



Answers

1. b) not to run
2. a) not to be
3. c) not to touch
4. d) not to open
5. a) not to make
6. b) not to forget
7. c) not to eat
8. d) not to worry
9. a) her
10. b) that
11. c) there
12. d) their
13. a) him
14. b) her
15. c) her
16. d) that
17. a) him
18. b) his
19. c) his
20. d) that



Explanations

1. “not to run” (b)

In reported negative commands, 'not' comes before 'to': 'not to run'. The order 'to not run' (split infinitive) is grammatically incorrect in standard English for reported speech.

2. “not to be” (a)

The negative command 'Don't be late' is reported as 'not to be late'. Remember: 'not' always comes before 'to' in reported commands.

3. “not to touch” (c)

'Don't touch' becomes 'not to touch' in reported speech. The direct speech auxiliary 'don't' is replaced by 'not to + infinitive'.

4. “not to open” (d)

The negative command 'Don't open' is reported as 'not to open'. The pattern is: tell + object + not to + infinitive.

5. “not to make” (a)

'Don't make' becomes 'not to make' in reported speech. The word order is always 'not to + infinitive', never 'to not + infinitive'.

6. “not to forget” (b)

'Don't forget' becomes 'not to forget'. Also note: 'your' changes to 'my' because the reporter is the person who was told.

7. “not to eat” (c)

The negative command 'Don't eat' is reported as 'not to eat'. The pattern is consistent: not + to + infinitive.

8. “not to worry” (d)

'Don't worry' becomes 'not to worry' in reported speech. Even though 'Don't worry' is often meant as reassurance rather than a strict command, we still report it using the same pattern.

9. “her” (a)

The teacher said 'Bring me your homework.' When we report this, 'me' (the teacher) changes to 'her' because the teacher is female and we are reporting from outside the conversation.

10. “that” (b)

In reported speech, 'this' changes to 'that' because we are no longer in the same time and place as the original speaker. The demonstrative shifts to reflect the reporter's distance.

11. “there” (c)

In reported speech, 'here' changes to 'there' because the reporter is not at the same location as the original speaker. Also, 'come' often changes to 'go' when reporting from a different place.

12. “their” (d)

'Your' (referring to them) changes to 'their' in reported speech. The pronoun shift reflects the change from directly addressing people to reporting about them.

13. “him” (a)

The manager said 'Give me...' When reporting, 'me' (the manager) changes to 'him' because the manager is male. 'These' also changes to 'those' in reported speech.

14. “her” (b)

She said 'my books', so in reported speech 'my' changes to 'her' because we are reporting the words of a female speaker. 'Here' also changes to 'there'.

15. “her” (c)

He said 'your sister' to the girl. When we report this, 'your' (the girl's) changes to 'her' because we are now talking about the girl in the third person.

16. “that” (d)

In reported speech, the demonstrative 'this' changes to 'that' because the reporter is removed from the original time and place of the conversation.

17. “him” (a)

He said 'Meet me at my office'. In reported speech, 'me' changes to 'him' and 'my' changes to 'his'. 'Tomorrow' also shifts to 'the next day'.

18. “his” (b)

He said 'my parents'. When reporting his words, 'my' changes to 'his' because we are talking about the male speaker's parents.

19. “his” (c)

The guard said 'your car' to a man. When reporting, 'your' changes to 'his' because we are now talking about the man in the third person. 'Here' also changes to 'there'.

20. “that” (d)

In reported speech, 'this' changes to 'that'. The demonstrative shifts because the reporter is at a different time or place from the original conversation.