1 'Make an effort to finish the report tomorrow,' he said.

He told us _____ .

2 'Don't forget to place an advert for the job vacancy,' she said.

She told me _____ .

3 'Please be on time for our meeting this afternoon,' he said.

He asked me _____ .

4 'Don't waste time surfing the Net during work hours,' the manager said.

The manager told us _____ .

5 'Get in touch with the sales department for information,' the shop assistant said.

The shop assistant told me _____ .

6 'Please make an appointment with the manager if you want to see him,' she told me.

She asked me _____

LIVEWORKSHEETS