

 Complete the sentences with an appropriate form of the reporting verbs in the box. Add a preposition or pronoun if necessary.

cheek claim commiserate emphasise explain
grumble persuade reassure reveal whisper

- 1 Before I parked my car outside Frank's house, I*checked with*..... him that this would be okay.
- 2 It took a long time to feed all the customers, and by the time we got around to the last ones they that their food was cold. But I just ignored their complaints.
- 3 I know that Philip enjoys his work as a gardener, but when he to be the best job in the world, I wasn't sure whether he was being serious or not.
- 4 The company hadn't paid me for the work I'd done for them, but when I phoned, they that a cheque was on its way.
- 5 Carlson didn't want to speak to the police yet. He didn't want to anyone that he knew who the murderer was until he had concrete evidence.
- 6 When Teresa handed me the report she said that it was only a first draft. She that it should remain confidential until the statistics had been verified.

- 7 Just before I stood up to make my speech, my friend Jenny came up close and me that my shirt was hanging out at the back.
- 8 Terry said that he was going to re-paint the car himself, but I managed to that this was a bad idea and that he should get it done professionally.
- 9 When I heard about her disastrous job interview, I phoned Martha to her.
- 10 At first, the security guard stopped me going in, but when I him that I had an appointment with someone in the building, he let me through the barrier.

- 2 Stephen is an engineering student who has applied for a job when he leaves university. Complete these extracts from Stephen's letter of application using the notes in brackets. Use a *that*-, *to*-infinitive or *-ing* clause in your answer and give alternatives where possible.

Dear Mr Clarke,

I am writing with reference to the post of Senior Research Engineer advertised in Engineering Monthly. I assume (1) *that the post is / the post to be ... (the post)* still vacant.

My supervisor, Professor Ken Newton, has advised (2) (*apply*) and has assured (3) (*my research*), which is described in detail in the attached papers, will be of interest to you.

I expect (4) (*complete*) my PhD by the end of the year, and I propose (5) (*publish*) the findings of my research soon afterwards. I believe (6) (*my qualifications and experience*) appropriate for the post.

I hope (7) (*hear*) from you in the near future.

Yours sincerely,

Stephen Finch

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