U15 - BEFORTED STEECH

	Ex.4					EX. S			Ex. 2					EX. A
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. I Emma (two days ago): I'w only had this new computer since yesterday. You (today): I'm meeting a friend at the station later today. You (today): You (in the office): Wathew said he was meeting a friend at the station later You (in the office): Watk said he would see me. 4 Sarth (a month ago): The conference was last week. You (today): Sarth (a month ago): The conference was last week. Sarth (a month ago): The conference was last week. Sarth (a month ago): Sarth (a month ago): The conference was last week.	Changes of place and time (A-B)	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		Daniel had a job interview on <i>Thursday</i> , 1 Trevor: Laura tells me I need a haircut.	Read what each person says and then complete the sentences. Vicky: Daniel told me on Friday that he'd had a job interview the previous day.	Changes in reported speech (A–B)	3 (The sales manager's words) 'We received your order last week.' He said they'd/we'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/l was sorry about the delay, and she'd deal with it right then/later.	Helen said I/ <u>she</u> wouldn't do it until the <i>previous <u>Ifallowing</u></i> 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.	Look at the actual words spoken. <u>Underline</u> the correct words in the reported version. 1 (Helen's words) 'I won't do it until tomorrow.'	6 'I'm going to visit our Polish subsidiary, but I'm not sure when,' she said. She said.	5 'I like playing tennis, but I don't do it very often,' she said. She said	4 "I'm preparing the figures but I won't be long," she said. She said	When I finish my presentation, I'm going to have a drink,' he said. He said that when	Rewrite the sentences in reported speech. Use contractions where possible 1. "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. "We read the report and I don't understand section 4;" he said. He said.
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		6 Peter: I really must leave. (insist)	5 Martin to Nancy: Did someone ring you an hour ago? (ask)	4 Simon to Susan: Would you like to join me for lunch? (invite)	3 Adrian: I'm sorry I was rude. (apologize)	2 Tessa: It was me. I ate all the cake yesterday. (admit)	Report the sentences. They were all spoken last week. Use the verbs in brackets. Anna to Janet: Don't forget to sign the form. (remind) Juna reminded fanet to sign the form. Robert: What time will the office close this evening? (ask) Robert siked what time the office would close that evening. A policeman to Christopher: Stop shouting. (tell)		Ellen asked me	She asked him	lasked Francesca	ny poss asked me	lasked him 3 'Have you prepared the figures?' my boss asked me.	Rewrite each sentence in reported speech. 1. 'Are you on holiday for the whole of August?' she asked me. She asked me if X.whiether

EX. S

Reported speech / 415

LX. 4

8 'No, I can't accept any further delays,' said Pat. Bat Bat	terribly sorry for arriving so late,' said Serens	bout getting an alternative quote?' said N	Jldn't sign the contract if I were you, Dav	Mike promised to meet Swe 'Would you like to come to the product launch	refused	advised apologised for congratulated on invited offered promised	Rewinte each sentence in reported speech, using a verb from the list below.		10 He asked me if I'd be seeing Bill at the conference. ?' he asked me.	9 He asked me if I'd seen Bill recently. 7' he asked me.	Mary asked me where our new offices were. ?' Mary asked me.	7 The technician asked me if I would be there the next day. ?' the technician asked me.	6 Alice asked me who I had talked to at the conference. ?' Alice asked me.	5 George asked Sue if she was going to change jobs. , Sue?' asked George.	4 Kate asked me how many interviews I'd done that day. 7' Kate asked me.	3 John asked us if we often went to Germany for meetings. ?' John asked us.	2 Carol asked Ann what she had done the day before. , Ann? asked Carol.	1 Jack asked me whether I was going out for lunch? Jack asked me.	- 3
	I give you a lift?' said Mark.	Nick	Passy	I wouldn't sign the contract if I were you. Dav PatSy How about getting an alternative quote? sai Nick Nick I'm ternibly sorry for arriving so late., said Sei Seiena Synall give you a lift? said Mark.	Would you like to come to the product launch. J Chris I wouldn't sign the contract if were you, Dave. Baty How about getting an alternative quote? said A Nick I'm terribly sorry for arriving so late; said Serent Serena Serena	refused suggested "I'll meet you at the airport, Sue," said Mike. Nike promised to meet Sue Would you like to come to the product launce Chris Wouldn't sign the contract if I were you, Day Pary I mouldn't sign the contract if I were you, Day Pary I move about getting an alternative quote?' said Nick I'm terribly sorry for arriving so late," said See Serena Steela give you a lift?' said Mark.	advised apologised for congratulated on in refused suggested "Ill meet you at the airport, Sue," said Mike, Mike Provised to weet Sue. Would you like to come to the product launch Chris Would you like to come to the product launch Chris How about getting an alternative quote? said Nick The terribly sorry for arriving so late," said See Serena. Schall give you a lift? said Mark.	Rewrite each sentence in reported speech, using a verb from the list below. arbised apologised for congratulated on invited offered premised refused suggested 1. "Ill meet you at the airport, Sue," said Mike. Mike proxised to west Siew at the airport. 2. Would you like to come to the product launch, lean?" asked Chris. Chris the product launch, lean? asked Chris. Chris the product launch. Serena an alternative quote. Serena so late. Serena so late. Serena so late. Serena so late. Serena so late.	Rewrite each sentence in reported speech, using a verb from the list below. advised apologised for congratulated on invited offered promises refused suggested 1 "Ill meet you at the airport, Sue," said Mike	Rewrite each sentence in reported speech, using a verb from the list below. advised applicace for congratulated on invited offered premised refused suggested 1 "I'll meet you at the airport. Sue." said Mike. PROMISED to come to the product Jaunch, Jean? asked Chris. Chris the product vigor like to come to the product Jaunch, Jean? asked Chris. Chris the product Jean? Said Nick. 1 wouldn't sign the contract if I were you, Dave, 'said Patsy. 3 I wouldn't sign the contract if I were you, Dave, 'said Nick. 4 How about getting an alternative quote?' said Nick. Nick Serena an alternative quote. 5 'I'm terribly sorry for arriving so late.' said Serena. Serena so late. 5 'Spail give you a lift?' said Mark. me a lift.	He asked me if i'd seen Bill recently. 10 He asked me if i'd be seeing Bill at the conference. 2 he asked me. 2 he asked me. 2 he asked me. 2 he asked me. 2 would you like to come to the product launch, Jean? asked Chris. 2 wouldn't sign the contract if were you, Dave, and Barry. 3 wouldn't sign the contract if were you, Dave, and Barry. 4 How about getting an alternative quote? said Nice. 4 How about getting an alternative quote? said Serena. 5 "Fine terribby sorry for arriving so late." said Serena. 5 Serena so late. 5 Serena so late. 6 "Shall give you a lift?" said Mark. The a lift. The asked me if i'd seen Bill recently. The asked me. 2 he asked me. 3 he asked me. 3 he asked me. 4 how asked me. 5 lift. The asked me. 2 he asked me. 3 he asked me. 4 how asked me. 5 lift. The asked me. 5 lift. The asked me. 5 lift. The asked me. 2 he asked me. 2 he asked me. 2 he asked me. 3 he asked me. 4 how asked me. 5 lift. The asked me. 2 he asked me. 3 he asked me. 4 how asked me. 5 lift. 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Mary asked me where our new offices were. 9 He asked me if i'd seen Bill recently. 10 He asked me if i'd seen Bill recently. 11 He asked me if i'd be seeing Bill at the conference. 12 He asked me if i'd be seeing Bill at the conference. 13 He asked me if i'd be seeing Bill at the conference. 14 How about sentence in reported speech, using a verb from the list below. 15 Advised apologised for congratulated on invited offered premised refused suggested 16 "I'll meet you at the airport. 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Said Setena. 5 Setena so late. 5 Setena so late.' 5 Setena me. 7' May asked me. 7' May asked me. 7' May asked me. 9' May asked me. 10 He asked me. 10 He asked me if i'd see Bill at the contract. 10 He asked me if i'd see Bill at the contract. 11 He asked me if i'd seen Bill at the contract. 12 He asked me if i'd seen Bill at the contract. 13 He asked me. 14 He asked me if i'd seen Bill at the contract. 16 He asked me if i'd seen Bill at the contract. 17 He asked me if i'd seen Bill at the contract. 18 He asked me if i'd seen Bill at the contract. 19 He asked me i'id seen Bill at the contract. 10 He asked me i'id seen Bill at the contract. 10 He asked me i'id seen Bill at the contract. 10 He asked me i'id seen Bill at the contract. 10 He asked me i'id seen Bill at the contract. 10 He asked me i'id seen Bill at the contract. 10 He asked me i'id seen	7 The technician asked me if I would be there the next day. 9 He asked me where our new offices were. 9 He asked me if I'd seen Bill recently. 10 He asked me if I'd seen Bill recently. 11 He asked me if I'd seen Bill recently. 12 He asked me if I'd seen Bill recently. 13 I wouldn't sign the contract if I were you, Dave, 'said Saena. 14 How about getting an alternative quote? 'said Nick. 15 'Yen ternbly sorry for arriving so late,' said Saena. 16 Systal I give you a lift?' said Mark. 17 The ternbly sorry for arriving so late,' said Saena. 18 Saena. 19 He asked me if I'd seen Bill recently. 10 He asked me. 20 The saked me. 21 He asked me. 22 He asked me if I'd seen Bill recently. 23 I wouldn't sign the contract if I were you, Dave,' said Saena. 34 How about getting an alternative quote?' said Nick. 4 How about getting an alternative quote?' said Saena. 5 Seena. 5 Seena. 5 Seena. 5 Seena. 6 Systal I give you a lift?' said Mark. 17 The ternbly sorry for arriving so late.' said Seena. 18 Seena. 19 The ternbly sorry for arriving so late.' said Seena. 10 He technician asked me. 20 Jate. 30 Jate. 30 Jate. 30 Jate. 30 Jate.	6 Alice asked me who I had talked to at the conference. 7 The technician asked me if I would be there the next day. 8 Mary asked me where our new offices were. 9 He asked me if I'd seen Bill recently. 10 He asked me if I'd seen Bill recently. 11 He asked me if I'd be seeing Bill at the conference. 12 He asked me if I'd be seeing Bill at the conference. 13 I'm meet you at the airport. Sue, said Mike. 14 How about getting an alternative quote? said Nick. 15 I'm ternbly sorry for arriving so late, said Serena. 16 Serena so late. 17 I'm ternbly sorry for arriving so late, said Serena. 18 Serena so late. 19 He asked me if I'd be seeing Bill at the conference. 10 He asked me if I'd be seeing Bill at the conference. 11 I'm early you at the airport. Sue, said Mike. 12 I'm ternbly sorry for arriving so late, said Serena. 13 I'm ternbly sorry for arriving so late, said Serena. 14 How about getting an alternative quote. 15 I'm ternbly sorry for arriving so late, said Serena. 16 Serena serve. 17 Alice asked me. 17 Alice asked me. 18 Alice asked me. 19 He technician asked me. 19 He technician asked me. 10 He asked me. 11 He technician asked me. 12 Alice asked me. 13 Alice asked me. 14 How asked me. 15 I'm ternbly sorry for arriving so late. 16 Serena sorry asked Christoper sorry asked Christop	S George asked Sue if she was going to change jobs. 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Sue,' said Mike. 14 How about getting an alternative quote?' said Nick. 15 I'm ternbly sorry for arriving so late,' said Serena. 16 Serena an alternative quote. 17 The termbly sorry for arriving so late,' said Serena. 18 Serena an alternative quote. 19 Yea a lift. 10 He asked me if I'd be seeing Bill at the conference. 10 He asked me if I'd be seeing Bill at the conference. 11 The termbly sorry for arriving so late,' said Serena. 12 Serena an alternative quote. 13 Serena and I'm said Mark. 14 How about getting an alternative quote. 15 Serena and I'm said Mark. 16 Serena and I'm said Mark. 17 The and I'm said Mark. 18 Serena and I'm said Mark. 19 He asked me if I'd seen Bill recently. 19 He asked me if I'd seen Bill recently. 10 He asked me if I'd seen Bill recently. 10 He asked me if I'd seen Bill recently. 11 He asked me if I'd seen Bill recently. 12 You do not be a seeing Bill at the conference. 13 You do not be a seeing Bill at the conference. 14 How about getting an alternative quote. 15 I'm ternbly sorry for arriving so late.' Said Serena. 16 Serena and I'm said Mark. 17 The asked me if I'd seen Bill recently. 18 June asked me if I'd seen Bill recently. 19 Year asked me. 20 You asked me. 20 You asked me. 20 You asked me. 21 He asked me. 22 You asked me. 23 You asked me. 24 How asked me. 25 You asked me. 26 Year asked me. 27 You asked me. 28 Year asked me. 29 He asked me. 29 He asked me. 20 You asked me. 20 You asked me. 20 You asked me. 21 He asked me. 21 You	John asked us if we often went to Germany for meetings. Kate asked me how many interviews i'd done that day. Ceorge asked me who I had talked to at the conference. The technician asked me if I would be there the next day. The technician asked me if I would be there the next day. He asked me where our new offices were. He asked apologised for congratulated on invited offered advised apologised for congratulated on invited offered refused suggested Which provides to the arport. Sue' said Mike approxition white product launch. 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All the wouldn't sign the contract if were you. Dave't said Neck the conference. Serena wouldn't sign the contract if were you. Dave't said Neck the conference. Till membly sorry for airwing so late, said Serena. Solution that the conference that the conference.	Jack asked me whether was going out in future. Are year, going jour, for living. Are to living. Are year, going jour, for living. John asked Ann what she had done the day before. An John asked us if we often went to Germany for meetings. Soerong asked Sue if she was going to change jobs. Georong asked Sue if she was going to change jobs. The technician asked me if I would be there the next day. The lasked me where our new offices were. Mary asked me where our new offices were. He asked me if I'd seen Bill recently. He asked me if I'd seen Bill recently. He asked me if I'd seen Bill recently. He asked me if I'd be seeing Bill at the conference. The meet you at the airport. Sue' said Mike. 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Nick Sid Patsy, Son you arriving so late.' said Seena. 1 So late.	4 Kate asked me how many interviews I'd done that day, 5 George asked Sue if she was going to change jobs. 6 Alice asked me who I had talked to at the conference. 7 Alice asked me. 7 The technician asked me if I would be there the next day. 8 Many asked me who I had talked to at the conference. 9 He asked me if rid seen Bill recently. 9 He asked me if rid be seeing Bill at the conference. 10 He asked me if rid be seeing Bill at the conference. 9 He asked me if rid be seeing Bill at the conference. 11 I'll meet you at the airport. Sue, said Mike. 12 Would you like to come to the product launch, Jean? asked Chris. 13 I wouldn't sign the contract if I were you, Dave, said Patsy. 14 How about getting an alternative quorie? said Nick. 15 I'll mentbly sorry for arriving so late. 16 So late. 17 So late.	John asked us if we often went to Germany for meetings. Kate asked me how many interviews i'd done that day. George asked me who I had talked to at the conference. Alice asked me who I had talked to at the conference. Many asked me where our new offices were. He asked me if i'd seen Bill recently. He asked me if i'd be seeing Bill at the conference. He asked me i	Carol asked Ann what she had done the day before. All John asked us if we often went to Germany for meetings. Yell Chare asked me how many interviews i'd done that day. Yell Chare asked me who i had talked to at the conference. Yell The technician asked me if I would be there the next day. Wany asked me where our new offices were. Wany asked me if i'd seen Bill recently. He asked me if i'd be seeing Bill at the conference. Yell me yell the airport such said Mike. Promised to come to the product launch, Jean?' asked it rull me pout getting an alternative quote?' said Nick. Nick Nick I'm terribly sorry for arriving so late.' said Serena. So late.	Lock asked me whether was going out private. Are, you, going out, foor lunking. Are you, going out, foor lunking. And both asked with we often went to Germany for meetings. And other was going to change jobs. And other was going to change going to change jobs. And other was going to change goin

EX. O

VERB PATTERUS - RENISION: -)	Inderline the correct words	Exercise 1
NS- BENISCON:		VERB
		US- BENISON:

ering the correct words.
I really can't afford to eat/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 I 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.

14 I can't stand people to interrupt/interrupting all the time. It's so rude. 15 Where do you fancy to go/going for lunch today? 16 I've arranged to meet/meeting them at their hotel. 17 We guarantee to deliver/delivering the goods by the end of lune. 18 Imagine to wint/winning the lottery! 19 The manager refused to see/seeing me. 20 I realised I had forgotten to pack/packing any spare batteries. 21 If I miss my connection, it means to armie/arming in Bonn after midnight. 22 I tried to lift/lifting it, but it was too heavy. 23 I enjoy to get away/getting away to the coast at the weekend. 24 I'd love to get away/getting away to the coast at the weekend. 25 I tried to persuade him, but he refused to lifter/lifting to me. 26 I really enjoyed to victivisting your factory Thank you very much. 27 They decided to order/ordering 1,000 units. 28 He offered to meet/meeting me at the airport.

Exercise 2

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

Pat