

REPORTING VERBS – PATTERNS			
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+ TO + INFINITIVE	+ PERSON + TO + INFINITIVE	+ (PREPOSITION) + -ING	+ THAT + CLAUSE
*AGREE *CLAIM OFFER *PROMISE REFUSE SWEAR THREATEN	ADVISE ASK BEG CONVINCE ENCOURAGE FORBID INVITE ORDER PERSUADE *RECOMMEND REMIND TELL WARN	ACCUSE SOMEBODY OF *ADMIT APOLOGISE (TO SB) FOR BLAME (SB) FOR *COMPLAIN ABOUT *CONFESS TO *DENY *INSIST ON *RECOMMEND *REGRET *SUGGEST	*ADMIT *AGREE ANSWER *CLAIM *COMPLAIN *CONFESS *DENY EXPLAIN *INSIST *PROMISE *REGRET SAY *SUGGEST
EXAMPLES She claims to be innocent. She claims that she is innocent. He promised to call every day. He promised that he would call every day. He admitted stealing the money. He admitted that he had stolen the money. She insisted on seeing her lawyer. She insisted that she needed her lawyer.			
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Task 1. Choose the correct option, A, B or C to complete the sentences.

1. He decided he ____ for that job.

A will apply

B would apply

C to apply

2. They asked her ____ about that company.

A if she had heard

B if she has heard

C that she heard

3. She told me ____ be late.

A I mustn't

B if I must

C whether I mustn't

4. The teacher asked me ____ the essay myself.

A if I wrote

B if I have written

C if I had written

5. My brother tells me he ____ at job ads every day so maybe he'll find something.

A looked

B looks

C had looked

6. He said ____ a new job the previous day.

A he started

B he would start

C that he had started

Task 2. Rewrite the following sentences into reported speech

1. "I didn't lose it". He _____

2. "I won't do it," he _____

3. "I promise I'll take you to school,". My sister _____

4. "Don't forget to phone when you arrive," Mum _____

5. "We really must go with you,". Bob _____

6. "Beth, have dinner with me," Tom _____

7. "OK. I'll lend you my car". My brother _____

8. "Why don't we go to the cinema?" Jim _____

9. "Congratulations. You 've passed the test" My teacher _____

10. "If you take my iPod again, I'll pinch you very hard". My sister _____

11. "Shall I carry that for you, Granny". Sarah _____

12. "Mummy, buy me that toy, please, please," The kid _____

13. "Don't enter the lab without my permission", Teacher _____

14. "Yes. I ate the last chocolate biscuit" Tom _____

15. "You are lying to me!", My father _____

3. Read the letter from Paula Roberts

Dear Miss Richards,

Thank you very much for your letter regarding the new supermarket and I'm sorry that I haven't replied earlier. Unfortunately, we have been extremely busy dealing with similar letters to yours. It is true that the building of this supermarket will affect the people in the area and it is a great pity that so much beautiful land will have to be destroyed. However, we do not accept that we misled people with false information at the planning stages. If you remember, we contacted all local residents at the beginning of the project and asked for comments at that time. If you think we have not followed the correct procedure with the planning, perhaps you should contact your local Member of Parliament

Of course, we shall be delighted to see you at the Grand Opening on Saturday 15th May.

Yours sincerely,

Paula Roberts

Now write an email to Peter telling him what Paula Roberts wrote. Use the following reporting verbs.

admit	apologise	deny	invite
remind	say	suggest	thank

Hi Peter,

I just got a letter from Ms Roberts, she _____ my letter and _____ not replying earlier. She _____ they had been busy dealing with similar letters. She _____ building the supermarket will affect the people and the land, but she _____ they misled people. She _____ they contacted all local residents at the time and asked for comments. She _____ I contact my local MP if I am still not satisfied. She _____ to the Grand Opening on May 15th.

What do you think? Should I contact my PM?

Love,

Jane

