

REPORTED SPEECH

1. Read the sentences in direct speech. Make questions and answer them using indirect speech.

a. Peter: "I will bring my pen."

A:

B:

b. Alan: "We have our notebooks."

A:

B:

c. Chris: "They rented a meeting room."

A:

B:

d. Leo: "Katy is buying her notepad."

A:

B:

e. Celia: "You always use my printer."

A:

B:

2. Read the following expressions. Select the ones that are orders, requests or instructions.

- a. Turn off the cell phone.
- b. They always arrive first.
- c. Sit down, please.
- d. She doesn't arrive early.
- e. He has the agenda of the meeting.
- f. Don't eat during the meeting.
- g. We are not at the office.
- h. Don't answer calls inside the room