

How to use this worksheet. Thirty questions, about 25 minutes, with the answer key at the end. Three changes happen **together** — tense, pronoun and time word. A **universal truth** never backshifts.

Formula sheet

Three things change together: the tense backshifts, the pronouns shift, and the time and place words move away

Present → past | past → past perfect | will/shall → would | can → could

now → then | today → that day | tomorrow → the next day | yesterday → the previous day | here → there

Statement takes that | yes-or-no question takes if | command takes the to infinitive

Section A · Level 1 — Backshift, pronouns and time words

Ten questions. Learn the three changes that happen together.

1. In indirect speech, the inverted commas are:

(1) Kept as they are (2) Removed (3) Replaced by brackets (4) Replaced by a dash

2. When the reporting verb is in the past tense, the reported verb generally:

(1) Stays the same (2) Moves one tense back (3) Moves one tense forward (4) Is deleted

3. In indirect speech, *said to* is usually changed to:

(1) told (2) asked (3) spoke (4) replied

4. In reported speech, *now* becomes:

(1) then (2) today (3) tomorrow (4) here

5. In reported speech, *tomorrow* becomes:

(1) yesterday (2) the previous day (3) the next day (4) that day

6. In reported speech, *yesterday* becomes:

(1) the next day (2) the previous day (3) that day (4) today

7. Which conjunction introduces a reported statement?

(1) if (2) that (3) whether (4) to

8. A reported yes-or-no question is introduced by:

(1) that (2) if or whether (3) to (4) for

9. A reported command uses:

(1) that + clause (2) if + clause (3) the infinitive with to (4) the -ing form

10. Which reporting verb best suits a command?

(1) said (2) asked (3) ordered (4) thought

Working space — Questions 1 to 10

Write the formula before you substitute.

Section B · Level 2 — Statements, questions, commands and exclamations

Ten questions. The sentence type decides the reporting verb.

11. Change to indirect speech.

He said, "I am busy."

(1) He said that he is busy. (2) He said that he was busy. (3) He says that he was busy. (4) He said that I was busy.

12. Change to indirect speech.

She said, "I have finished my work."

(1) She said that she has finished her work. (2) She said that she had finished her work. (3) She said that she finished her work. (4) She says she had finished her work.

13. Change to indirect speech.

He said, "I went to Delhi."

(1) He said that he goes to Delhi. (2) He said that he has gone to Delhi. (3) He said that he had gone to Delhi. (4) He said that he went to Delhi.

14. Change to indirect speech.

He said, "The sun rises in the east."

(1) He said that the sun rose in the east. (2) He said that the sun rises in the east. (3) He said that the sun had risen in the east. (4) He said that the sun was rising in the east.

15. Change to indirect speech.

She said to me, "Are you coming?"

(1) She told me that I was coming. (2) She asked me if I was coming. (3) She asked me that I was coming. (4) She said me whether I am coming.

16. Change to indirect speech.

He said to her, "Where do you live?"

(1) He asked her where she lived. (2) He asked her where did she live. (3) He told her where she lived. (4) He asked her that where she lived.

17. Change to indirect speech.

The teacher said to the boys, "Stand up."

(1) The teacher said the boys to stand up. (2) The teacher told the boys to stand up. (3) The teacher told the boys that stand up. (4) The teacher asked the boys stand up.

18. Change to indirect speech.

He said, "Please help me."

(1) He said to help him. (2) He requested me to help him. (3) He told that help him. (4) He asked that I help him.

19. Change to indirect speech.

She said, "What a beautiful garden!"

(1) She said that what a beautiful garden. (2) She exclaimed that the garden was very beautiful. (3) She asked if the garden was beautiful. (4) She told that the garden is beautiful.

20. Change to direct speech.

He said that he was ill.

(1) He said, "I am ill." (2) He said, "He is ill." (3) He said, "I was ill." (4) He says, "I am ill."

Working space — Questions 11 to 20

Write the formula before you substitute.

Section C · Previous year questions and error correction — Straight from the AAI ATC papers

Ten questions. Four are real previous year questions.

21. Select the option that expresses the given sentence in direct speech.

He told me that he had a tough time locating my house. **[PYQ 2021 · Shift 3]**

(1) He said to me, "I will have a tough time locating your house." (2) He tells me, "I had a tough time locating your house." (3) He said, "I had a tough time locating your house." (4) He said to me, "I had a tough time

locating your house.”

22. Select the option that expresses the given sentence in indirect speech.

The newly elected Chief Minister said, “I plan to create more jobs for the youth of my state.” **[PYQ 2023 · Evening]**

(1) The newly elected Chief Minister said that he planned to create more jobs for the youth of his state. (2) The newly elected Chief Minister announced that I plan to create more jobs. (3) The newly elected Chief Minister said that he plans to create more jobs for the youth of my state. (4) The newly elected Chief Minister said, that he planned to create more jobs.

23. Identify the most appropriate transformation of the following sentence into direct speech.

The doctor advised his patient to take complete bed rest for a week. **[PYQ 2023 · Evening]**

(1) The doctor advised his patient, “You had to take complete bed rest for a week.” (2) The doctor told to his patient, “Don't rest for a week.” (3) The doctor said to his patient, “Take complete bed rest for a week.” (4) The doctor asked his patient, “Did you take complete bed rest?”

24. Select the most appropriate option expressed in indirect speech. **[PYQ 2021 · Shift 3]**

(1) He wanted to know what I wanted to do when I grew up. (2) Dad has planned to take us all to Europe this summer vacation. (3) It's raining hard. I don't think we can go out today. (4) You made this cake, didn't you?

25. Change to indirect speech.

He said, “I shall go tomorrow.”

(1) He said that he shall go tomorrow. (2) He said that he would go the next day. (3) He said that he will go the next day. (4) He said that he went tomorrow.

26. Change to indirect speech.

She said, “I am going now.”

(1) She said that she is going now. (2) She said that she was going then. (3) She said that she went then. (4) She said that she was going now.

27. Spot the error.

He asked me that I was ready.

(1) He asked me (2) that (3) I was (4) ready

28. Spot the error.

She told to me that she was tired.

(1) She told (2) to (3) me (4) that she was tired

29. Change to indirect speech.

He said, “Let us go for a walk.”

(1) He said that let us go for a walk. (2) He suggested that we should go for a walk. (3) He told us to go for a walk. (4) He asked us if we go for a walk.

30. Change to indirect speech.

The teacher said, “Water boils at 100 degrees Celsius.”

(1) The teacher said that water boiled at 100 degrees Celsius. (2) The teacher said that water boils at 100 degrees Celsius. (3) The teacher said that water had boiled at 100 degrees Celsius. (4) The teacher said that water was boiling at 100 degrees Celsius.

Working space — Questions 21 to 30

Write the formula before you substitute.

Answer key

Check only after you have attempted every question. Full worked solutions for each one are on the worksheet page at aviatelearnings.com.

1. (2)	7. (2)	13. (3)	19. (2)	25. (2)
2. (2)	8. (2)	14. (2)	20. (1)	26. (2)
3. (1)	9. (3)	15. (2)	21. (4)	27. (2)
4. (1)	10. (3)	16. (1)	22. (1)	28. (2)
5. (3)	11. (2)	17. (2)	23. (3)	29. (2)
6. (2)	12. (2)	18. (2)	24. (1)	30. (2)

Stuck on any of these? Bring them to a live class.

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