

REPORTING VERBS – PATTERNS			
test-english.com			
+ TO + INFINITIVE	+ PERSON + TO + INFINITIVE	+ (PREPOSITION) + -ING	+ THAT + CLAUSE
<ul style="list-style-type: none"> <li>*AGREE</li> <li>*CLAIM</li> <li>OFFER</li> <li>*PROMISE</li> <li>REFUSE</li> <li>SWEAR</li> <li>THREATEN</li> </ul>	ADVISE ASK BEG CONVINCE ENCOURAGE FORBID INVITE ORDER PERSUADE *RECOMMEND REMIND TELL WARN	ACCUSE SOMEBODY OF <ul style="list-style-type: none"> <li>*ADMIT</li> </ul> APOLOGISE (TO SB) FOR BLAME (SB) FOR <ul style="list-style-type: none"> <li>*COMPLAIN ABOUT</li> <li>*CONFESS TO</li> <li>*DENY</li> <li>*INSIST ON</li> <li>*RECOMMEND</li> <li>*REGRET</li> <li>*SUGGEST</li> </ul>	<ul style="list-style-type: none"> <li>*ADMIT</li> <li>*AGREE</li> <li>ANSWER</li> <li>*CLAIM</li> <li>*COMPLAIN</li> <li>*CONFESS</li> <li>*DENY</li> <li>EXPLAIN</li> <li>*INSIST</li> <li>*PROMISE</li> <li>*REGRET</li> <li>SAY</li> <li>*SUGGEST</li> </ul>
<div>EXAMPLES</div> <div>           She <b>claims to be</b> innocent.            She <b>claims that</b> she is innocent.            He <b>promised to call</b> every day.            He <b>promised that</b> he would call every day.         </div> <div>           He <b>admitted stealing</b> the money.            He <b>admitted that</b> he had stolen the money.            She <b>insisted on seeing</b> her lawyer.            She <b>insisted that</b> she needed her lawyer.         </div>			
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**Task 1. Choose the correct option, A, B or C to complete the sentences.**

1. He decided he \_\_\_\_ for that job.

A will apply

B would apply

C to apply

2. They asked her \_\_\_\_ about that company.

A if she had heard

B if she has heard

C that she heard

3. She told me \_\_\_\_ be late.

A I mustn't

B if I must

C whether I mustn't

4. The teacher asked me \_\_\_\_ the essay myself.

A if I wrote

B if I have written

C if I had written

5. My brother tells me he \_\_\_\_ at job ads every day so maybe he'll find something.

A looked

B looks

C had looked

6. He said \_\_\_\_ a new job the previous day.

A he started

B he would start

C that he had started

**Task 2. Rewrite the following sentences into reported speech**

1. "I didn't lose it". He \_\_\_\_\_

2. "I won't do it," he \_\_\_\_\_

3. "I promise I'll take you to school,". My sister \_\_\_\_\_

4. "Don't forget to phone when you arrive," Mum \_\_\_\_\_

5. "We really must go with you,". Bob \_\_\_\_\_

6. "Beth, have dinner with me," Tom \_\_\_\_\_

7. "OK. I'll lend you my car". My brother \_\_\_\_\_

8. "Why don't we go to the cinema?" Jim \_\_\_\_\_

9. "Congratulations. You 've passed the test" My teacher \_\_\_\_\_

10. "If you take my iPod again, I'll pinch you very hard". My sister \_\_\_\_\_

11. "Shall I carry that for you, Granny". Sarah \_\_\_\_\_

12. "Mummy, buy me that toy, please, please," The kid \_\_\_\_\_

13. "Don't enter the lab without my permission", Teacher \_\_\_\_\_

14. "Yes. I ate the last chocolate biscuit" Tom \_\_\_\_\_

15. "You are lying to me!", My father \_\_\_\_\_

### 3. Read the letter from Paula Roberts

Dear Miss Richards,

Thank you very much for your letter regarding the new supermarket and I'm sorry that I haven't replied earlier. Unfortunately, we have been extremely busy dealing with similar letters to yours. It is true that the building of this supermarket will affect the people in the area and it is a great pity that so much beautiful land will have to be destroyed. However, we do not accept that we misled people with false information at the planning stages. If you remember, we contacted all local residents at the beginning of the project and asked for comments at that time. If you think we have not followed the correct procedure with the planning, perhaps you should contact your local Member of Parliament

Of course, we shall be delighted to see you at the Grand Opening on Saturday 15<sup>th</sup> May.

Yours sincerely,

Paula Roberts

Now write an email to Peter telling him what Paula Roberts wrote. Use the following reporting verbs.

admit	apologise	deny	invite
remind	say	suggest	thank

Hi Peter,

I just got a letter from Ms Roberts, she \_\_\_\_\_ my letter and \_\_\_\_\_ not replying earlier. She \_\_\_\_\_ they had been busy dealing with similar letters. She \_\_\_\_\_ building the supermarket will affect the people and the land, but she \_\_\_\_\_ they misled people. She \_\_\_\_\_ they contacted all local residents at the time and asked for comments. She \_\_\_\_\_ I contact my local MP if I am still not satisfied. She \_\_\_\_\_ to the Grand Opening on May 15<sup>th</sup>.

What do you think? Should I contact my PM?

Love,

Jane

