Tell and Say

tell + somebody (+something)	say + something (+to somebody)
Ex: I told you it was time to go. Did you tell him? She told me that the meeting was canceled.	Ex: I said it was time to go. What did you say? She said that the meeting was canceled.
tell + pronoun + clause	**say** + clause
Ex: She told me (that) she would be late. They told us about the new movie.	Ex: She said she would be late. They said the new movie was great!
tell the truth	

Speak and Talk

Speak and talk have similar meanings. They suggest that a person is using his or her voice, or that two or more people are having a discussion. Speak is slightly more formal.

speak to somebody (about something)	talk to somebody (about something)
Ex: I spoke to my boss yesterday.	Ex: I talked to my mom yesterday.
speak a language	**talk** nonsense
Ex: How many languages do you speak?	Ex: Ignore him. He's talking nonsense.

Choose the best word to complete each sentence.

1) Please _____ me when you're ready to go, and I'll call you a taxi.

2) How do you _____ "hello" in Spanish?

3) I asked my boss for some time off, but she _____ no.

4) I have scheduled a meeting to _____ to my boss about my salary.

5) They wrote to _____ us they were moving offices, so we should use their new address.

6) If you have a problem, don't worry. Just come to me and we can _____ about it.

7) The instruction manual _____ you how to use the printer properly.

8) John needs to _____ to his boss about the delay with the project.

9) Can you _____ up a little please? I can't hear you very well.

10) How was your job interview? Sit down and _____ me all about it!