

REPORTING VERBS

When reporting someone's words we usually move on tense further into the past. So **simple present** becomes **simple past**, **simple past** becomes **past perfect**, etc.

☞ "Jill doesn't like you." ➤ Paul told me that Jill **didn't like** me.

☞ "I saw you at the airport yesterday." ➤ Linda said that she **had seen** me at the airport the day before.

a) The verbs **"say"** and **"tell"** are common reporting verbs and follow the structure:

(that) + subject + verb(s)



admit, announce, answer, claim, complain, confess, declare, explain, inform, insist, mention, promise, reply, state, suggest...

b) Promises, orders, offers, requests, advice, suggestions ... are often reported using **to infinitive**:

☞ "Shall I call a taxi?" ➤ She **offered to call** a taxi.

☞ "Don't make so much noise." ➤ The teacher **asked me not to make** so much noise.



agree, advise, ask, beg, decide, demand, invite, offer, order, promise, refuse, remind, tell, threaten, warn...

c) Some verbs are followed by **-ing**:

☞ "Sorry I 'm late." ➤ Paul **apologised for being** late.

☞ "Sorry I was late." ➤ Paul **apologised for having been** late.



accuse of, admit (to), confess to, congratulated for, deny, insist on, regret, thank for ...

d) The special use of **"suggest"** - "Why not go out to eat something?"

Michael suggested

➤ **(that) we should go** out to eat something. (subject + should + infinitive)

➤ **(that) we went** out to eat something. (subject + past)

➤ **going** out to eat something. (-ing)

REPORT the following as indicated below.



1. "Have lunch with me."

2. "Please, don't fire me."



3. "You must push this button first."



4. "I'm not going to cut his hair."



5. "I really must see your homework, Brian."



1. He invited me...

2. He begged his boss...

3. He explained...

4. He refused...

5. Brian's father insisted on...