# 73 Reported commands and requests

- We form reported commands and requests with verb + person + *to*-infinitive.
- We use *ask* to report requests: *'Can you help me, please?'* → *I* ***asked him to help*** *me.*
- We use *tell* or *order* to report commands: *'Sit down.'* → *She* ***told me to sit*** *down.* *'Open your suitcase!'* → *He* ***ordered me to open*** *my suitcase.*
- For negative requests and commands, we use *not* before the *to*-infinitive: *'Please don't make a noise.'* → *He* ***asked us not to make*** *a noise.* *'Don't touch the paintings!'* → *She* ***ordered me not to touch*** *the paintings.*
- We don't use *that* to report a command or request: ~~*He asked me that I tell him the time.*~~
- We don't use *say* to report a command or request: ~~*I said you to clean your shoes.*~~
- Compare reported statements and commands: *Ann* ***told me that*** *she was leaving.* (reported statement) *Ann* ***told me to*** *leave.* (reported command)
- Compare reported questions and requests: *My boss asked me* ***if I'd stay*** *late.* (reported question) *My boss* ***asked me to stay*** *late.* (reported request)

## PRACTICE

**73a Report the commands and requests.**

0 'Could you get the tickets, please?'
He asked me *to get the tickets* .

1 'Can you save a seat for me, please?'
Rachel asked me ..... .

2 'Bring your essays on Monday.'
The tutor told us ..... .

3 'Stay at home for the rest of the week.'
The doctor told me ..... .

4 'Please don't tell Sarah.'
She asked me ..... .

5 'Stop fighting!'
The police officer ordered the men ..... .

6 'Don't be late.'
I told them ..... .

7 'Could you lend me some money, please?'
Ryan asked his brother ..... .

8 'Don't be afraid of the other team.'
The captain told us ..... .

9 'You must pay a fine of £2,000.'
The judge ordered Mr Taylor ..... .

10 'Can you turn the computer off, please?'
I asked Mark ..... .



LIVEWORKSHEETS

**73b Circle the correct answer.**

Jessica works at a theatre. Last week there was a small fire there. Now she's telling a friend about it.

0 'Open the fire exits!' the manager said.
The manager *asked* / (*ordered*) some people *open* / (*to open*) the fire exits.

1 'Stay calm and don't run,' he said to the audience.
He told the audience *stay* / *to stay* calm and *to not* / *not to* run.

2 'Help the audience leave,' he said.
He *told* / *said* some of us *to* / *that we* help the audience leave.

3 'Could you get my coat from the cloakroom, please?' a woman in the audience said.
A woman in the audience *asked* / *ordered* me *get* / *to get* her coat from the cloakroom!

4 'I'll get it for you later,' I said.
I *told* / *said* her *to* / *that I'd* get it for her later.

5 'Move away from the building,' the fire officers said to us.
The fire officers *asked* / *said* us *move* / *to move* away from the building.

6 'Are you OK?' the manager asked me.
After the fire, the manager *told* / *asked* me *if* / *that* I was OK.

# 74 *I think that ... , Do you know if ... , I wonder why ...*

- After verbs which express thoughts and feelings (e.g. *believe, forget, hope, imagine, know, realise, remember, think, understand, wonder*), we can use a *that* clause, a question word or *if/whether*.
- We can use *that* to introduce a statement: *I can't believe* ***that David's thirty!*** *We hope* ***that you'll come.***
- A question word introduces an indirect question: *I wonder* ***who that is.*** *Do you remember* ***where he lives?*** *I can't imagine* ***why he did*** *it!*
- If there is no question word, we use *if/whether*: *Do you know* ***if*** *they've left?*
- Other expressions we often use in indirect questions include: *I'm not sure ... , I've no idea ... :* ***I'm not sure when*** *they're arriving.* ***I've no idea who*** *that is.*
- We often use indirect questions instead of direct questions to sound more polite, using expressions like *can/could you tell me ... , do you know ... , have you any idea ... ,* etc.: *Where's the ticket office?* → ***Could you tell me*** *where the ticket office is, please? What time is it?* → ***Do you know*** *what time it is? Where's Sophie?* → ***Have you any idea*** *where Sophie is?*
- In indirect questions, the word order is the same as in statements: *Where* ***'s the museum?*** → *Could you tell me where* ***the museum is,*** *please?*

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- We only use a question mark if the first part of the sentence is a question. Compare: ***Do you know*** *where he is?* ***I wonder*** *where he is.*
- After a past tense verb, the next verb usually moves one tense back into the past: *I* ***couldn't*** *believe (that) he* ***was*** *thirty!* *I* ***wondered*** *who the man* ***was.***



LIVEWORKSHEETS