

Any messages?

Reported speech

Vocabulary. Things people do at work.

A. Match the word/phrases.

1. have a lot of	<u>b</u>	a. conferences
2. work	___	b. responsibility
3. sort out	___	c. unsocial hours
4. organize	___	d. people's problems
5. do	___	e. for an audition
6. go	___	f. overtime
7. run	___	g. for the finances
8. be responsible	___	h. a department
9. deal with	___	i. of a company
10. arrange	___	g. shifts
11. work	___	k. customers / clients
12. be in charge	___	l. meetings

B. Listening. Gaby is a PA (personal assistant) for On The Box, a company that makes TV programmes. Listen to Gabi talking to Fiona, an actress. Fill in the gaps in these sentences.

1. I can't come to the meeting on Monday.
2. I was in a car _____.
3. I won't be able to walk on it for a _____.
4. I've already had one _____.
5. I'm having another operation on _____.
6. I still want to be in the _____.
7. They're going to start filming _____.
8. You must talk to _____.

C. Gabi is talking to her boss Max the next day. Read sentences *a* to *h*. Then listen and put the sentences in the order Gabi says them.

- a. She said that she'd been in a car accident. 1
- b. She said she still wanted to be in the programme. ____
- c. I told her that she had to talk to you. ____
- d. She told me that she'd already had one operation. ____
- e. She said that she was having another operation on Friday. ____
- f. I told her they were going to start filming soon. ____
- g. She told me she couldn't come to the meeting on Monday. ____
- h. She said she wouldn't be able to walk on it for a month. ____

D. Look at the sentences in exercises B and C. Notice how the verb form changes in reported speech. Then fill in the table with these verb forms. Use one form twice.

Past Simple **Past Perfect** **Past Continuous**
would *could* *had to* *was/were going to*

verb form in <i>direct speech</i>	verb form in <i>reported speech</i>
Present Simple	
Present Continuous	
Present Perfect Simple	
Past Simple	
<i>am/is/are going to</i>	
<i>will</i>	
<i>can</i>	
<i>must</i>	

E. Gabi also took some other messages for Max yesterday. She is now giving Max the messages. Write what she says in reported speech. Use the verbs in brackets.

1. **Mr. Hall** I must talk to Max. (say)

Mr Hall said (that) he had to talk to you.

2. **Carl** I'm going to be in New York next week.. (tell)

_____.

3. **Sid** I didn't understand your email. (say)

_____.

4. **Linda Wise** I can't come to Monday's meeting. (say)

_____.

5. **Mrs. Lee** The designs will be ready on Monday. (tell)

_____.

6. **Ted Black** I'm having a party on Saturday. (say)

_____.

7. **Ted Black** I want to talk to Max about a new project. (say)

_____.

8. **Max's ex-wife** I've sold the house. (tell)

_____.