

WHAT ARE REPORTING VERBS?

In academic writing, you will often need to refer to the research of others. Reporting verbs, also known as referring verbs, are used to discuss/refer to another writer's work within your own or to report on the findings of others. When discussing other people's work, we use reporting verbs to identify when information is coming from a source. Additionally, reporting verbs can demonstrate one's assessment of /position on information as well.

There are many different reporting verbs that you can use to both avoid repetition and be more precise in your writing.

WHAT COMES AFTER REPORTING VERBS?

Knowing how to use **reporting verbs** correctly in a sentence is important.

The information below explains what comes after **reporting verbs**.

Some verbs appear more than once because they can be used in different ways.

1) Reporting verb + 'that' + clause: ADMIT, DECIDE, DENY, INFORM, INSIST, MENTION, SUGGEST, RECOMMEND

EXAMPLES: He admitted that he was mean.
 She decided thatshe would travel to India.
 The suspect denied that he was at the scene of the crime.
 I've just been informed that my luggage had already arrived.
 We insist that you join us for dinner.
 He casually mentioned that he was leaving his job.
 I suggest that you arrive early.

Note: People often leave out the 'that' in spoken English. The meaning is the same:

I suggest you arrive early.
 We insist you join us for dinner.
NOT: We insist you TO join.

2) Reporting verb + verb-ing: ADMIT, DENY, MENTION, RECOMMEND, SUGGEST

EXAMPLES: He admitted being mean.
 Lucia denied meeting the businessman last week.
 My wife mentioned seeing you the other day.
 Mark suggested buying stocks in the IT firm.

3) Reporting verb + preposition + verb-ing: APOLOGISE [BrE] / APOLOGIZE [AmE], INSIST

EXAMPLES: She apologised for forgetting my birthday.
 We insisted on sharing the cost of the meal

Note: You can also **apologise to** someone (apologise + to + object) (apologise + to + object + for + ing)
 Baz apologised to Lucia for forgetting her birthday.

4) Reporting verb + 'to' + infinitive: DECIDE, DEMAND, OFFER

EXAMPLES: We decided to test the theory experimentally.
 Barry demand to know the answer.
 Brutus offered to pay for the damage.

← *NOTE: adviSe = verb / adviCe = noun*

5) Reporting verb + indirect object + infinitive: ADVISE, PERSUADE

EXAMPLES: I advised him to apply.
 The salesman persuaded us to buy his product.

6) Reporting verb + indirect object + 'that' + clause: ADVISE, INFORM

EXAMPLES: I advised him that he should apply.
 A notice informed the guests that formal dress was required.

Reporting Verbs PRACTICE:

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Choose the best answer (a, b, c or d) for each of the following sentences (1 - 12).
There is ONLY ONE correct answer for each question. **CIRCLE** your answer (a, b, c or d).

- (1) She marched into my office _____ to know why I hadn't written my report.
a) offering b) demanding c) deciding d) informing
- (2) I am writing to _____ you that your rent will be increased as of October 1st.
a) explain b) apologize c) decide d) inform
apologise
- (3) I _____ to pay the cost of the taxi.
a) offered b) suggested c) denied d) insisted
- (4) The prime minister _____ that the crisis had been mishandled.
a) informed b) admitted c) persuaded d) advised
- (5) We _____ for the delay and any inconvenience caused.
a) decide(d) b) advise(d) c) mention(ed) d) apologize(d)
apologise(d)
- (6) Eventually Sam _____ her to accept an offer of marriage.
a) recommended b) insisted c) persuaded d) informed
- (7) Statistics _____ that women live longer than men.
a) recommend b) inform c) suggest d) apologize
apologise
- (8) I strongly _____ you not to do this.
a) suggest b) advise c) explain d) insist
- (9) He _____ to devote the rest of his life to scientific investigation.
a) decided b) insisted c) mentioned d) admitted
- (10) I _____ on paying for the damage.
a) apologize(d) b) demended c) admitted d) insist(ed)
apologise(d)
- (11) She hotly _____ having taken the money.
a) insisted b) informed c) denied d) mentioned
- (12) He should not have _____ that her ex-boyfriend was now happily married.
a) mentioned b) advised c) decided d) informed

Key Word Sentence Transformation Practice – Reporting Verbs

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For Questions 1-10, complete the second sentence so that it has a similar meaning to the first sentence using the word given. **Do not change** the word given. You must use between two (2) and five (5) words including the word given.

- (1) "I think you should stop eating so many sweets," Mary's sister said to her. ADVISED
Mary's sister _____ so many sweets.
- (2) "I'm sorry I didn't tell you the truth," Peter said to us. APOLOGISED
Peter _____ the truth.
- (3) "Why don't you try on a pair of jeans?" Peter asked Mary. SUGGESTED
Peter _____ a pair of jeans.
- (4) "You look really tired," he told her. SAID
He _____ really tired.
- (5) "I wasn't anywhere near the bank that day," he said. DENIED
He _____ anywhere near the bank that day.
- (6) "You really must let me cook dinner," said Anne. INSISTED
Anne _____ dinner.
- (7) "You must do your homework tonight." the teacher said. TOLD
The teacher _____ my homework that night.
- (8) "Eating more fruit is good for you too," she said. RECOMMENDED
She _____ more fruit.
- (9) Before we play the game, I will tell you the rules. EXPLAIN
Before we play the game, _____ the rules.
- (10) "I might be late for dinner." he told me. INFORMED
He _____ might be late for dinner.

Academic Vocabulary / Word Formation

Complete the following sentences (1 - 20) by filling in the blank spaces with **the proper form of the word given for that sentence**. Use ONLY ONE word per blank space: DO NOT add any words [e.g. prepositions].

- (1) ADVISE I think I'll take your _____ and get the green dress.
- (2) AFTER We had tea, and _____ we sat in the garden for a while.
- (3) AGREE The whole family was in _____ with her about what they should do.
- (4) APOLOGISE He is demanding a full _____ from the newspaper for making untrue allegations about his personal life.
- (5) ARGUE Now that we've heard all the _____ for and against the proposal, let's vote on it.
- (6) COMMENT None of the papers _____ on the most recent government scandal.
- (7) COMPARE In _____ with the French, the British eat far less fish.
- (8) CONCLUDE The _____ of the report are fundamentally wrong.
- (9) BEHAVE He was notorious for his violent and threatening _____.
- (10) BELIEVE His _____ in God gave him hope during difficult times.
- (11) DESCRIBE The teacher asked his students to write a _____ passage about spring.
- (12) EXPLAIN Could you give me a quick _____ of how it works?
- (13) HANDLE The police were accused of _____ the investigation.
- (14) INDICATE The fact that she is being kept in a leadership role is an _____ of how important she is to the company.
- (15) INVESTIGATE The cause of the fire is under _____.
- (16) OFFICIALS They _____ announced the news to reporters at a press conference.
- (17) PROBABLY The subjunctive was formerly used in English for situations that were _____ or that expressed a wish.
- (18) RECOMMEND The report makes the _____ that no more prisons should be built.
- (19) SIMILAR I can see the _____ between you and your mother.
- (20) STATE The whole team wore the armbands as a political _____.

Prepositions

Complete the following sentences (1 - 10) by filling in the blank spaces with the proper preposition. You may use ONLY ONE word for each blank space.

- (1) The White House said there will be no change _____ policy.
- (2) We were expecting him _____ arrive yesterday.
- (3) Scientists are conducting an investigation _____ the causes of the accident.
- (4) Instructions on caring _____ your new sofa are included.
- (5) The witness's story was not supported _____ the evidence.
- (6) The overthrow of the regime was followed _____ a period of anarchy.
- (7) Everything is going according _____ schedule.
- (8) You will be employed to assist in the development _____ new equipment.
- (9) Technology has had an irreversible impact _____ society.
- (10) The current system is characterized _____ obsolete technology.