

IS IT FAIR?



الأستاذ عمر ملكاوي

اللغة الإنجليزية

ملخص
القواعد

الوحدة
السابعة

الفصل
الثاني



0796 714 010

الكلام المنقول - Reported speech

Reported speech (also known as indirect speech) is used to convey what someone else has said without quoting them directly. Instead of using quotation marks, we typically change the verb tense, pronouns and time/place adverbs to fit the new sentence.

Changes in Reported Speech

1. Tense Changes: When reporting speech, the verb tense usually shifts back one step into the past.

Present → past → past perfect

Direct Speech	Reported Speech
"I am happy."	She said she was happy.
"I will go to the market."	He said he would go to the market.
"I have finished my work."	She said she had finished her work.
I play football with my friends	He said he played football with his friends

2. Pronoun Changes: Pronouns often change to reflect the new context.

Direct speech	Reported speech
I	He – she
me	Him – her
my	His – her
you (subject)	I – he – she – we – they
you (object)	Me – him – her – us – them
your	My – his – her – our – their
we	They
Us	Them
our	Their



Direct Speech	Reported Speech
"I like this book."	She said she liked that book.
"We are going there tomorrow."	They said they were going there the following day.

3. Time/Place Changes: Time/place references often change to reflect the new context.

Direct speech	Reported speech
This + verb / time	that
these	those
here	there
today	That day
tonight	That night
yesterday	The day before
tomorrow	The following/next day
last (month)	The (month) before
next (month)	The next (month)
now	Then
ago	Before

Direct Speech	Reported Speech
"I like this book."	She said she liked that book.
"We are going there tomorrow ."	They said they were going there the following day .

4. Reporting Questions: When reporting questions, we use 'asked' or 'wanted to know' and change the question into a statement structure.

Direct Speech	Reported Speech
WH + H.V + Sub + verb....? "Where does she go ?"	WH + Sub + verb... He asked where she went .
H.V + Sub + verb...? " Did you complete the task?"	If/whether + Sub + verb ... She asked if I had completed the task.



5. Reporting Commands and Requests

To report commands or requests, we use verbs like 'told' or 'asked' followed by the infinitive ((not) to + verb).

Direct Speech	Reported Speech
"Close the door."	He told me to close the door.
"Please help me."	She asked me to help her.

Exceptions: It is not necessary to change verbs when:

• We use a Present Simple/Present Perfect reporting verb:	He says/has said he'll be back next week.
• The statement is reported soon after it was said so the situation is still relevant:	He said he'll be back next week. (It's the same week.)
• The reporter believes that the fact/opinion is still true:	Dad said he is very happy.

أسئلة مقترحة – Suggested questions

Convert the following sentences into reported speech:

- "I am reading a book,"
She said.....
- "We will visit our grandmother next week,"
They said.....
- "Can you help me with my homework?"
He asked.....
- "Don't touch the hot pan!"
My mother warned me
- "How long did you stay at the restaurant with your friends?"
He asked me



Reporting verbs

1. Verb + (that): These verbs are followed by a clause with or without (that)

Example Sentence	Common Verbs	Arabic Meaning
He explained (that) tickets were expensive.	Agree	يوافق
She admitted (that) she was wrong.	Complain	يشكو
	Deny	ينكر
	Insist	يصر
	Promise	يوعد
	Recommend	يوصي
	Regret	يندم
	Explain	يشرح
	Admit	يعترف

2. Verb + Object + (that): These verbs require an object before the clause.

Example Sentence	Common Verbs	Arabic Meaning
He warned him (that) he was in danger.	Advise	ينصح
	Persuade	يقنع
	Promise	يوعد
	Remind	يذكر
	warn	يحذر

3. Verb + (not) Infinitive: These verbs are followed by the infinitive with "to" or its negative form.

Example Sentence	Common Verbs	Arabic Meaning
He offered to pay them \$10 an hour.	Agree	يوافق
They promised to look at her book.	Decide	يقرر
	Refuse	يرفض
	Threaten	يهدد
	offer	يعرض
	promise	يوعد
	regret	يندم



4. Verb + Object + (not) Infinitive: These verbs require an object followed by an infinitive with "to" or its negative form.

Example Sentence	Common Verbs	Arabic Meaning
They encouraged him to try again.	Ask	يطلب
	Invite	يدعو
	Order	يأمر
	Persuade	يقنع
	Remind	يذكر
	Tell	يخبر
	Warn	يحذر
	encourage	يشجع

5. Verb + (not) Gerund: These verbs are followed by a gerund (- ing) or its negative form.

Example Sentence	Common Verbs	Arabic Meaning
She suggested getting a job as a secretary.	Admit	يعترف
	Advise	ينصح
	Deny	ينكر
	Recommend	يوصي
	Suggest	يقترح
	Regret	يندم

6. Verb + Preposition + (not) Gerund: These verbs are followed by a preposition and a gerund.

Example Sentence	Common Verbs	Arabic Meaning
They apologised for not listening to her.	Insist on	يصر على
	Object to	يعترض على
	Apologise for	يعتذر على



7. Verb + Object + Preposition + (not) Gerund: These verbs require an object, a preposition, and a gerund.

Example Sentence	Common Verbs	Arabic Meaning
He criticised her answer for being too short.	Accuse somebody of	يتهم شخصاً بـ
	Blame somebody/something for	يلوم شخصاً/شيئاً على
	Congratulate somebody on	يهنئ شخصاً على
	Praise somebody for	يشيد بشخص بسبب
	Criticize somebody for	ينتقد شخصاً على
	warn somebody against/about	يحذر شخصاً ضد/عن

8. That + Should: These verbs are followed by "that + should" to indicate necessity, recommendation, or expectation.

Example Sentence	Common Verbs	Arabic Meaning
His boss suggested that he should take a holiday.	Demand	يطالب
They recommended that she should drive.	Recommend	يوصي
	Suggest	يقترح
	Insist	يصر
	Propose	يقترح

Note: Instead of "that + should," we can use "**that + present simple**" or "**that + past simple**" without significant change in meaning.

Example:

- He insisted that **they take/took** the money.
- She proposed that **he takes/took** a computer.



أسئلة مقترحة – Suggested questions

1. "You have stolen my money,"
He accused him of -----
2. "I'm sorry I've hurt your feelings,"
He apologised for -----
3. "Tidy it up and go to sleep,"
Dad ordered us -----
4. "I let you down,"
Samer admitted -----
5. "You should watch this musical,"
They recommended me -----
6. "I won't talk to her,"
Edward ----- to talk to her.
a) refused b) suggested c) encourage d) regret
7. "Don't leave your suitcase unattended,"
She ----- us not to leave our suitcase unattended.
a) insisted on b) warned c) recommended d) denied



IS IT FAIR?

اللغة الإنجليزية



بتقدر تابعنا على جميع مواقع التواصل الإجتماعي



أ. عمر ملاكوي