Any messages?

Reported speech

Vocabulary. Things people do at work.

A. Match the word/phrases.

1. have a lot of	*b*	a. conferences
2. work	___	b. responsibility
3. sort out	___	c. unsocial hours
4. organize	___	d. people's problems
5. do	___	e. for an audition
6. go	___	f. overtime
7. run	___	g. for the finances
8. be responsible	___	h. a department
9. deal with	___	i. of a company
10. arrange	___	g. shifts
11. work	___	k. customers / clients
12. be in charge	___	l. meetings

B. Listening. Gaby is a PA (personal assistant) for On The Box, a company that makes TV programmes. Listen to Gabi talking to Fiona, an actress. Fill in the gaps in these sentences.

1. I can't come to the meeting on *Monday* .
2. I was in a car _____ .
3. I won't be able to walk on it for a _____ .
4. I've already had one _____ .
5. I'm having another operation on _____ .
6. I still want to be in the _____ .
7. They're going to start filming _____ .
8. You must talk to _____ .

C. Gabi is talking to her boss Max the next day. Read sentences *a* to *h*. Then listen and put the sentences in the order Gabi says them.

a. She said that she'd been in a car accident. *1*
b. She said she still wanted to be in the programme. ____
c. I told her that she had to talk to you. ____
d. She told me that she'd already had one operation. ____
e. She said that she was having another operation on Friday. ____
f. I told her they were going to start filming soon. ____
g. She told me she couldn't come to the meeting on Monday. ____
h. She said she wouldn't be able to walk on it for a month. ____

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D. Look at the sentences in exercises B and C. Notice how the verb form changes in reported speech. Then fill in the table with these verb forms. Use one form twice.

Past Simple **Past Perfect** **Past Continuous**
would ***could*** ***had to*** ***was/were going to***

verb form in *direct* speech	**verb form in *reported* speech**
Present Simple	
Present Continuous	
Present Perfect Simple	
Past Simple	
am/is/are going to	
will	
can	
must	

E. Gabi also took some other messages for Max yesterday. She is now giving Max the messages. Write what she says in reported speech. Use the verbs in brackets.

1. **Mr. Hall** I must talk to Max. (say)
   Mr Hall said (that) he had to talk to you.
2. **Carl** I'm going to be in New York next week.. (tell)
   _____.
3. **Sid** I didn't understand your email. (say)
   _____.
4. **Linda Wise** I can't come to Monday's meeting. (say)
   _____.
5. **Mrs. Lee** The designs will be ready on Monday. (tell)
   _____.
6. **Ted Black** I'm having a party on Saturday. (say)
   _____.
7. **Ted Black** I want to talk to Max about a new project. (say)
   _____.
8. **Max's ex-wife** I've sold the house. (tell)
   _____.

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