

- 1 When we report a statement with *said* or *told*, the tense goes *forward* / *back* in time.
- 2 There is *always* / *never* an object after *said*.
- 3 There is *always* / *never* an object after *told*.

2 Complete the sentences. Use reported speech.

- 1 "It's a great party."
→ He said that it *was* a great party.
- 2 "I talked to some nice people."
→ He told me that he to some nice people.
- 3 "I really like Lara."
→ He said that he really Lara.
- 4 "I must see her again."
→ He said that he her again.
- 5 "I've sent her a text message."
→ He told me that he her a text message.
- 6 "I can meet you later."
→ Lara told him that she him later.
- 7 "I'll wait for you at the park."
→ He told Lara that he for her at the park.
- 8 "We're going to go to the movies."
→ He said that they to the movies.

- 1 When we are reporting a command or request, we use the *infinitive* / *-ing* form.
- 2 In the negative, we use *don't* / *not* + *infinitive*.
- 3 We *use* / *don't use* "please" in reported requests.

2 Make commands and requests. Use reported speech.

- 1 "Please eat some food." (He asked us ...)
He asked us to eat some food.
- 2 "Don't cancel the party." (She told him ...)
- 3 "Don't worry about the noise." (They told her ...)
- 4 "Could you help with the decorations?"
(She asked me ...)
- 5 "Don't wear casual clothes." (They told us ...)

Match the verbs in bold in the sentences (1–10) to the definitions (a–j). Then listen, check and repeat.

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| 1 She admitted that she'd broken my laptop. <i>d</i> | a give information so someone can understand it |
| 2 He agreed to do the vacuuming. | b tell someone that you will definitely do something |
| 3 They complained that the music was terrible. | c talk about something during a conversation |
| 4 She explained that a "paw paw" is a type of fruit. | d agree that something is true |
| 5 We invited him to go on vacation with us. | e ask someone to come to an event with you |
| 6 He mentioned that he had seen you at the party. | f say that you won't do something |
| 7 She offered to bring some food. She's so kind. | g say yes to an idea or plan |
| 8 We promised to take care of him. | h say that you are happy to do something helpful |
| 9 I refused to help him. He can do it himself. | i tell someone that something bad might happen |
| 10 He warned us not to make a mess. | j say that you are annoyed about something |