

REPORTED SPEECH BUSINESS ENGLISH

Rewrite the sentences in reported speech. Use contractions where possible.

- 1 'I won't put it in the sales because it's selling very well,' she said.
She said she wouldn't put it in the sales because it was selling very well.
- 2 'I've read the report and I don't understand section 4,' he said.
He said
- 3 'When I finish my presentation, I'm going to have a drink,' he said.
He said that when
- 4 'I'm preparing the figures but I won't be long,' she said.
She said
- 5 'I like playing tennis, but I don't do it very often,' she said.
She said
- 6 'I'm going to visit our Polish subsidiary, but I'm not sure when,' she said.
She said

Read the words spoken in a conference presentation about the role of the Chief Executive Officer.

Jack Welch, one of the most famous CEOs of all time, was head of General Electric for twenty years. But he was an exception. In fact, two-thirds of all major companies worldwide have replaced their CEO over the last five years. What's the reason? The reason is that expectations of CEO performance are far too high. Boards of companies look at their CEO as a kind of superhero who can solve all the company's problems. This process started in the 1980s, and the prototype was Lee Iaccoca, "the man who saved Chrysler Corp". Then in the 1990s, we had CEOs from the technology sector, like Microsoft's Bill Gates, or Cisco's John Chambers, who managed to produce constantly rising share prices. But the situation is very different now and economic growth is slowing down.'

Now look at ways to report the words to a colleague. By each sentence write P/TC (if the sentence is Possible because of Tense Change rules), P/ST (if the sentence is Possible because it is Still True) or I (if the sentence is Incorrect).

The speaker said that

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|--|---|
| 1 Jack Welch was CEO of General Electric for twenty years. <u>P/TC</u> | 6 Lee Iaccoca started it all in the 1980s. _____ |
| 2 Jack Welch had been CEO of General Electric for twenty years. _____ | 7 Lee Iaccoca had started it all in the 1980s. _____ |
| 3 Boards of companies look at their CEOs as superheroes. _____ | 8 Lee Iaccoca had been started it all in the 1980s. _____ |
| 4 Boards of companies looked at their CEOs as superheroes. _____ | 9 The situation is different now. _____ |
| 5 Boards of companies had looked at their CEOs as superheroes. _____ | 10 The situation was different now. _____ |

On Friday morning you had a meeting with someone from your advertising agency at his offices. The words he spoke are on the left. The next week you tell a colleague about the discussion. Underline the correct words on the right.

The advertising person's words:

'Did you get my email I sent yesterday about this campaign we've been working on? I hope so. I'm sorry to ask you to come here at such short notice, but it's quite urgent. The situation is this: we use an outside printing company, and a few days ago the workers there went on strike. I'm having a meeting with a union representative this afternoon, but I thought I should talk to you first.'

What you say to your colleague:

'He said he (1) hoped/hopes I'd got (2) his/my email that (3) he'd send/he'd sent (4) yesterday/the day before about (5) the/this advertising campaign (6) they've/we've been working on. And he apologised for asking (7) me/you to go (8) here/there at such short notice - he said it (9) is/was urgent. Well, apparently a few days (10) ago/before the printers they use (11) have gone/bad gone on strike, and he (12) is/was meeting them (13) this/that afternoon. He said he thought he should talk to (14) me/you about it first.'

