

Day 70. Review reported speech

Read the text and think of the word which best fits each space. Use only one word in each space.

Acing an interview

Whilst talking to a new acquaintance recently, Damian Wright, I mentioned that I had an interview the (1) _____ day. To my surprise, he told me that he advises people on how to get through the interview process.

Damian promised that he (2) _____ help me in any way he could. First of all, he recommended that I (3) _____ extremely well-prepared. I should find out as much information about the company as I could before the big day. If (4) _____ be, I should be able to provide the interviewer with a brief history of the firm. Although I'm not very good at selling myself, Damian (5) _____ on my making a list of my strengths, which I duly did. He added that an interviewer might well ask about my weaknesses, too, and he said that although it was important to mention one, he (6) _____ me against going into too much detail about this.

He also said it was important that a candidate (7) _____ an idea of the salary he or she would expect, so I was urged to take this into consideration.

Suffice it to say that I took Damian's advice and ... guess what? I've just had a call from the head of the personnel department, who cordially (8) _____ me on my new appointment. Thanks, Damian!

Michigan in Action

Choose the word or phrase that best completes the conversation or sentence.

- 1 'Was that Susan? What did she say?'
'She says she ___ her notice in!'
a was handing in
b is handing in
c had been handing in
d hand in
- 2 I advised that ___ as soon as possible.
a an announcement be made
b an announcement made
c of making an announcement
d to make the announcement
- 3 Ruth said she wouldn't have missed yesterday's party if she ___ so late.
a wasn't working
b didn't work
c wouldn't be working
d hadn't been working
- 4 Katya ___ more information about the exchange programme when we meet next week.
a promised giving
b promised that she give me
c promised me to give
d promised that she would give me
- 5 'I was late because I got caught in traffic.'
'___, lateness will not be tolerated in this office.'
a Be that as it may
b If need be
c Then so be it
d Whatever it may be
- 6 It is imperative that the salaries ___ on time this month.
a to be paid
b are being paid
c be paid
d will be paid
- 7 'Why didn't you turn up last night?'
'My sister Amy refused ___ her car, so I had no way of getting there.'
a that she lent me
b to lend me
c lending me
d me to lend
- 8 It's time we ___ that old couch.
a threw out
b had thrown out
c throw out
d we would throw out
- 9 Greta said she had first met Sally two years ____.
a previous
b since
c gone
d before
- 10 The chemist recommended ___ these pills three times a day.
a me to take
b for taking
c that I take
d to take
- 11 I'm so exhausted! Even my boss told me ___ some time off!
a that I take
b to me taking
c to be taken
d to take
- 12 The driver was anxious ___ as there was a bomb threat.
a that the train evacuate
b evacuating the train
c that the train be evacuated
d to be evacuated the train
- 13 The head teacher insisted ___ present at the memorial service.
a all students being
b that all students be
c on all students to be
d that the students they be
- 14 Katherine asked how long ___ to wait before the doctor could see her.
a does she have
b she would have
c will she have
d would she have
- 15 The police officer assured ___ as soon as she had news about my stolen phone.
a to me that she would call
b me that she would call
c to call
d that she was calling
- 16 My colleague asked ___ finished the project.
a had I
b whether I had
c have I
d what I had
- 17 'Why was Daniel so upset last night?'
'Because his sister threatened ___ their mother about his bad grades.'
a telling
b that she told
c to tell
d be told
- 18 ___ unfair dismissal was rejected by the judge.
a He was claimed
b His claim that
c He claimed
d His claim for
- 19 Gary says that he ___ back home with us.
a didn't come
b doesn't come
c wasn't coming
d isn't coming
- 20 It was my mother who urged ___ my studies again.
a me to take up
b to take up
c on taking up
d me taking up