

B Grammar

B1 said and told

When we report what someone said we often use *said* or *told*.

said: He **said** (that) they would win.
He **said** to me (that) they would win.
not He **said** me (that) they would win.

told: not He **told** (that) they would win.
not He **told** to me (that) they would win.
He **told** me (that) they would win.

⚠ Remember the tense changes too (see Unit 25).

→ C1

B2 Other verbs used for reporting

We sometimes use the infinitive (*to ...*) after *tell* and *ask*:

Be careful. → I **told** him **to be** careful.

Please don't take any photographs. → He **asked** us **not to** take any photographs.

and also after some other reporting verbs:

Would you like to have lunch with me? → I **invited** him **to have** lunch with me.

Write a new article! → He **ordered** me **to write** a new article.

Remember to watch the match. → He **reminded** me **to watch** the match.

→ C2, C3

B3 Reporting questions

There are two kinds of question:

- ◆ questions which begin with a question word (*how, which, when, what, who, why, where, how long*)
- ◆ questions we can answer with Yes or No

Q-word question

How's your knee?

Where will you play?

Why didn't you score?

Reporting verb + Q-word + statement

→ Tim asked Joe how his knee was. (**not** how was his knee)

→ Tim asked Joe where he would play. (**not** where would he play)

→ Tim asked Joe why he hadn't scored. (**not** why hadn't he scored)

Yes/No question

Are you happy?

Reporting verb + if/whether + statement

→ Tim asked Joe if/whether he was happy. (**not** if/whether was he happy)

Does your mother always watch? → Tim asked Joe if/whether she always watched. (**not** if/whether did she always watch)

⚠ Remember the tense changes too (see Unit 25).

We sometimes use a different verb instead of *asked*:

How much do you earn? → I **wanted to know** how much he earned.

Will they win? → I **wondered** if they would win.

→ C4

B4 Polite questions

When we ask politely for information we use the same word order as in reported questions:

Can you tell me when the match starts? (**not** Can you tell me when does the match start?)

I'd like to know if there are any tickets left. (**not** I'd like to know are there any tickets left?)

⚠ We don't change the tense.

→ C5

C Grammar exercises

1 **1** Underline the correct word, *said* or *told*.

- 1 My cousin said/told he'd like to come and stay with us.
- 2 Sarah said/told us she'd enjoyed her holiday.
- 3 Craig said/told goodbye to us and left the room.
- 4 When I invited them they said/told they were busy.
- 5 I said/told Frances that I was going to watch television all evening.
- 6 The shop assistant said/told that the shop was closed on Wednesdays.
- 7 She said/told she hated cooking.
- 8 The bus driver said/told the passengers the bus had broken down.

2 **2** Some students are going on a sailing trip. Their teacher tells them to do these things. Complete the sentences.

- | | |
|----------------------------------|---------------------------------------|
| 1 Get up early. | He told them <u>to get up early</u> . |
| 2 Have breakfast. | He told them |
| 3 Don't be late. | He told them |
| 4 Wear a hat. | He told them |
| 5 Don't wear leather shoes. | He told them |
| 6 Bring a packed lunch. | He told them |
| 7 Don't bring expensive cameras. | He told them |
| 8 Don't fall in! | He told them |

3 **3** Read what people said on the left. Then complete each sentence on the right with a word from the box. You can use some of the words twice.

asked advised invited ordered reminded

- | | |
|--|--|
| 1 Could you fill in a form please? | → He <u>asked</u> me to fill in a form. |
| 2 Remember to take your keys. | → She them to take their keys. |
| 3 Tidy your room immediately! | → She them to tidy their room. |
| 4 Would you like to watch a DVD with me? | → She him to watch a DVD with her. |
| 5 Don't forget to phone Jim. | → She him to phone Jim. |
| 6 Would you walk more slowly please? | → He her to walk more slowly. |
| 7 Don't move. | → He them not to move. |