIVEN VERB!

DOES SHE GO – WENT

DO YOU FEEL – FELT

DOES HE STAY – STAYED

DO THEY SEEK – SOUGHT

Did she go ...

Did you feel ...

Did he stay ...

Did they seek ...

**DID QUESTIONS – CHANGE INTO PAST PERFECT TENSE
OF THE GIVEN VERB!**

DID SHE GO – HAD GONE

DID YOU FEEL – HAD FELT

DID HE STAY – HAD STAYED

DID THEY SEEK – HAD SOUGHT

DO YOU ENJOY SWIMMING?, SHE ASKED.

STEP ONE AND TWO : SHE ASKED IF

STEP THREE: SHE ASKED IF I

STEP FOUR: SHE ASKED IF I ENJOYED SWIMMING.

WHY DID SHE CALL YOU?, SHE ASKED.

STEP ONE AND TWO : SHE ASKED WHY

STEP THREE: SHE ASKED WHY SHE

**STEP FOUR: SHE ASKED WHY SHE HAD CALLED
ME. .**

DID THEY FOUND THE COMPANY?, HE ASKED.

STEP ONE AND TWO : HE ASKED IF

STEP THREE: HE ASKED IF THEY

**STEP FOUR: HE ASKED IF THEY HAD FOUNDED THE
COMPANY.**

WAS SHE HAPPY?, HE ASKED.

STEP ONE AND TWO : HE ASKED IF

STEP THREE: HE ASKED IF SHE

STEP FOUR: HE ASKED IF SHE HAD BEEN HAPPY.

here → there

now → then

today → that day

*yesterday → the day before, the
previous day*

next week → the following week

tomorrow → the next day

ago → before

**NOW LET'S TURN SOME
SENTENCES INTO INDIRECT
SPEECH!**

**SPEECH!
SENTENCES INTO INDIRECT
NOW LET'S TURN SOME**

A. Turn the following sentences into indirect speech.

1. He said: "I am watching TV".

.....

2. She said: "I read much in the evening".

.....

3. Bill said: "I shall learn French because I need it for my job."

.....

4. Mary said: "I got a letter from my mother yesterday".

.....

5. She wrote to me: I caught the last train".

.....

6. He said to Jane: "I have never been to Australia".

.....

7. She said to me: "I understand what you say."

.....

8. Mary asked Jane: "How did you get home?"

.....

9. He said: "Shall I work in the garden?"

.....

10. She wanted to know: "Where is Bill?"

.....

11. Tom asked: "Are you studying English?"

.....

12. He said to me: "Help me write an essay, please".

.....

13. He said to Mary: "Close the window."

.....

14. Tom asked me: "Do you know this man?"

.....

15. He asked: "What am I to do?"

.....

16. She said: "They are asking for you on the telephone".

.....

17 Helen said: "Come and have lunch with us tomorrow".

.....

18. Tom said: "The message arrived five minutes ago".

.....

19. Mother said: "Have you booked the rooms?"

.....

20. He said: "We had a tiring day yesterday".

.....

21. "Don't move boys," the policeman said.

.....

22. "Where do you usually spend your evenings?" she asked me.

.....

23. She wanted to know: "Did you accept the offer?"

.....

24. She said: "They flew to Oslo a week ago."

.....

25. They promised: "We'll reach there tomorrow".

.....

26. They said: "We cannot wait until you have made up your mind".

.....

27. She asked me: "What have you been doing lately?"

.....

28. He said: "Jeff, Tom speaks English fluently, I'm sure he will get the job".

.....

29. She said: "Will you come tomorrow or on Tuesday?"

.....

30. She said: "Boy, leave the child alone".

.....

31. She said: "I don't have any time to spare".

.....

**NOW LET'S TAKE A LOOK AT THE
MOCK TEST!**

MOCK TEST!
NOW LET'S TAKE A LOOK AT THE

A. Translate the following conditional sentences into English

10

1. Ako to uradiš, oni će se naljutiti.

.....

2. Da sam bio na sjednici, rekao bih mu sve što ga interesuje.

.....

3. Kad biste završili sve do sutra, predali bismo izvještaj do kraja radnog vremena.

.....

4. Da si bio prisutan, ne bi sada postavljao takva pitanja.

.....

5. Ako krenete odmah, možda ćete uhvatiti voz.

.....

B. Put the following sentences into the indirect speech:

10

1. He said: "I was at school yesterday."

.....

2. Mary asked me: "What are you doing in this room?"

.....

3. He asked: "Have you ever signed any paper for them?"

.....

4. The teacher ordered us: "Give me your notebook!"

.....

5. He asked me: "Don't smoke here, please."

.....

C. Fill in the missing forms of the given words.

5

NOUN	VERB	ADJECTIVE
manage		
		institutional
	compose	
	regulate	
		ratified

D. Put an appropriate word into the gaps below:

7.5

Most of the responsibilities of the Council of the European Union relate to the "Community" domain - i.e. areas of action where states have decided to pool their sovereignty and decision-making powers to the EU institutions.

Much EU legislation is adopted by the Council and Parliament. As a rule the Council only acts on a from the Commission and the Commission normally has for ensuring that EU legislation is correctly applied.

E. Make sentences using the following expressions:

7.5

1. driving force

.....
.....
.....

2. unconditional support

.....
.....
.....

3. election defeat

.....
.....
.....

G. Translate the following phrases:

5

- a) *Evropski finansijski sud*
- b) *prenijeti odgovornosti*
- c) *zahjevati ostavku*
- d) *answerable to the Parliament*
- e) *Economic and Financial Affairs*

POINT DISTRIBUTION:

MIDTERM TEST – 35 POINTS

PRESENTATION – UP TO 15 POINTS

GLOSSARY – 5 POINTS

FINAL EXAM – 45 POINTS



That's all Folks!

**THAT'S ALL FOLKS.
THANK YOU FOR COMING!
SEE YOU NEXT WEEK.**

SEE YOU NEXT WEEK
THANK YOU FOR COMING!
THAT'S ALL FOLKS.