

1 Rewrite the sentences in reported speech, using the appropriate verbs from the box in the correct tense.

ask

offer

tell

advise

1. Our teacher: 'You must study hard for the final exams.'
→ Our teacher _____.
 2. The job applicant: 'Could you tell me if the company provides computers for all employees?'
→ The job applicant _____.
 3. The career adviser: 'You should develop your communication and planning skills.'
→ The career adviser _____.
 4. My mother: 'I'll find information about short courses on organisational skills for you.'
→ My mother _____.
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1. 'Would you like to see me play in a football match?'
→ The monitor invited _____.
 2. 'Could you tell me what skills I need in order to get this job?'
→ The applicant asked the head of the human resources department _____.
 3. 'If you like, I'll find more information about the company that you are applying to.'
→ My friend offered _____.
 4. 'Go ahead. Apply for the job.'
→ His father encouraged _____.
 5. 'The working conditions at this factory are terrible!'
→ He complained to his friends _____.
 6. 'No, I can't tell you what the director's salary is because that information is confidential.'
→ She refused _____.