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One-step back:

present continuous => past continuous

present simple => past simple

present perfect => past perfect

past simple => past perfect simple

will => would

can => could

if / whether => YES / NO questions

My name is Sandro.

He told me his name was Sandro.

He told me his name is Sandro

He said his name's Sandro

~~to~~ BE

~~to~~ GO

~~to~~ TRAVEL

ROOT FORM
BASE FORM

INFINITIVE

They said he was very sorry.

He said to me he was very sorry.

He told me he was very sorry.

I heard him he was very sorry.

He I'm said he was very sorry.

He said (that) he was very sorry.

He told me (that) he was very sorry

to SAY something

to TELL someone something

t

"How did it happen?"