

**Unit 15****REPORTED SPEECH AND REFERENCE WORDS**

In reported speech references to **people, places, times** and **things** often change, because the point of view changes.

'I will install a new printing machine **here tomorrow**.' he said. .... He said **HE** would install new printing machine **THERE THE NEXT DAY**.

'I've read **your** book about **this** eco-efficiency project.' she said. .... She said **SHE'd** read **MY** book about **THAT** eco-efficiency project.

*See the list to learn the shifts:*

**people:**

I	he / she
you	me
my	his / her
your	my

**places:**

here	there
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**times:**

now	then, at that time
today	that day, (on Monday)
yesterday	the day before, the previous day
tomorrow	the next day, the following day, (on Monday)
this afternoon	that afternoon
last week	the week before, the previous week
next week	the week after, the following week
a few days ago	a few days before, a few days earlier
current	then

**things:**

this (report)	that (report)
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**Exercise 1 - Rewrite the following sentences transforming them into indirect speech:**

1. 'I saw your business associate two days ago.' he said.

He said \_\_\_\_\_ business associate \_\_\_\_\_.

2. 'The salesman working here is reluctant.' she said.

She said the salesman working \_\_\_\_\_ reluctant.

3. 'This complainant wishes us to take action now.' they said.

They said \_\_\_\_\_ to take action \_\_\_\_\_.

4. 'They are expecting a foreign visit tomorrow.' he said.

He said they \_\_\_\_\_ a foreign visit \_\_\_\_\_.

**Exercise 2 - Fill in the words used in either direct (D) or reported (R) speech.**

- (D) this --> (R) \_\_\_\_\_
- (R) there --> (D) \_\_\_\_\_
- (D) next month --> (R) \_\_\_\_\_
- (D) the day before yesterday --> (R) \_\_\_\_\_
- (R) then --> (D) \_\_\_\_\_
- (R) that day --> (D) \_\_\_\_\_
- (R) the previous week --> (D) \_\_\_\_\_
- (D) current --> (R) \_\_\_\_\_

9. (R) before --> (D) \_\_\_\_\_
10. (D) a few days ago --> (R) \_\_\_\_\_
11. (D) your --> (R) \_\_\_\_\_
12. (D) I --> (R) \_\_\_\_\_
13. (R) the next day --> (D) \_\_\_\_\_
14. (D) this afternoon --> (R) \_\_\_\_\_
15. (D) last year --> (R) \_\_\_\_\_
16. (D) the day after tomorrow --> (R) \_\_\_\_\_
17. (D) yesterday --> (R) \_\_\_\_\_
18. (R) his / her --> (D) \_\_\_\_\_
19. (R) me --> (D) \_\_\_\_\_
20. (R) the following day --> (D) \_\_\_\_\_

### **UNIT 15 – definitions**

*Are the following definitions correct? Find mistakes if necessary and use the correct terms.*

- 1) to get money illegally from a person or an organization by tricking them: FRAUD
- 2) the process of arranging for sb outside a company to produce goods or provide services for that company: OUTSOURCE
- 3) to reduce the number of people who work in a company, business, etc. in order to reduce costs: DOWNSHIFTING
- 4) the shares of listed companies, which are considered to be a high-risk and high-yield investment: BLUE CHIP
- 5) the work of keeping an accurate record of day-to-day the accounts of a business: ACCOUNTING
- 6) An organization that makes products under contract for other companies. It caters to the OEM market and typically owns the intellectual property (IP) or design for the product itself: The ODM
- 7) a report written by an independent specialist for the members of a company after examining a company's financial records: AUDIT

### **U 15 – CB p.132 – Listening 1 (do not complete before the course is held)**

*Translate while listening:*

- podíl na trhu klesá v průběhu posledních pěti let –
- je to z části moje vina –
- nepodařilo se mi přizpůsobit cenovou politiku –
- udělat/provést průzkum/mapování spokojenosti zákazníků –
- příjemné zjištění/objev –
- ukazuje se, že ...–
- zvažujeme buďto rozprodávat (zboží) hypermarketu ... nebo jim konkurovat –
- prosazovat se/ vydělávat (peníze) –
- poradit ohledně nejlepšího postupu –
- zdražit –
- obrátit naruby –
- vyplatit se –

## PASSIVE OF REPORTING VERBS

◆ Sometimes when you are reporting what people say or believe, you don't know, or you don't want to say, who exactly the 'people' are. So you use an impersonal construction:

*People believe that thousands of birds died.*

The same idea can be expressed by using the passive in two different ways:

a) **subject + passive of reporting verb + 'to' infinitive**

*Hundreds of thousands of birds are believed to have died.*

b) **It + passive of reporting verb + that + clause**

*It is believed that hundreds of thousands of birds died.*

○ Some other reporting verbs that can be used in this way are:

*calculate, claim, consider, discover, estimate, expect, feel, hope, know, prove, report, say, show, think, understand, etc.*

○ With present reference, the passive is followed by the present infinitive:

People think that Johnson is in Cardiff.

*Johnson is thought to be in Cardiff.*

○ With past reference, the passive is followed by the past infinitive:

People believe that Johnson left Cardiff last month.

*Johnson is believed to have left Cardiff last month.*

○ Present and past continuous infinitives are also used:

They think that the forger is living in Florence.

*The forger is thought to be living in Florence.*

People know that the suspect has been dealing with drugs.

*The suspect is known to have been dealing with drugs.*

○ Passive infinitives can also appear:

People believe that the portrait was painted by Vermeer.

*The portrait is believed to have been painted by Vermeer.*

They think that the staff are given a bonus whenever they have to work overtime.

*The staff are thought to be given a bonus whenever they have to work overtime.*

○ The reporting verb can also be past:

People considered the government had spent too much.

*The government was considered to have paid too much.*

◆ Rewrite each sentence so that the meaning stays the same.

- 1 People think that neither side wanted war.  
Neither side is .....
- 2 People say that fewer than 1,000 blue whales survive in the southern hemisphere.  
Fewer .....
- 3 Everyone knows that eating fruit is good for you.  
Eating fruit .....
- 4 People consider that one in three bathing beaches is unfit for swimming.  
One in three bathing beaches .....
- 5 At least 130,000 dolphins are reported to be caught in the nets of tuna fishers every year.  
It is .....
- 6 It is estimated that in the past 15 years about 10 million dolphins have been killed.  
About 10 million dolphins .....
- 7 In ancient Greece people thought dolphins were men who had abandoned life on land.  
In ancient Greece it .....
- 8 In ancient Rome it was believed that dolphins carried souls to heaven.  
In ancient Rome dolphins .....
- 9 People say that the company invested fifty million pounds last week.  
The company .....
- 10 People say Mr Clark was difficult to work with when he was younger.  
Mr Clark .....
- 11 Someone has calculated that the water of the River Rhine contains over 2,000 chemicals.  
It .....
- 12 Everyone thought the painting had been destroyed in the fire.  
The painting .....
- 13 It is believed that the Chinese invented gunpowder.  
The Chinese .....
- 14 About 1 million papers are thought to have been sold.  
People .....
- 15 It is thought that the two injured men were repairing high-tension cable.  
The two .....
- 16 We hope that the government has prepared a plan.  
The government .....
- 17 People say that Mr Bond was having business difficulties when he was charged with fraud.  
Mr Bond .....
- 18 It is thought that this treasure dates from the 19<sup>th</sup> century.  
This treasure .....
- 19 People believe that a professional thief stole the painting.  
It .....