

Special Introductory Verbs

Introductory verb	Direct Speech	Reported Speech
agree + to-inf	"Yes, I'll be happy to help you."	➔ He agreed to help me.
demand	"Tell the truth!"	➔ He demanded to be told the truth.
offer	"Would you like me to open the door?"	➔ He offered to open the door.
promise	"I'll definitely be here early."	➔ He promised to be there early.
refuse	"No, I won't lend you any money."	➔ He refused to lend me any money.
threaten	"Hand over your money or I'll shoot you."	➔ He threatened to shoot me if I didn't hand over my money.
claim	"I saw him steal the car."	➔ He claimed to have seen him steal the car.
advise + sb + to-inf	"You should see a doctor."	➔ He advised me to see a doctor.
allow	"You can borrow my car."	➔ He allowed me to borrow his car.
ask	"Please, turn the light off."	➔ He asked me to turn the light off.
beg	"Please, please stop shouting so loudly."	➔ He begged me to stop shouting so loudly.
command	"Leave the room!"	➔ He commanded us to leave the room.
encourage	"Go ahead, drive the car."	➔ He encouraged me to drive the car.
forbid	"You must not arrive late tonight."	➔ He forbade me to arrive late that night.
instruct	"Lift the receiver and wait for the dialling tone."	➔ He instructed me to lift the receiver and wait for the dialling tone.
invite sb	"Would you like to come out to dinner with me?"	➔ He invited me to go out to dinner with him.
order	"Close the door immediately."	➔ He ordered me to close the door immediately.
permit	"You may leave now."	➔ He permitted/allowed me to leave then.
remind	"Don't forget to water the plants."	➔ He reminded me to water the plants.
urge	"Try to be punctual."	➔ He urged me to try to be punctual.
warn	"Don't go near the edge of the cliff."	➔ He warned me not to go near the edge of the cliff.
want	"I'd like you to study harder."	➔ He wanted me to study harder.
accuse sb of + -ing form	"You stole my handbag!"	➔ She accused me of stealing her handbag.
apologise for	"I'm sorry I was rude to you."	➔ He apologised for being rude to me.
admit (to)	"Yes, I broke the window."	➔ He admitted (to) breaking/having broken the window.
boast about	"I'm more intelligent than you."	➔ He boasted about being more intelligent than me.
complain to sb about	"You always leave the door open."	➔ He complained to me about my always leaving the door open.
deny	"No, I didn't break the window."	➔ He denied breaking/having broken the window.
insist on	"You must take all the medicine."	➔ He insisted on me/my taking all the medicine.
suggest	"Let's go out for a walk."	➔ He suggested going out for a walk.
agree + that-clause	"Yes, it's a great idea."	➔ He agreed that it was a great idea.
boast	"I'm the best player of all."	➔ He boasted that he was the best player of all.
claim	"I know who stole your car."	➔ He claimed that he knew who had stolen my car.
complain	"You never help me."	➔ She complained that he never helped her.
deny	"I never touched the vase!"	➔ He denied that he had ever touched the vase.
exclaim	"It's a success!"	➔ He exclaimed that it was a success.
explain	"It's a difficult theory to follow."	➔ He explained that it was a difficult theory to follow.
inform sb	"Your application is under review."	➔ He informed me that my application was under review.
promise	"I won't forget again."	➔ He promised that he wouldn't forget again.
suggest	"You ought to help her out."	➔ 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.

7 Reported Speech

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

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

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| 1 "You took my bag, didn't you?" | ...accuse... | She accused me of taking her bag. |
| 2 "I'll bring my homework tomorrow." | | |
| 3 "Get out of the room now!" | | |
| 4 "The train leaves at 6 o'clock." | | |
| 5 "Don't forget to make a dental appointment." | | |
| 6 "Please, please help me!" | | |
| 7 "You must give us a call when you get back!" | | |
| 8 "I won't help you." | | |
| 9 "Would you like to go out with us?" | | |
| 10 "If you do that again, I'll punish you." | | |
| 11 "I didn't break the vase!" | | |
| 12 "Will the rain ever stop?" | | |
| 13 "First turn this knob, then flick the switch." | | |
| 14 "Yes, you're right." | | |
| 15 "What about going for a walk?" | | |
| 16 "You should go on a diet." | | |
| 17 "You mustn't touch the camera." | | |
| 18 "Don't cross the road without looking both ways." | | |
| 19 "Would you like me to water your plants?" | | |
| 20 "Yes, it was me who broke the teapot." | | |
| 21 "It is a difficult situation, you see." | | |
| 22 "I met the Queen once, you know." | | |
| 23 "You always leave the bathroom in a mess!" | | |
| 24 "You may use the fax machine whenever you want." | | |
| 25 "You must stay until 5 o'clock every day!" | | |
| 26 "Give me the money!" | | |
| 27 "I crossed the Atlantic single-handed." | | |
| 28 "You may call me by my first name." | | |
| 29 "Please, empty all the ashtrays before you leave the room." | | |
| 30 "Cease fire!" | | |
| 31 "Go on, tell us what's on your mind." | | |
| 32 "I'd like you to cook dinner tonight." | | |
| 33 "I'm sorry I spoiled the surprise party." | | |
| 34 "Sure, I'd be glad to lend a hand." | | |
| 35 "I'll never let you down again." | | |