# Grammar

Reported speech is the language we use when we are describing what someone said. We can report somebody's speech in several ways.

## Use of reporting statements and questions

The most common verbs that introduce a reported statement are *tell* or *say.* A reported question is introduced with the word *ask.* When we report statements and questions, we may need to make changes in the verb tense, pronoun, and time **phrases.**

***We told** the loan officer that **we wanted** to invest in a franchise.*

*He **asked** if **we had** any experience in the business we were looking into.*

**Statements**
Yesterday, the manager's exact words to her personal assistant were, *"I want you to type annual report by tomorrow"*
Today, the personal assistant reports the manager's statement as
*My manager said (that) she wanted me to type that annual report by today.*
*My manager told me (that) she wanted me to type that annual report by today.*

**Questions**
Yesterday, the manager's exact words to her personal assistant were,'.
*"Can you type this annual report by tomorrow?"*
*"When can you type the annual report?"*

You can see the whole lesson from your teacher,please ask them to send it to you before the class.

テキスト全文はレッスン受講時に担当講師よりお受け取りください。

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