

73 Reported commands and requests

- We form reported commands and requests with verb + person + *to*-infinitive.
- We use *ask* to report requests: 'Can you help me, please?' → *I asked him to help me.*
- We use *tell* or *order* to report commands: 'Sit down.' → *She told me to sit down.* 'Open your suitcase!' → *He ordered me to open my suitcase.*
- For negative requests and commands, we use *not* before the *to*-infinitive: 'Please don't make a noise.' → *He asked us not to make a noise.* 'Don't touch the paintings!' → *She ordered me not to touch the paintings.*
- We don't use *that* to report a command or request: *He asked me that I tell him the time.*
- We don't use *say* to report a command or request: *I said you to clean your shoes.*
- Compare reported statements and commands: *Ann told me that she was leaving.* (reported statement) *Ann told me to leave.* (reported command)
- Compare reported questions and requests: *My boss asked me if I'd stay late.* (reported question) *My boss asked me to stay late.* (reported request)

PRACTICE

73a Report the commands and requests.

- 'Could you get the tickets, please?'
He asked me *to get the tickets*
- 'Can you save a seat for me, please?'
Rachel asked me
- 'Bring your essays on Monday.'
The tutor told us
- 'Stay at home for the rest of the week.'
The doctor told me
- 'Please don't tell Sarah.'
She asked me
- 'Stop fighting!'
The police officer ordered the men
- 'Don't be late.'
I told them
- 'Could you lend me some money, please?'
Ryan asked his brother
- 'Don't be afraid of the other team.'
The captain told us
- 'You must pay a fine of £2,000.'
The judge ordered Mr Taylor
- 'Can you turn the computer off, please?'
I asked Mark

73b Circle the correct answer.

Jessica works at a theatre. Last week there was a small fire there. Now she's telling a friend about it.

- 0 'Open the fire exits!' the manager said.
The manager *asked* / *ordered* some people *open* / *(to open)* the fire exits.
- 1 'Stay calm and don't run,' he said to the audience.
He told the audience *stay* / *to stay* calm and *to not* / *not to* run.
- 2 'Help the audience leave,' he said.
He *told* / *said* some of us *to* / *that we* help the audience leave.
- 3 'Could you get my coat from the cloakroom, please?' a woman in the audience said.
A woman in the audience *asked* / *ordered* me *get* / *to get* her coat from the cloakroom!
- 4 'I'll get it for you later,' I said.
I *told* / *said* her *to* / *that I'd* get it for her later.
- 5 'Move away from the building,' the fire officers said to us.
The fire officers *asked* / *said* us *move* / *to move* away from the building.
- 6 'Are you OK?' the manager asked me.
After the fire, the manager *told* / *asked* me *if* / *that* I was OK.

74 *I think that ... , Do you know if ... , I wonder why ...*

- After verbs which express thoughts and feelings (e.g. *believe, forget, hope, imagine, know, realise, remember, think, understand, wonder*), we can use a *that* clause, a question word or *if/whether*.
 - We can use *that* to introduce a statement: *I can't believe **that David's thirty!***
*We hope **that you'll come.***
 - A question word introduces an indirect question: *I wonder **who that is.*** *Do you remember **where he lives?*** *I can't imagine **why he did it!***
 - If there is no question word, we use *if/whether*: *Do you know **if they've left?***
 - Other expressions we often use in indirect questions include: *I'm not sure ... , I've no idea ...* : *I'm not sure **when they're arriving.*** *I've no idea **who that is.***
 - We often use indirect questions instead of direct questions to sound more polite, using expressions like *can/could you tell me ... , do you know ... , have you any idea ...* , etc.: *Where's the ticket office? → **Could you tell me where the ticket office is, please?*** *What time is it? → **Do you know what time it is?*** *Where's Sophie? → **Have you any idea where Sophie is?***
 - In indirect questions, the word order is the same as in statements: *Where's **the museum?** → **Could you tell me where the museum is, please?***
-  ● We only use a question mark if the first part of the sentence is a question. Compare: ***Do you know where he is?*** ***I wonder where he is.***
- After a past tense verb, the next verb usually moves one tense back into the past: *I **couldn't** believe (that) he **was** thirty!* *I **wondered** who the man **was.***