



Unit 2 Lesson 4 – Your secretary told me that you liked the brewed coffee.

 Quote lines you remember from these people.**What did they say?****Mom***She said, “_____.”***Dad***He said, “_____.”***Close Friend***“_____,” my close friend said.***Favorite Artist***“_____,” my favorite artist said.*

Introduce today's sentences.

Grammar Focus

- Indirect Speech in Present & Past Tenses



Key Expressions

- Your secretary told me that you liked the brewed coffee in this café.
- My manager said that this transaction had been pending for quite a while.

Listen to the teacher and repeat.



brew



amend



distributor



transaction



Listen to the audio and repeat.

Bo is discussing the terms of the contract with Mr. Endo.

Bo: Good morning, Mr. Endo. **Your secretary told me that you liked the brewed coffee in this café,** so I've already ordered one.

Mr. Endo: That's so thoughtful of you. Anyway, let's now discuss the details of the contract.

Bo: Certainly! We have already amended the contract and your company has agreed to become the exclusive distributor of our products here in Osaka. **My manager said that this transaction had been pending for quite a while.** It's due time to finalize it.

Mr. Endo: That's right. Was my request for assistance in promotions granted?

Bo: Yes. The contract stated that our company should provide the distributor with marketing and technical information concerning the products. **Our CEO also said that we would provide you with brochures and some product data then.**

Learn the grammar structure.

Backshift

In **indirect speech**, we often use a tense which is **further back** in the past than the tense originally used by the speaker.

Examples:

Present Simple → Past Simple

He said, "I **live** in the city center." (direct)

He said he **lived** in the city center. (indirect)

Past Simple → Past Perfect Simple

He said, "I **arrived** before you." (direct)

He said he **had arrived** before you. (indirect)

• Backshift Table

Change direct speech into **indirect speech** using the backshift table.

Direct Speech	Indirect Speech
Present Simple	Past Simple
Present Continuous	Past Continuous
Present Perfect	Past Perfect
Past Simple	Past Perfect Simple
Past Continuous	Past Perfect Continuous

Learn the grammar structure.

The Past Perfect DOESN'T change.

He said, "I **had** already **left**."

He said that he **had** already **left**.

Note:

- Pronouns change in indirect speech however, it doesn't change if "I" is the person who spoke.
- Change demonstratives and adverbs of time and place if they are no longer accurate.

Tina said to her friend, "I am leaving for Tokyo **tomorrow**."



Tina told her friend that she was leaving for Tokyo the **next day**.



No Backshift:

If the speaker has said is still **true** or **relevant**, it is not necessary to do a backshift. This happens when the speaker uses the **present tense**.

"I **eat** chocolate when I'm stressed," Sara said.

I think Sara is stressed because she said that **she eats** chocolate when she's stressed.

He said, "**I'm working** in Italy for a year."

Daniel said that he **is working** in Italy for a year. I'm planning to visit him there.



Identify the tense if it was written in direct speech.



1 My mom told me we'd lived in China for 3 years.

2 May said that she went to the park to pick some flowers.

3 He said he'd tried everything, but the PC won't turn on.

4 He told me that the children were doing their homework.

5 She said she'd hurt her leg when she fell off the bike.

6 He told me it had been raining all day yesterday.





Change these statements into indirect speech.

1 James said to his mother, "I am leaving for New York tomorrow."

2 My boss asked me, "Did you finish the business presentation?"

3 He said to her, "What a hot day!"

4 "We had visited 6 countries as a family," mom said.

5 The bride said, "I was hoping to have my wedding at the end of June."

6 "I have seen a lot of animals in the zoo," my brother happily said.



Situation: You met with a client yesterday to discuss about distributing your products.

Use the indirect speech to report the result of the meeting.

Read what we learned today.



- **Word Focus**

- brew amend
- transaction distributor

- **Grammar Focus**

- - Indirect Speech in Present & Past Tenses