VERB TENSE SHIFTS

This is a typical English language feature. It is important to keep to the correct time frame, especially in a narrative essay telling a story in the past. A helpful hint here would be the logical distinction between "now" and "then". Some typical examples can be given with verbs of cognition and senses (*think, know understand, feel, realize*) used as main verbs in an independent clause; then the verbs in the relative clause should be related to *what I think/feel now* and *what I thought/felt then*. In addition, there are changes in time references, pronouns, and word order with reported questions.

Then	Now
The main verb in the independent clause	The main verb in the independent clause is
is in present tense, the other verb is in:	in past tense, the other verb is in:
Future in the past	Future simple
I thought she would write a report the following week.	I think she will write a report next week.
Past form of "To BE"	Present form of "To BE"
I thought she was going to write a report the following week.	I think she is going to write a report next week.
Past Simple	Present Simple
I thought she worked for Coca Cola.	I think she works for Coca Cola.
Past Progressive	Present Progressive
I thought she was writing a report then.	I think she is writing a report now.
Past Perfect	Present Perfect
I thought she had written a report.	I think she has written a report.
Past Perfect	Past Simple
I thought she had written a report the week before.	I think she wrote a report last week.
Modal verbs with past-tense forms:	
I thought she could do it.	I think she can do it.
I thought she might come.	I think she may come.
Examples with reported speech, following the above rules:	
My friend boasted that his car was faster than mine.	"My car is faster than yours," my friend boasted.
Smiling, she said that she had been at their wedding the week before.	She smiled and said, "Yes, I was at their wedding last month."
The supervisor said that was going to be the last time he was explaining the procedure.	"This is going to be the last time I am explaining the procedure," the supervisor said.
No interrogative structure in reported questions	
if/whether used for reporting general questions:	
She asked if I was going with them.	She asked, "Are you coming with us?"
She asked whether I knew John's phone	"Do you know John's phone number?" she
number.	asked.
The teacher asked me where my schoolbag	"Where is your schoolbag?" the teacher asked
was.	me.
My sister asked what I had done with her new car.	"What have you done with my new car?" my sister asked.

Change of time reference with reported speech	
that moment/week/month/year	this moment/week/month/year
that day	today
the day before / the previous day	yesterday
the day after / the following day	tomorrow
after three days	in three days
Changes in pronoun usage with reported speech	
(use the logical pronoun for the particular situation):	
Jane and Christian told me they wanted to	"We want to invite you to our wedding
invite me to their wedding party.	party," Jane and Christian told me.