

REPORTING VERBS

When reporting someone's words we usually move on tense further into the past. So **simple present** becomes **simple past**, **simple past** becomes **past perfect**, etc.

→ "Jill doesn't like you." ➤ Paul told me that Jill didn't like me.

→ "I saw you at the airport yesterday." ➤ Linda said that she had seen me at the airport the day before.

a) The verbs "**say**" and "**tell**" are common reporting verbs and follow the structure:

(that) + subject + verb(s)

 **admit, announce, answer, claim, complain, confess, declare, explain, inform, insist, mention, promise, reply, state, suggest...**

b) Promises, orders, offers, requests, advice, suggestions ... are often reported using **to infinitive**:

→ "Shall I call a taxi?" ➤ She offered to call a taxi.
→ "Don't make so much noise." ➤ The teacher asked me not to make so much noise.

 **agree, advise, ask, beg, decide, demand, invite, offer, order, promise, refuse, remind, tell, threaten, warn...**

c) Some verbs are followed by **-ing**:

→ "Sorry I'm late." ➤ Paul apologised for being late.
→ "Sorry I was late." ➤ Paul apologised for having been late.

 **accuse of, admit (to), confess to, congratulated for, deny, insist on, regret, thank for ...**

d) The special use of "**suggest**" - "Why not go out to eat something?"

Michael suggested ➤ **(that) we should go** out to eat something. (subject + should + infinitive)
➤ **(that) we went** out to eat something. (subject + past)
➤ **going** out to eat something. (-ing)

REPORT the following as indicated below.

