

LESSON 12/13

REPORTED SPEECH PART 2/3

Homework for lesson 13 :

- Grammar handout :
 - Keep on working on reported speech,
 - Vocabulary and texts handout:
- Questions 105 to 112, **section 4.**

Turn the following sentences into Reported Speech.

- 1 "Will you be going to San Francisco next summer?"
his boss asked. *His boss asked him if he would be going to San Francisco the following summer.*
- 2 "Why were you in a hurry?" she asked me. *She asked me why I had been in a hurry.*
- 3 "Do you want a lift to work tomorrow?" he asked her.
He asked her if/whether she wanted a lift the next day.
- 4 "What time have you arranged to meet Clare?" he asked her.
He asked her what time she had arranged to meet Clare.
- 5 "How long has Jane been working here?" she asked me.
She asked me how long Jane had been working there.
- 6 "Who left the door open?" she asked them.
She asked them who had left the door open.
- 7 "Did you actually see the man fall?" the reporter asked the bystander.
He asked him if/whether he had seen the man fall.

8 "Will you give me a hand lifting the piano?" the workman asked his helper.

He asked him if/whether he would give him a hand lifting the piano.

9 "Can you check the brakes please?" she asked the mechanic.

She asked him if/whether he could check the brakes.

10 "Have they finished renovating their house?" he asked me.

He asked me if/whether they had finished renovating their house.

11 "Is Mary still having a party next Saturday?" she asked me.

She asked me if/whether Mary was still having a party the following Saturday.

12 "Where does your father work?" the teacher asked him.

She asked him where his father worked.

13 "Will they be hiring new staff for the summer?" she asked.

She asked if/whether they would be hiring new staff...

14 "Which of their songs do you like best?" he asked me.

He asked me which of their songs I liked best.

15 "Where will you be going this weekend?" Jean asked her.

He asked her where she would be going that weekend.

- **Indirect questions** are used to ask for information/advice. They are introduced with: Could you tell me...?, Do you know...?, I wonder..., I want to know..., I doubt ..., etc and the verb is in the affirmative. If the indirect question starts with I wonder..., I want to know ... or I doubt ..., the question mark is omitted. Question words (**what, who, where** etc) or **whether** can be followed by an infinitive in the indirect question if the subject of the question is the same as the speaker.

Direct questions	Indirect questions
He asked me, "How old is Thomas?"	Do you know how old Thomas is?
He asked me, "Is it correct?"	He wondered if/whether it is/was correct.
He asked me, "Where can I leave it?"	He wanted to know where he could leave it/where to leave it.

158

Turn the following sentences into Indirect Questions. Omit question marks where necessary.

- Where did I leave my glasses? (I wonder ...) ...*I wonder where I left my glasses....*
- Is John planning to call a meeting? (Did you know *if/whether John was planning to call a meeting?*)
- Have they ever had a hit single before? (Do you know *if/whether they have ever had a single hit before?*)
- When are you leaving? (I want to know *when you are leaving.*)
- Did he tell the truth? (I doubt *if/whether he told the truth.*)
- Where is the nearest swimming pool? (Could you tell me *where the nearest swimming-pool is?*)
- Who left that message on our answerphone? (She wondered *who had left that message...*)
- What time are they due to arrive? (He wanted to know *what time they were due to arrive.*)

Reported Commands/Requests/Suggestions

- To report **commands, requests, suggestions** we use an introductory verb (**advise, ask, beg, offer, suggest** etc) followed by a **to-infinitive, an -ing form** or a **that-clause** depending on the introductory verb.

"Be careful," he said to me.

➔ He told me to **be careful**. (command)

"Please don't talk," he said to me.

➔ He asked me **not to talk**. (request)

"Let's watch TV," he said.

➔ He **suggested watching** TV. (suggestion)

"You'd better go to the dentist," he said.

➔ He **suggested that I (should) go** to the dentist. (suggestion)

159

Turn the following sentences from Direct to Reported Speech.

- 1 "Don't run down the corridors, please," he said to us. ...*He asked us not to run down the corridors...*
- 2 "May I leave the room, please?" said the student. *He asked to leave the room.*
- 3 "Let's turn on the television," said Paul. . *He suggested turning on the TV.*
- 4 "Soldiers! Stand to attention!" said the Major. *He ordered the soldiers to stand to attention.*
- 5 "Can you open the window?" she said to me. *She asked me to open the window.*
- 6 "Shall we go ice-skating on Saturday?" said Miles. *He suggested going ice-skating on Saturday.*
- 7 "Don't touch the statue!" he said to us. .. *He told us not to touch the statue.*
- 8 "Shall we go camping this summer?" *He suggested going camping that summer.*
- 9 "Let's have a picnic tomorrow," said John. *He suggested having a picnic the next day.*
- 10 "You'd better go to bed now," he said to the children. *He suggested that the children should go to bed.*
He told the children to go to bed.

Modal Verbs in Reported Speech

- Some modal verbs change in Reported Speech when the reported sentence is out of date, as follows: will/shall ⇒ **would**, can ⇒ **could** (present reference)/**would be able to** (future reference), may ⇒ **might/could**, shall ⇒ **should** (asking for advice) / **would** (asking for information) / **offer** (expressing offers), must ⇒ **must/had to** (obligation) (* "must" remains the same when it expresses possibility or deduction), needn't ⇒ **didn't need to / didn't have to** (present reference) / **wouldn't have to** (future reference).

Direct Speech

He said, "I'll phone you this evening."

He said, "I **can** speak French."

He said, "I **can** join you next weekend."

He said, "I **may** be late home."

He said, "How **shall** I get there?"

He said, "Where **shall** we go?"

He said, "**Shall** I take you home?"

He said, "You **must** try harder."

He said, "You **must** be joking."

He said, "You **should** take a holiday."

He said, "She **had better** tidy her room."

He said, "She **needn't** know who he was."

He said, "You **needn't** meet me tomorrow."

Reported Speech

⇒ He said that he **would** phone me that evening.

⇒ He said (that) he **could** speak French.

⇒ He said (that) he **would be able to** join us the next weekend.

⇒ He said (that) he **might** be late home.

⇒ He asked how he **should** get there. (advice)

⇒ He asked where they **should** go. (information)

⇒ He **offered** to take me home. (offer)

⇒ He said (that) I **had to** try harder. (obligation)

⇒ He said (that) I **must** be joking. (deduction)

⇒ He said (that) I **should** take a holiday.

⇒ He said (that) she **had better** tidy her room.

⇒ He said (that) she **didn't need to/have to** know who he was.

⇒ He said (that) I **wouldn't have to** meet him the next day.

Turn the following sentences into Reported Speech.

- 1 He said, "Shall I carry your bags?" ... *He offered to carry my bags.*
- 2 He said, "She needn't see the report." ... *He said that she didn't have/need to see the report.*
- 3 He said, "I'll pick you up at 4 o'clock." ... *He said that he would pick me up at 4.*
- 4 He said, "You should get away for a while." ... *He said that I should get away for a while.*
- 5 He said, "Kevin may need your help later." ... *He said that Kevin might need my help later.*
- 6 He said, "You must control your feelings." ... *He said that I had to control my feelings.*
- 7 He said, "You need to let me know tomorrow" ... *He said that I would have to let him know the next day.*
- 8 He said, "She had better not say that again." ... *He said that she had better not say that again.*
- 9 He said, "We must be cousins." ... *He said that they must be cousins.*
- 10 He said, "I can run faster than you." ... *He said that he could run faster than me.*
- 11 He said, "I can meet you next week." ... *He said that he could meet me the following week.*
- 12 He said, "Who shall I go to for help?" ... *He asked who he should go to for help.*
- 13 He said, "Where shall we go to eat tonight?" ... *He asked where they would go to eat that evening.*
- 14 He said, "Shall I lend you the money?" ... *He wondered whether he should lend me the money.*

Special Introductory Verbs

Introductory verb	Direct Speech	Reported Speech
agree + to-inf	<i>"Yes, I'll be happy to help you."</i>	➔ He agreed to help me.
demand	<i>"Tell the truth!"</i>	➔ He demanded to be told the truth.
offer	<i>"Would you like me to open the door?"</i>	➔ He offered to open the door.
promise	<i>"I'll definitely be here early."</i>	➔ He promised to be there early.
refuse	<i>"No, I won't lend you any money."</i>	➔ He refused to lend me any money.
threaten	<i>"Hand over your money or I'll shoot you."</i>	➔ He threatened to shoot me if I didn't hand over my money.
claim	<i>"I saw him steal the car."</i>	➔ He claimed to have seen him steal the car.

advise + sb + to-inf

allow

ask

beg

command

encourage

forbid

instruct

invite sb

order

permit

remind

urge

warn

want

"You should see a doctor."

"You can borrow my car."

"Please, turn the light off."

"Please, please stop shouting so loudly."

"Leave the room!"

"Go ahead, drive the car."

"You must not arrive late tonight."

"Lift the receiver and wait for the dialling tone."

"Would you like to come out to dinner with me?"

"Close the door immediately."

"You may leave now."

"Don't forget to water the plants."

"Try to be punctual."

"Don't go near the edge of the cliff."

"I'd like you to study harder."

➔ **He advised me to see a doctor.**

➔ **He allowed me to borrow his car.**

➔ **He asked me to turn the light off.**

➔ **He begged me to stop shouting so loudly.**

➔ **He commanded us to leave the room.**

➔ **He encouraged me to drive the car.**

➔ **He forbade me to arrive late that night.**

➔ **He instructed me to lift the receiver and wait for the dialling tone.**

➔ **He invited me to go out to dinner with him.**

➔ **He ordered me to close the door immediately.**

➔ **He permitted/allowed me to leave then.**

➔ **He reminded me to water the plants.**

➔ **He urged me to try to be punctual.**

➔ **He warned me not to go near the edge of the cliff.**

➔ **He wanted me to study harder.**

accuse sb of + **-ing form**

apologise for
admit (to)

boast about

complain to sb about

deny

insist on

suggest

"You stole my handbag!"

"I'm sorry I was rude to you."

"Yes, I broke the window."

"I'm more intelligent than you."

"You always leave the door open."

"No, I didn't break the window."

"You must take all the medicine."

"Let's go out for a walk."

➔ She **accused me of stealing her handbag.**

➔ He **apologised for being rude to me.**

➔ He **admitted (to) breaking/having broken the window.**

➔ He **boasted about being more intelligent than me.**

➔ He **complained to me about my always leaving the door open.**

➔ He **denied breaking/having broken the window.**

➔ He **insisted on me/my taking all the medicine.**

➔ He **suggested going out for a walk.**

agree + **that-clause**

boast

claim

complain

deny

exclaim

explain

inform sb

promise

suggest

"Yes, it's a great idea."

"I'm the best player of all."

"I know who stole your car."

"You never help me."

"I never touched the vase!"

"It's a success!"

"It's a difficult theory to follow."

"Your application is under review."

"I won't forget again."

"You ought to help her out."

➔ He **agreed that it was a great idea.**

➔ He **boasted that he was the best player of all.**

➔ He **claimed that he knew who had stolen my car.**

➔ She **complained that he never helped her.**

➔ He **denied that he had ever touched the vase.**

➔ He **exclaimed that it was a success.**

➔ He **explained that it was a difficult theory to follow.**

➔ He **informed me that my application was under review.**

➔ He **promised that he wouldn't forget again.**

➔ He **suggested that I help her out.**

explain to sb + how

"That's how I crashed the car."

➔ **He explained to me how he had crashed the car.**

Introductory verb

Direct Speech

Reported Speech

**wonder where/what
why/how + clause**

(when the subject of the introductory verb is **not the same** as the subject in the reported question)

He asked himself, "How can she do that?" ➔ **He wondered how she could do that.**
He asked himself, "Where have they gone?" ➔ **He wondered where they had gone.**
He asked himself, "Why is Tom so rude?" ➔ **He wondered why Tom was so rude.**
He asked himself, "What will they do?" ➔ **He wondered what they would do.**

**wonder + whether +
to-inf or clause**

**wonder where/what/
how + to-inf**
(when the subject of the infinitive is the **same** as the subject of the verb)

He asked himself, "Shall I take the job?" ➔ **He wondered whether to take the job.**
➔ **He wondered whether he should take the job.**
He asked himself, "Where did I leave my glasses?" ➔ **He wondered where he had left his glasses.**
He asked himself, "What shall I do next?" ➔ **He wondered what to do next.**
He asked himself, "How can I break the news?" ➔ **He wondered how to break the news.**

161

First write an appropriate introductory verb, then report the following sentences.

1 "You took my bag, didn't you?"

...accuse... She accused me of taking her bag.

2 "I'll bring my homework tomorrow."

He promised he would bring his homework the next day.

3 "Get out of the room now!"

He ordered us to get out of the room.

4 "The train leaves at 6 o'clock."

He announced that the train left at 6 o'clock.

5 "Don't forget to make a dental appointment." He reminded me to make a dental appointment.

6 "Please, please help me!"

He begged them to help her.

7 "You must give us a call when you get back!" He insisted on me giving them a call when I got back.

8 "I won't help you."

He refused to help me.

- 9 "Would you like to go out with us?" He **invited** me to go out with them.
- 10 "If you do that again, I'll punish you." He **threatened** to punish them.
- 11 "I didn't break the vase!" He **denied** breaking/having broken/that he had broken the vase.
- 12 "Will the rain ever stop?" He **wondered** whether the rain would ever stop.
- 13 "First turn this knob, then flick the switch." He **instructed** me to first turn...switch.
- 14 "Yes, you're right." He **admitted /agreed** that I was right.
- 15 "What about going for a walk?" He **suggested** going for a walk.
- 16 "You should go on a diet." He **advised** me to go on a diet.

- 17 "You mustn't touch the camera." He **forbade** us to use the camera.
- 18 "Don't cross the road without looking both ways." He **warned us against** crossing / not to cross without looking ..
- 19 "Would you like me to water your plants?" He **offered** to water my plants.
- 20 "Yes, it was me who broke the teapot." He **admitted/confessed** to breaking/having broken
- 21 "It is a difficult situation, you see." He **admitted/recoanised/explained** that it was a difficult situation.
- 22 "I met the Queen once, you know." He **boasted** that he had seen the Queen once.
- 23 "You always leave the bathroom in a mess!" He **complained** to me that I always left the bathroom
- 24 "You may use the fax machine whenever you want." He **permitted** me to use the FM whenever I wanted.

25	"You must stay until 5 o'clock every day!"	He insisted on me/my staying...
26	"Give me the money!"	He ordered us to give him the money.
27	"I crossed the Atlantic single-handed."	He boasted that he had crossed the Atlantic...
28	"You may call me by my first name."	He allowed us to call him by his first name.
29	"Please, empty all the ashtrays before you leave the room."	He admitted / recognised / explained that it was a difficult situation. He asked us to empty all the ashtrays before we left.
30	"Cease fire!"	He ordered them to cease fire.
31	"Go on, tell us what's on your mind."	I encouraged / urged her to tell us what was on her mind.
32	"I'd like you to cook dinner tonight."	He wanted them to cook dinner that evening.
33	"I'm sorry I spoilt the surprise party."	He apologised for spoiling/having spoilt the surprise party.
34	"Sure, I'd be glad to lend a hand."	He agreed to lend them a hand.
35	"I'll never let you down again."	He promised to never let us down again.

Reporting a dialogue or a conversation

- In conversations or dialogues we use a mixture of statements, commands and questions. When we report dialogues or conversations, we use: and, as, adding that, and he/she added that, explaining that, because, but, since, so, and then he/she went on to say, while, then etc or the introductory verb in the present participle form. Exclamations such as: Oh!, Oh dear!, Well! etc are omitted in Reported Speech.

Direct Speech

"I was sorry to hear you haven't been well. I hope you're feeling better now," she said.

"What a brilliant idea!" she exclaimed.

"Why didn't I think of that?"

"Can you make dinner tonight, Tom?" she said. "I'm working late."

Reported Speech

➔ *She said she was sorry to hear I hadn't been well **and added that** she hoped I was feeling better.*

➔ *She exclaimed that it was a brilliant idea **and** wondered why she hadn't thought of it.*

➔ *She asked Tom if he could make dinner that night, **explaining that** she was working late.*

Exclamations - Yes/No short answers - Question tags

- **Exclamations** are replaced in Reported Speech with **exclaim, thank, wish, say, cry out in pain** etc, **give an exclamation of surprise/horror/disgust/delight** etc. The exclamation mark becomes a full stop. Exclamatory words such as **Oh!, Eek!, Wow!** etc are omitted in the reported sentence.
"Wow!" she said when she saw the huge cake. ⇒ She cried out in surprise when she saw the huge cake.
- **Yes/No short answers** are expressed in Reported Speech with a **subject + appropriate auxiliary verb** or **subject + appropriate introductory verb**. *"Can you help me?" she said. "No," he said. ⇒ She asked him if he could help her but he couldn't. or She asked him if he could help her but he refused.*
- **Question tags** are omitted in Reported Speech. We can use an appropriate introductory verb to retain their effect. *"They haven't made up their minds yet, have they?" she said. ⇒ She wondered if they had already made up their minds.*

Rewrite the following conversations in Reported Speech.

A "Hello John. Have a seat, won't you?" Mr Williams said.
"Thank you, sir," John replied. "I'm sorry I'm a bit late but the traffic was dreadful."

"Don't worry John, it's not important," Mr Williams said.
"You see, I finally made up my mind last night to give you Alan Tomkin's job, since he's retiring."

...Mr Williams greeted John, and invited him to sit down..

John thanked Mr Williams and apologised for being a bit late, explaining the traffic had been dreadful.

Mr William told that it was not important and explained that he had finally made up his mind the previous night to give him Alan Tomkin's job since he was retiring.

"That's excellent news Mr Williams, and I give you my word I'll do my best to do a good job," John replied.

"Why don't you take your new contract home tonight and study it, John?" Mr Williams said.

John **exclaimed** that the news was excellent and **promised** to do his best to do a good job.

Mr William **suggested** that John should take his new contract home **that** night and study it.

B "I've got a job interview today. Can you give me some advice?" said Graham.

Graham **said** that he had got a job interview and **asked** Tracy to give him some advice.

"Well," said Tracy. "You should dress smartly.

You needn't wear a suit, but you had better wear a tie. You must arrive on time. And you ought to prepare some questions about the company."

Tracy **answered** that he should dress smartly.

She **explained** that he didn't need to wear a suit, But he had better wear a tie.

She **said that** he must/had to arrive on time and **added that** he ought to prepare questions about the company.

"Thanks," said Graham "I'll let you know how I get on."

Graham **thanked** her and told her that he would let her know how he got on.

"Yes, phone me tonight," Tracy replied.

Tracy **told** him to phone her that evening/night.

Punctuation in Direct Speech

- We capitalise the first word of the quoted sentence. The full stop, the question mark, the exclamation mark and the comma come inside the inverted commas. The comma comes outside the inverted commas only when "he said/asked" precedes the quoted sentence. *"She is working," he said. He said, "She is working." "She," he said, "is working."* We do not use a comma after the question mark. *"Can I leave now?" I asked but: I asked, "Can I leave now?"*
- When the subject is a pronoun, it comes before the reporting verb (said, asked etc) but when the subject is a noun, it often comes after "said", "asked" etc at the end or in the middle of the quoted sentence. *"He crashed his car," she said. "He crashed his car," said Anna. "He," said Anna, "crashed his car."* but: *She/Anna said, "He crashed his car."* (not: ~~Said Anna,~~ "He crashed his car.")
- Each time the speaker changes, we normally start a new paragraph.

The ballerina exclaimed that this was a disgraceful way to treat a star and she reminded him how famous she was. Then she warned him that she might never dance for the company again.

« What a disgraceful way to treat a star! » the ballerina exclaimed. « Don't forget how famous I am! I may never dance for the company again! »

The manager apologised for losing his temper, suggested that they should be reasonable about the matter and begged her not to let the public down. Then he politely asked her why she couldn't perform

The manager said, « Sorry for losing my temper. Let's be reasonable about the matter. Please, don't let the public down. May I ask you why you can't perform? »

and she explained that she had twisted her ankle.

« I have sprained my ankle, » she replied.



Subjunctive

- The bare infinitive form of the subjunctive is used after certain verbs and expressions to give emphasis. These are: **advise, ask, demand, insist, propose, recommend, request, suggest, it is essential, it is imperative, it is important, it is necessary, it is vital** followed by **(that) + subject**. In British English we normally use **should + simple form** instead of the bare infinitive form of the subjunctive. *It is essential (that) you finish this work today. (less usual) It is essential that you should finish this work today. (more usual)*

Give the correct form of the verbs in brackets. Some of the verbs are passive.

- 1 It is imperative that we ..*should follow*... (follow) his orders to the last letter.
- 2 He insisted that he *(should) pay* (pay) for the meal.
- 3 He proposed that women *(should) be admitted* (admit) into the club.
- 4 It is important that you *(should) take* (take) these pills three times a day.
- 5 He demanded that no one else *(should) be allowed* (allow) to see the contract.
- 6 She recommended that we *(should) stay* (stay) at the other hotel.

Fin lesson 12



165

Turn the following sentences into Direct Speech.

- 1 He denied spending the rent money. ... "No, I didn't spend the rent money," he said....
- 2 She exclaimed that it was a brilliant idea.
- 3 He explained to me how he had become a millionaire.
- 4 I offered to help her with her composition.
- 5 They permitted us to swim in their pool.

2. « What a brilliant idea! » she exclaimed.

3. « This is how I have become a millionaire, » he explained.

4. « Shall I help you with your composition? » I offered.

5. « You can/may swim in our pool, » they said to us.

- 6 She insisted on his wearing a tuxedo at the wedding.
- 7 He wondered where to send his application.
- 8 She complained to me about my leaving the car unlocked.
- 9 They encouraged their son to take piano lessons.
- 10 He instructed me to unplug it first and then use a screwdriver. ..

6. « You really must wear a tuxedo at the wedding ! » she said to him.

7. « Where should I send my application to? » he asked himself/wondered.

8. « You really shouldn't have left the car unlocked! » she complained to me.

9. « You really ought to take piano lessons! » they told their son.

9. « Unplug it first and then use a screwdriver, » he told me.

166 Turn the following dialogue into Reported Speech.

John: "I feel really awful today, Mum." ...*John said he felt really awful that day.* ...
Mum: "Why, what's the matter?"
John: "I've got a dreadful headache and I feel a bit dizzy."
Mum: "Oh dear, that sounds quite serious."
John: "I know. I wonder what's wrong with me. I've been feeling like this for a few days."

His mother asked him what the matter was.

He answered he had a dreadful headache and that he felt a bit dizzy.

His mother replied that it sounded quite serious.

John agreed and wondered what was wrong with him.

He added he had been feeling like **that** for a few days.

Mum: "Maybe you should go and see a doctor."

John: "Yes, I think so."

Mum: "I'll make you an appointment. And perhaps you should take the day off school."

John: "But Mum, I can't take the day off school just for a headache. I've got a test today."

His suggested he (should) see a doctor.

John agreed with her.

She offered to make him an appointment and added he should take the day off school.

John objected that he couldn't take the day off just for a test and explained he had a test that day.

Turn the following into a conversation, taking care to use the correct punctuation.

A policewoman was questioning a possible witness about a bank robbery in North London yesterday. She wanted to know if the man had any information which would help the police. The witness claimed to have seen three men run out of the bank and get into a red van which was parked nearby. He insisted that one of the men had been carrying a large suitcase. The policewoman then asked the witness to describe the three men, but he admitted that he had not been able to get a good look at them. The policewoman suggested that he come to the police station to look at some photographs of possible suspects. The man agreed and promised that he would do whatever he could to help.

...A policewoman was questioning a possible witness about a bank robbery in North London yesterday. "Do you have any information...

« Do you have any information which will help the police? » the policewoman wanted to know.

« I saw three men run out of the bank and get into a red van which was parked nearby, » the witness claimed. « One was carrying a large suitcase, » he insisted.

« Can you describe the three men? » the policewoman asked.

« No, I wasn't able to get a good look at them, » he admitted.

« Why don't you come to the police station to look at some photographs of known offenders? » the policewoman suggested.

« Of course, » agreed the man. « I will do whatever I can to help, » he promised.

168

Turn the following into Direct Speech.

Mr Granger said good morning to everyone and thanked them all for coming. He said that he expected that they were all wondering why he had called the meeting, and promised that he wouldn't keep them in suspense much longer. He explained that a large multinational company had offered to buy the factory for £10 million and he went on to invite people to give their views on whether or not they should sell. He warned them that it was a very important decision they had to make and urged them to think about the matter very carefully as everyone's future could depend on it.

« Good morning everyone, thank you all for coming, You must be wondering why I called the meeting so I won't keep you in suspense much longer.

Well, a large multinational company has offered to buy the factory for £10 million. I would like then, to have your views on whether or not we should sell.

This is a very important decision that you have to make so you must/should think about the matter very carefully as everyone's future could depend on it. »

Rewrite the following sentences in Reported Speech.

- 1 "Don't come home late," she said to me. "You've got to get up early tomorrow morning."
...She advised me not to come home late as I had to get up early the next morning....
- 2 "Can I borrow a cup of sugar?" she asked. "I've run out."
- 3 "Why are you always making fun of Jane?" she asked him. "She gets really upset."
- 4 "Would you like to come over for lunch on Sunday?" she asked. "We are having a barbecue."

- 5 "Are you staying in tonight?" Jim asked her, "Or aren't you?"

2. She asked if she could borrow a cup of sugar and added she had run out.

3. She asked him why he was always making fun of Jane and explained she got really upset.

4. She invited us over for lunch adding they were having a barbecue.

5. Jim asked her whether or not she was staying in that night.

- 6 "No, I didn't take your ticket," he said, "but I know who did."
- 7 "Betty can't come shopping with us," she said. "She's got a driving lesson."
- 8 "Okay, so I made a mistake," he said. "I'm sorry."
- 9 "Can you come home early?" she said to me. "I've got a surprise for you."

6. He answered she hadn't taken /he denied he had taken my ticket and claimed he knew who had.
7. She explained that Betty couldn't come with us as she had a driving lesson.
8. He admitted he had made a mistake and apologised.
9. She asked me whether I could come early because she had a surprise for me .

- 10 "Let's go for a picnic," he said. "It's such a lovely day."
- 11 "Why are you leaving now?" she asked. "The party's just beginning."
- 12 "I'm going to study hard," he said. "I want to pass this test."
- 13 "I really like the pink dress," she said to the sales assistant. "How much is it?"
- 14 "I saw Victoria in the supermarket," he said. "She didn't look very well."
- 15 "This is delicious," she said to him. "You should cook professionally."

10. He suggested going for a picnic as it was such a lovely day.

11. She asked me why I was leaving then as the party was just beginning.

12. He promised to study hard as he wanted to pass the test.

13. She told the sales assistant she really liked the pink dress and asked how much it was.

14. He said he had seen Victoria at the supermarket and that she didn't look/hadn't looked very well.

15. She told him it was delicious and urged him to cook professionally.

- 16 "O.K. I'll go to the cinema with you," she said, "but let's have dinner first."
- 17 "Tell me where you've been," he said, "and don't stay out late again."
- 18 "Come to dinner on Saturday," she said. "Don't forget, I live at 34 Green Street." .
- 19 "You really should go to college," he said. "A secretarial course is always useful."
- 20 "Hurry up," she said, "the performance is starting in half an hour."

16. She agreed to go to the cinema with him but suggested they (should) have dinner first.
17. He demanded to know where I'd been and ordered me not to stay out late again.
18. She invited me to dinner on the following Saturday and reminded me she lived at 34 Green Street.
19. He urged me to go to college and advised me that a secretarial course was always useful.
20. She urged me to hurry up as the performance was starting in half an hour.

- 21 "If you don't cooperate, we'll fall behind schedule," he said.
- 22 "Do you want me to take you home after school?" he asked. "It's too far for you to walk."
.....
- 23 "You can go in and see her now," he said. "She's just woken up."
- 24 "Where have I put my keys?" he asked himself. "Did I leave them at my mother's?"
.....
- 25 "Don't forget to lock the door twice," she said, "to make sure no one can get in."

21. He warned me that we would fall behind schedule if I didn't cooperate.
22. He offered to take me home after school as it was too far for me to walk.
23. He allowed me to go in and see her as she had just woken up.
24. He wondered where he had put his keys and whether he had left them at his mother's.
25. She reminded me to lock the door twice to make sure no one could get in.

- 26 "Do you think you could help me?" she said. "I seem to have lost my way."
.....
- 27 "I won't wear my hat," the child said. "It looks silly."
- 28 "There's been an accident," the policeman said, "and I'm afraid your son was involved."
.....
- 29 "I don't believe what you've done," Jeremy said to his sister. "We're supposed to be saving this for the party."
- 30 "You'd better not hurt her," he told the man, "or I'll report you to the police."

26. She asked me if I could help her as she had lost her way.

27. The child refused to wear his hat as it looked silly.

28. The policeman informed me there had been an accident and that my son had been involved.

29. Jeremy exclaimed he didn't believe what his sister had done because they were supposed to be saving that/it for the party.

30. He warned the man not to hurt her threatening to report him to the police.

Complete the sentences using the words in bold. Use two to five words.

1 "I got better marks in the test than you did," she said.

about She ...*boasted about getting better marks*... in the test than I had.

2 "How about going to the Caribbean for our honeymoon?" she asked.

suggested She*suggested going / they (should) go*..... to the Caribbean for their honeymoon.

3 "You must do your homework now," he said.

on He*insisted on me/my doing*..... my homework immediately.

4 "First you turn right and then left to get to the shop," he said.

how He*explained to me how*..... to get to the shop.

5 "No, I won't lie for you any more," she said to him.

to She*refused to lie for him*..... any more.

- 6 "Get this dog out of the house now!" he shouted at me.
demanded He *demanded that I (should) get* the dog out of the house immediately.
- 7 "You'd better not do that again or I'll lose my temper," he said to me.
warned He *warned me not to do / against doing* that again or he'd lose his temper.
- 8 "Don't forget to move everything out of the hall," she said to us.
reminded She *reminded us to move* everything out of the hall.
- 9 "You're right, he is a bit strange," she said.
agreed She *agreed that he was a bit strange* a bit strange.
- 10 "Shall I go tonight?" he asked himself.
to He *wondered whether to* go that night.

- 11 "I think you should stay in bed and get plenty of rest," the doctor told her.
she The doctor *recommended that she (should) stay* in bed and get plenty of rest.
- 12 "Will I see him again soon?" she asked herself.
would She *wondered whether she would* see him again soon.
- 13 "What a wonderful new outfit you're wearing!" she said.
exclaimed She *exclaimed it was* a wonderful new outfit.
- 14 "You mustn't forget to buy a Father's Day card this year," she told me.
reminded She *reminded me to buy* a Father's Day card that year.
- 15 "Nobody must find out where I'm hidden," he said.
found He said that it was vital *that nobody found out* where he was hidden.

16 "I'm the greatest footballer of all time," he said.

boasted He *boasted about being* the greatest footballer of all time.

17 "I'll never forget the way we met," he said.

would He *said he would never forget* the way they had met.

18 "Tidy your room before you go out," she said to me.

on She *insisted on me/my tidying* my room before I went out.

19 "Let's go for a walk," she said to them.

go She *suggested that they (should) go* for a walk.

20 "Do your shoelaces up or you'll fall over," she said.

me She *advised me to do* my shoelaces, otherwise I'd fall over.

- 21 "I don't like this settlement," he said.
complained He *complained that he didn't* like that settlement.
- 22 "Where's Sally going on holiday?" asked Jane.
was Jane *asked where Sally was going* on holiday.
- 23 "Don't touch that saucepan because it's hot," she said to me.
not She *warned me not to touch* the saucepan because it was hot.
- 24 "I'm sorry I missed the appointment," he said.
apologised He *apologised for missing* the appointment.
- 25 "You need to leave now," he said to me.
necessary He told me that it was *necessary that I (should) leave* at once.

26 "Please, please don't go Suzie," she cried.

begged She *begged Suzie not to* go.

27 "You broke that window Tom," said Mr Smith.

of Mr Smith *accused Tom of breaking* window.

28 "Oh, you look so beautiful," he said to her.

remarked He *remarked that she looked* very beautiful.

29 "You needn't come tomorrow," said Grandma to me.

have Grandma said *that I wouldn't have* to go the next day.

30 "You shouldn't stay in the sun for longer than fifteen minutes," the doctor told us.

advised The doctor *advised us not to stay* in the sun for longer than fifteen minutes.

- 31 "You must not enter the room without permission," he said to us.
to He *forbid us to enter* the room without permission.
- 32 "Do try and practise a bit more," she said to us.
urged She *urged us to try and practise* a bit more.
- 33 "I would like you to be there by 6 o'clock," she said to them.
wanted She *wanted them to be* there by 6 o'clock.
- 34 "OK, I'll wait a little longer," she said.
to She *agreed to wait* a little longer.
- 35 "Of course I didn't take your wallet," she said.
denied She *denied taking/ having taken/that she had taken* his wallet.

- 36 "Yes, I think it is the best option," she said.
that She *agreed that it was* best option.
- 37 "Leave this building immediately!" he said to us.
ordered He *ordered us to leave* the building immediately.
- 38 "You mustn't get out of the car," my mother said to us.
forbade My mother *forbade us to get out* of the car.
- 39 "Will I ever see them again?" he asked himself.
whether He *wondered whether he would* ever see them again.
- 40 "You might book a room before you go," she said to us.
suggested She *suggested we (should) book* a room before we went

207 Is he searching the room ? (he, ask, me)
Did you practise yesterday ? (she, ask, me)
Have they changed opinions ? (she, ask, him)
Will it be more expensive for us ? (we, ask, them)
Have they been working long ? (she, ask, me)
Must I explain the difference ? (I, ask, them)
Need they be here ? (I, enquire)
May I borrow your pen ? (I, ask, her)
Will you leave the Army later ? (she, ask, him)
Is she going to tear his letters up ? (I, ask, them).

208 Who rang the bell ? (I, ask, her)
Why can't they keep quiet ? (she, ask, us)
Will they arrive early ? (I, ask, him)
Did he feel guilty ? (she, ask, him)
What did the jug contain ? (she, want to know)
How many times have they been to America ? (she, ask, me)
Is he looking forward to hearing from them ? (I, ask, them)
When will they be back ? (he, want to know)
Can't you wait till I have finished ? (I, ask, her)
Why did he put his hand up ? (he, ask, me).

QUESTIONS A CHOIX MULTIPLES :

- 216 He said the pressures had ended
- last month - the month before - two years ago - before two months
- He said the figures remain low
- have - had - would have - would
- She asked me whether her opponent competing too
- will - has - would - would be
- She wanted to know how many teams part
- take - takes - have taken - had taken
- I had to order him interrupt the speaker
- to have - don't - not - not to
- He swore he know the answer
- doesn't - hadn't - didn't - will
- I wanted to know whether there something wrong
- is - will - will be - was
- He said the machine be a great help
- was - can be - will - could be
- She inquired how long the machines stopped
- have been - were - had been - are
- He said she obey nobody but him
- must have - had to - was - had needed.

- 217 They announced they not believe us
 - do - had - have - did
- He declared his firm bankrupt
 - has gone - went - would gone - had gone
- We wondered whether she run the business by herself
 - can - must be able - will be able to would be able to
- He said he would pop in
 - tomorrow - the day later - the day after next - the following day
- He claimed some of the components England
 - have reached - reached - will reach - had reached
- I asked who send it for me
 - can - must - could - has to
- They wanted to know whether they used by others as well
 - can been - could be - may be - may have
- They said that if war threatened, they based near the border
 - will be - would be - are - shall be
- He suggested I a seat
 - take - can take - took - will take
- He felt sure the workers' despair deepen
 - would - had - will - was

- Vocabulary and texts handout: Questions 81 to 90, **section 3.**

Section 3 Vocabulary

Directions: In this section, each question is a sentence with a word or phrase underlined. Below each sentence are four choices and you should select the one that has the closest meaning to the underlined word or phrase.

Example: It was not until the nineteenth century that a bridge was built over the river in Bordeaux.

- | | |
|-------------|----------------|
| a) created | c) constructed |
| b) prepared | d) linked |

Here the word “constructed” is closest in meaning to “built”, so c) is the best answer.

81. *Raj Rajaratnam, the founder of Galleon Group, has been charged with insider trading.*

- a) found guilty of
- b) accused of
- c) blamed for
- d) captured for

82. *We are toying with the idea of opening a second branch near the industrial park.*

- a) using
- b) developing
- c) considering
- d) handling

83. *Recent reports state that Dubai World's debt is not backed by the government.*

- a) financed
- b) guaranteed
- c) endorsed
- d) promoted

84. *Although there were other people in the room, their dispute became heated.*

- a) public
- b) intense
- c) composed
- d) physical

85. *The secretary was so taken aback by his behavior that she filed a formal complaint.*

- a) shocked
- b) intrigued
- c) frustrated
- d) mesmerized

86. *He decided not to dwell on the past and set about changing the future.*

- a) react to
- b) pass on
- c) linger over
- d) provide for

87. *Many of the employees thought the manager had made a rash decision by firing his assistant.*

- a) serious
- b) unfair
- c) hasty
- d) wise

88. *During the holiday season, consumers can rack up major savings by searching for coupons on the Internet.*

- a) accumulate
- b) exploit
- c) squander
- d) waste

89. *After listening to such blatant lies, the investor refused to fund the project.*

- a) rude
- b) repetitive
- c) obvious
- d) obscure

90. *Scores of people lined up in front of Michael Jackson's home to mourn the deceased pop star.*

- a) A handful
- b) Clusters
- c) Loads
- d) Lines

LAST YEAR'S TEST :



Prépa 1 – Anglais Ecrit – REPORTED SPEECH

Instructions: Choose one correct answer (A, B, C or D) and put your answer in the grid on the other side.

1. Martin said, "I'm going on holiday tomorrow." (out-of-date reporting)
Martin said that he on holiday
a. is going/ the next day b. was going/tomorrow
c. was going/the next day d. will be going/ the next day

2. "I won't be there." said Jane
Jane said she there, but she was.
a. won't be b. wouldn't be c. won't being d. would have been

3. "My pen ran out of ink while I was writing a letter", he said.
He said that his pen of ink while he a letter
a. ran out/ had been writing b. ran out / was writing
c. had run out/ had been writing d. run out / was writing

4. Martin said, "John doesn't have time tomorrow."
Martin said that John time the next day.
a. doesn't have b. will not have c. didn't have d. hadn't had

