Vocabulary
Making decisions

1 Complete the expressions about making decisions.

1 change my **m***ind*
2 **g**_____ back on a decision
3 go for the easiest **o**_____
4 let my heart **r**_____ my head
5 **m**_____ up my mind
6 no easy **m**_____
7 **r**_____ into a decision
8 **s**_____ on the fence
9 take everything into **c**_____
10 **w**_____ up the pros and the cons

2 Decide which answer (A, B, C or D) best fits each gap.

1 I wish you'd make up your _____ about where you want to go on holiday.
A mind **B** opinion **C** head **D** decision

2 Faye will always _____ for the easiest option if she has to decide something.
A choose **B** make **C** direct **D** go

3 We need to _____ the age of the car into consideration before we agree to buy it.
A take **B** put **C** make **D** get

4 I've _____ my mind. I'd rather go to see a show if that's OK with you.
A made **B** changed **C** taken **D** decided

5 We'll have to take _____ soon if we want to influence the school's decision.
A events **B** force **C** action **D** activity

6 Weighing _____ the pros and the cons, I think it's more cost effective to buy that laptop.
A off **B** up **C** on **D** against

Language focus
Reported speech

1 Read the email exchange between two friends. Complete the direct statements and the reported statements.

1 Have you been to the United States?
She asked *if I had been to the United States*.

2 _____.
He said he had been several times and that he hoped to go again soon.

3 I'm going to Boston next month for my birthday. It'll be my first time.
She said _____.

4 _____.
He said I had to remember to get my visa before I travelled.

5 I applied for it yesterday!
She said _____.

6 _____?
He asked if she would be having a birthday party here first.

7 I'll have a party the night before I leave for the airport.
She said _____.

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Reported questions

2 Read the direct questions asked to a librarian by a college newspaper reporter. Complete the gaps with reported questions.

1 How do you feel about the college's proposal?
She asked *how he felt about the college's proposal* .

2 Do you think it is a good idea to close the library on a Sunday?
She asked _____ .

3 What was your first thought when you heard about the proposed closure?
She asked _____ .

4 How long have you been working in education?
She asked _____ .

5 Why did you apply for the post at this college?
She asked _____ .

6 Does the library agree with the college's proposal?
She asked _____ .

7 Can you attend the meeting with the committee next week?
She asked _____ .

8 Are you going to represent the library and voice your disapproval?
She asked _____ .

9 What are you going to say to the committee?
She asked _____ .

Reported verbs

3 Match each statement to a reporting verb from the box.

begging	encouraging	~~explaining~~
offering	refusing	warning

1 It is a very difficult decision and I'm afraid I still haven't made up my mind.
explaining

2 Well, I can help you with cooking dinner. That will make things easier for you!
_____

3 Don't catch the 12.20pm train – you won't get to the party on time and Andrew will be upset.
_____

4 Oh please come shopping with us! It'll be fun! There are lots of sales. Go on!
_____

5 I know the exam is scary, but you've made amazing progress! I think you're going to do well.
_____

6 I'm not going to take part in the protest, I don't care what you say; it's not something I agree with.
_____

Transformations

4 For questions 1–4, complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given.

1 'Where have you hidden the presents, Niall?' asked Robby.
HE
Robby asked _____ the presents.

2 'Mark, don't touch the electricity switch with wet hands!' said Dan.
WARNED
Dan _____ the electricity switch with wet hands.

3 'I contacted Helen last week,' said Frank.
HAD
Frank said he _____ previous week.

4 'I won't be at school tomorrow,' said Caroline.
SHE
Caroline _____ be at school the next day.

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