



ENGLISH

Chapter 15 Session B

5th
SECONDARY

Communicate



 **SACO OLIVEROS**

✓ MOTIVATION





Reported speech: orders and requests

3 **Reinforcement** Write the reported commands in direct speech.

1 He told me to wash my hands. Wash your hands.

2 They told us not to worry. Don't worry

3 He told them to stop shouting. Stop shouting

4 I told her not to complain. Don't complain

5 My dad told me not to argue with my sister.

Don't argue with your sister

6 The teacher told them to put down their books.

Put down your books

4

Reinforcement

Ana is suffering cyberbullying.

Report what her friends and family say.

Complete the sentences.

1 **Carmen**

Forget about it. You're doing great!

Carmen told Ana to forget about it and she said Ana was doing great.

2 **Mark**

Don't pay attention to the gossip.
It's none of their business.

Mark told Ana not to pay attention to the gossip and he said that it was none of their business.

3 **John**

Don't let that message affect you. They
don't know you like your real friends do.

John told her not to let the message affect her and he said they didn't know her like her real friends did.

4 **Dad**

Stay away from your social media
for a while. We're here for you.

Her dad told her to stay away from her social media for a while and he also told her they were there for her.

Reporting verbs

5 **Reinforcement** Read the message from Paula. Write sentences with the reporting verbs in 1–8 to report what she says.

Hi, Ana. It was me who posted that message. I'm really sorry for doing it. I'm going to write an apology on my social media. Again, it was definitely the wrong thing to do. I was feeling angry with you and Shane, but I'm not going to apologize to Shane because he said some terrible things about me. I'd also like to say that I never told my parents about what happened.

Reporting verbs

- 1 She admitted ... **to posting the message.**
- 2 She apologized ... **for doing it.**
- 3 She agreed ... **to write an apology on her social media.**
- 4 She insisted ... **that it had been the wrong thing to do.**
- 5 She claimed ... **she had been feeling angry with Ana and Shane.**
- 6 She refused ... **to apologize to Shane.**
- 7 She pointed out **that Shane had said some terrible things about her.**
- 8 She also denied **telling her parents about what had happened.**

6

Reinforcement

Circle the correct option.

- 1 She suggested **us to complain/complaining** to the teacher.
- 2 Paul recommended **that we meet/us meeting** later.
- 3 I have often suggested **that we should fix/to fix** the doorbell.
- 4 The doctor recommended **me to get/that I get** some rest.
- 5 We recommend **that you ask/you asking** your teacher for permission.

A report

- 1** Read the message on the social media feed. What does the school want students to do? Why?



Rindall High School @RindallHigh

We'd love more of our students to visit our website so we can hear your opinions about it. Be honest about the organization and content of the website, and tell us your recommendations for improvements. Together we can make it better for everyone! [#BetterTogether](#)



RINDALL HIGH SCHOOL WEBSITE

INTRODUCTION

The purpose of this report is to give our opinion on the school website, in particular its organization, look and content, and also to make suggestions for improvement. In writing this report, I have asked all my classmates in 10th grade for their views.

KEY FINDINGS

Organization and Look

Eighty percent agreed that:

- the website was well organized
- the home page looked welcoming
- the website was easy to navigate
- the images made the site look attractive

Nevertheless, around a third commented that the site was slow to load due to the large number of images.

Content

Nine out of ten students surveyed thought that the information for families was well thought-out and

included the essentials, for example important dates and information about the staff, school program and after school clubs.

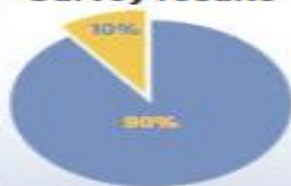
However, individuals pointed out that they were dissatisfied with the following:

- 1 there was no mention of events organized by students, for example the charity concert or the photo exhibit
- 2 the information about other interesting events for students was inadequate
- 3 some of the information was out of date and needed updating

RECOMMENDATIONS

It was felt by almost everyone that the school should encourage students to create and edit content and design the website. People thought that these fresh ideas might help make the website more appealing. To this end, I would therefore recommend that the school sets up a student club whose principal aim is to develop the website.

Survey results



2 Read the report. Copy and complete the table about the website.

	Good points	Bad points
Organization and look	<i>welcoming home</i> page well organized, easy navigation, attractive because of images	slow to load
Content	well thought-out, essential information – dates, information about staff, school program , after school clubs	✓ no student-organized events included ✓ inadequate information about other events for students and some information was out of date

Subskill: Presenting key findings

Your report should be divided into paragraphs and each one should have a heading. You may use bullet points if you want. Use expressions to describe the website and also to make recommendations.

3 Read the report again and answer the questions.

1 The writer took the headings from the question.

Paragraph 1: the aim/purpose of the report

2 Paragraph 2: the key findings on organization and look in

Paragraph 3: the key findings on content

Paragraph 4: recommendations

3 Apart from useful expressions, the writer uses lists with bullet points or numbers and also talks about the numbers of people using expressions like 'Eighty percent', 'a third' and 'Nine out of ten'.

4 Find expressions in the report which we can use to ...

1 describe the aim of the report

✓ **The purpose of this report is to**

2 present key findings

✓ **Eighty percent agreed that**

✓ **Nine out of ten surveyed students thought that**

✓ **However, individuals pointed out that**

✓ **Nevertheless, around a third commented that**

3 make recommendations

✓ **People thought that** ✓ **It was felt by almost everyone that**

✓ **To this end, I would recommend that**

5 Complete the sentences with expressions from exercise 4. Which section of the report would you find them in?

1 **The purpose of this report is to**
recommendations for improvement.

2 **Eighty percent agreed**
attractive.

3 **However, individuals pointed out**

4 **It was felt by almost everyone**
unprofessional and needs to be updated.

5 **To this end, I would therefore recommend**
that

- 6** Write a report about your own school website or a website you know well. Follow the steps in the Skills boost.

SKILLS BOOST

THINK

Make notes on the organization, look and content of your own school website or a website you know well and make recommendations. Use the table in exercise 2 to help you. Invent some statistics to back up your ideas.

PREPARE

Organize your notes into paragraphs with a title for each one.

WRITE

Write your report. Use your notes and the useful expressions in exercise 4 to help you.

CHECK

Read your report. Answer the questions.

- 1 Have you organized your report into logical paragraphs with headings? ☐
- 2 Have you used the expressions to present the key findings? ☐
- 3 Have you used some of the vocabulary from this unit? ☐
- 4 Have you included some examples of reported speech? ☐

7

Peer review

Exchange your report with another student. Do you agree with the writer's recommendations? Why/Why not?

7

Challenge

Complete the second sentence so that it has a similar meaning to the first using the words given.

1 'Why is everyone whispering?' **WONDERED**
Larry. _____

2 'The food is cold.' **COMPLAINED**
The customers _____ cold.

3 'Would you like to go to a party next week?' **IF**
Katie asked us _____ week.

4 'Kids – don't run in the store.' **TOLD**
Their mom _____ in the store.

5 'I'm not going to help you with the physics homework.' **REFUSED**
Isaac _____ the physics homework.

6 'We didn't tell the teacher about what happened.' **DENIED**
They _____ what had happened.

denied having told the teacher about
what had