Indirect / reported speech:

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"I am leaving."
                                      Jane said she was leaving.
"No, I hadn't forgotten."
                                      Tom said he hadn't forgotten.
pr. s. \rightarrow past s.
pr. cont. \rightarrow past cont.
present perf. s.\
                             \rightarrow past perf. s.
past s.
pr. perfect cont.
                             \rightarrow past perf. cont.
past cont.
am going to \rightarrow was going to
will \rightarrow would
would \rightarrow would
may \rightarrow might
might \rightarrow might
can \to could
could \rightarrow could
shall \rightarrow should
must \rightarrow had to, must
here \rightarrow there
yesterday \rightarrow the day before
this \rightarrow that
this evening \rightarrow that evening
two days ago → two days before / earlier
tonight → that night
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