

UNIT 8: "RUNNING A COMPANY"
FCE KEY WORD TRANSFORMATION

Direct and Indirect Speech

For Questions 1-8, complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the words given.

1. "I'll call John later tonight to agree on the contract," Max said.
WOULD
Max said later that night to agree on the contract.

2. "Put all your effort into raising the money we need for the charity event," Tim said to me.
TOLD
Tim my effort into raising the money we need for the charity event.

3. "Take over the company while I'm away, please," My boss said to me.
ASKED
My boss the company while he was away.

4. Dad told me we hadn't shown any signs of improvement yet when working collaboratively.
SHOWN
Dad told me, " signs of improvement yet when it has to do with collaborative work."

5. "Stop looking at him critically and tell me what is going on," Luis told her sister.
KEEP
Luis told her sister him critically and tell him what was going on.

6. "Are we going to organise workshops to train the personnel?," Melissa asked.
WHETHER
Melissa asked organise workshops to train the personnel.

7. "Where do we have to sign up to get our certificates," A colleague asked me.
HAD
My colleague to sign up to get our certificates.