

UNIT 5 - REPORTED SPEECH

EX. 1

- Rewrite the sentences in reported speech. Use connectors 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 *that*
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

EX. 2

- Look at the actual words spoken. Underline the correct words in the reported version.
- 1 (Helen's words) 'I won't do it until tomorrow.'
Helen said */she wouldn't do it until the previous/following day*.
 - 2 (Peter's words) 'It's very busy in here. I'll call you later.'
Peter said *it was very busy here/there*, and he'd call *me/him* later.
 - 3 (The sales manager's words) 'We received your order last week.'
He said *they/driver'd received our/their order the week after/before*.
 - 4 (Mel Bowen's words) 'I'm sorry about the delay. I'll deal with this now.'
She said *she/I was sorry about the delay*, and she'd deal with *it right then/later*.

EX. 3

- Changes in reported speech (A-B)
- Read what each person says and then complete the sentences.
- Vicki: Daniel told me on Friday that he'd had a job interview the previous day.
Daniel had a job interview on *Thursday*.
- 1 Trevor: Laura tells me I need a haircut.
..... needs a haircut.
 - 2 Claire: My brother told me in 1997 that he expected to become Manager the following year.
Claire's brother expected that he would become Manager in
 - 3 Alice: I wanted to see Mark in April, but he said he was very busy that month.
Mark was very busy in
 - 4 Harriet: I saw Nick last week. He said he'd given up smoking the week before.
Nick gave up smoking ago.

EX. 4

- Changes of place and time (A-B)
- Put in *here, that day, the day before, the next day, the week before*.
- Rachel (a week ago): I'm taking my driving test tomorrow.
You (today): When I saw Rachel, she said she was taking her driving test *the next day*.
- 1 Emma (two days ago): I've only had this new computer since yesterday.
You (today): Emma said she'd only had the new computer since
 - 2 Matthew (a week ago): I'm meeting a friend at the station later today.
You (today): Matthew said he was meeting a friend at the station later
 - 3 Mark (in the street): I'll see you in the office.
Mark said he would see me
 - 4 Sarah (a month ago): The conference was last week.
You (today): Sarah told me the conference had taken place

EX. 5

- Rewrite each sentence in reported speech.
- 1 'Are you on holiday for the whole of August?' she asked me.
She asked me *if/whether I was on holiday for the whole of August*.
 - 2 'What do the letters 'URL' mean?' I asked him.
I asked him
 - 3 'Have you prepared the figures?' my boss asked me.
My boss asked me
 - 4 'When is your birthday?' I asked Francesca.
I asked Francesca
 - 5 'Did you remember to back up the files?' she asked him.
She asked him
 - 6 'Why have you turned off the air conditioning?' Elen asked me.
Elen asked me
 - 7 'Do you speak Italian?' they asked me at the interview.
They asked me at the interview
 - 8 'How much did you pay for your car?' I asked Pablo.
I asked Pablo

EX. 6

- Report the sentences. They were all spoken last week. Use the verbs in brackets.
- Anna to Janet: Don't forget to sign the form.
Anna reminded Janet to sign the form.
- Robert: What time will the office close this evening? (ask)
Robert asked what time the office would close that evening.
- 1 A policeman to Christopher: Stop shouting. (tell)
- 2 Tessa: It was me. I ate all the cake yesterday. (admit)
- 3 Adrian: I'm sorry. I was rude. (apologize)
- 4 Simon to Susan: Would you like to join me for lunch? (invite)
- 5 Martin to Nancy: Did someone ring you an hour ago? (ask)
- 6 Peter: I really must leave. (insist)

Reported speech / UAS

EX. 7

Complete each question in direct speech, ending as shown:

- Jack asked me whether I was going out for lunch.
Are you going out for lunch?
- Carol asked Ann what she had done the day before.
Ann? asked Carol.
- John asked us if we often went to Germany for meetings.
John asked us.
- Kate asked me how many interviews I'd done that day.
Kate asked me.
- George asked Sue if she was going to change jobs.
Sue? asked George.
- Alice asked me who I had talked to at the conference.
Alice asked me.
- The technician asked me if I would be there the next day.
the technician asked me.
- Mary asked me where our new offices were.
Mary asked me.
- He asked me if I'd seen Bill recently.
he asked me.
- He asked me if I'd been seeing Bill at the conference.
he asked me.

EX. 8

Rewrite each sentence in reported speech, using a verb from the list below:

- I'll meet you at the airport, Sue, said Mike.
Mike promised to meet Sue at the airport.
- Would you like to come to the product launch, Jean? asked Chris.
Chris asked Jean if she would like to come to the product launch.
- I wouldn't sign the contract if I were you, Dave, said Patsy.
Patsy refused to sign the contract if Dave were her.
- How about getting an alternative quote? said Nick.
Nick suggested getting an alternative quote.
- I'm terribly sorry for arriving so late, said Serena.
Serena apologised for arriving so late.
- Shall I give you a lift? said Mark.
Mark offered to give me a lift.
- Well done, you've won the Employee of the Year award! he said.
He congratulated me for winning the Employee of the Year award.
- No, I can't accept any further delays, said Pat.
Pat refused to accept any further delays.

Exercise 1

Underline the correct words.

- I really can't afford to add / eating in such an expensive restaurant.
- Do you mind to come / coming back in half an hour?
- Do you want to come / coming back in half an hour?
- Kate denied to give / giving the office keys to anyone else.
- He admitted to make / making a serious mistake.
- Remind / Remember me to call Sylvia this afternoon.
- We have been trying to enter / entering the Chinese market for some time.
- I hope to be / being at the next meeting, but I'm not sure if I can make it.
- I expect to be / being at the next meeting. I think I can make it.
- If she isn't in the office when you call, keep to try / trying.
- I considered every possible option. I even imagined to resign / resigning.
- I refuse to believe / believing that we can't do it. We have to try harder.
- I admit to be / being a little careless last time, but I won't do it again.
- I can't stand people to interrupt / interrupting all the time. It's so rude.
- Where do you fancy to go / going for lunch today?
- I've arranged to meet / meeting them at their hotel.
- We guarantee to deliver / delivering the goods by the end of June.
- Imagine to win / winning the lottery!
- The manager refused to see / seeing me.
- I realised I had forgotten to pack / packing any spare batteries.
- If I miss my connection, it means to arrive / arriving in Bonn after midnight.
- I tried to lift / lifting it, but it was too heavy.
- I enjoy to get away / getting away to the coast at the weekend.
- I'd love to get away / getting away to the coast this weekend.
- I tried to persuade / persuading him, but he refused to listen / listening to me.
- I really enjoyed to visit / visiting your factory. Thank you very much.
- They decided to order / ordering 1,000 units.
- He offered to meet / meeting me at the airport.

VERB PATTERNS - REVIEW :-)

Exercise 2

Complete the sentences with a verb from the list below. Choose either the -ing form or to + infinitive.

- cause - come - compromise - get - get through - give - make - rise - unpack - wait
- He admitted making a mistake on the invoice.
 - Do you fancy coming with us for a drink?
 - Wages tend to rise faster than inflation.
 - I can't manage to get through when I call. I keep getting an engaged tone.
 - Do you mind waiting for a couple of minutes while I write this email?
 - They agreed to pay us thirty more days to pay the invoice.
 - The transport company deny to pay the damage.
 - Their negotiating position was very rigid. They refused to give.
 - I saw him coming the goods, and there was no damage visible.