

Reporting



AGiU: Units 32-39

BEFORE STARTING THIS CHAPTER...



revise Units 28-31 on Verb Patterns

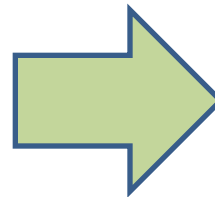
In this unit:

Learning to report other people's words:

- Using reporting verbs
- Using reporting nouns & adjectives

Why is this important?

- We should avoid overusing the same common verbs (*say/tell*)
- Instead, use other reporting verbs: *argue, mutter, contend...*



In this unit:

- In **narratives** → they have more descriptive value (*murmur, stammer, yell*, etc).
- In **argumentative** writing (essays, dissertations): to refer to other people's opinions, findings, arguments, etc more accurately:
 - Smith (2020:16) ***states /indicates/points out/presents*** evidence which shows that the Internet is a useful research tool.
 - Smith (2020: 16) ***argues*** that the Internet is a time-saving research tool. (*argue* → for a controversial topic)

AGiU, Unit 32A: DIRECT (quoting) vs. REPORTED SPEECH:

- When we report what people think or what they have said:
 - Using our own words → Indirect/reported speech
 - She explained (that) she shouldn't take the job until January.
 - If the speaker's exact words are important → direct speech (in writing, a quotation).
 - 'And after that I moved to Italy', **she** continued.
 - 'When will you be back', asked **Jimin/Jimin** asked.

AGiU, Unit 32.C-D (Exs. 2-3)

- Reporting **negative sentences**:

- *He agreed **it wasn't a good idea**.*

- BUT: *She didn't expect him to come.*

(Also: *believe, feel, intend, plan, propose, suppose, think, want*)

- Reporting **questions**:

Question word + **S-V-O** WORD ORDER

- *She asked me **what the problem was/what was the problem**.*

- *She asked me **where I found it**.*

- *She asked me **if/whether I was feeling OK**.*

AGiU, Unit 33A

- Omission of ***that***:

- ***That*** may be omitted in informal speech after the more common reporting verbs



*agree, mention,
notice, promise,
say, think*

- *He said (that) he was enjoying his work.*

- It is **not** usually **omitted**:

*complain, confide, deny,
grumble, speculate, warn*

- After other less common verbs

- After the common verbs.

answer, argue, reply

- In **formal** writing

- If the **that-clause** does not immediately follow the verb

- *She agreed with her parents and brothers that she didn't want to stay.*

AGiU, Unit 33 (see also Units 28-31)

With some verbs:

B. That-clause *or* object + to-infinitive: ➡

Acknowledge, assume, believe, consider, declare, expect, find, presume, report, think, understand

- *I felt that the results were satisfactory/the results to be satisfactory.*

C. 1. Object required before the that-clause: ➡

Assure, convince, inform, persuade, reassure, remind, tell

- *I told/notified **them** that...*

C. 2. Optional object before the that-clause: ➡

Advise, show, teach, warn

- *They promised (**me**) that they would come..*

D. Optional prepositional object; BUT **if object is included**

= always prepositional !!

Announce, complain, confess, explain, indicate, mention, propose, recommend, report, say, suggest

- She suggested/announced (to me) that ➡

- We agreed (with her) that they should go no further. ➡

Argue, check, disagree, joke

- The company requires (of its staff) that they should be at work at 8:00. (FORMAL) ➡

Ask, demand

AGIU unit 33 ex 33.4 (A,C,D): correct the mistakes

PIK, the toy manufacturer, (1) has warned they are to make over 100 employees redundant over the next month.

Managing Director Beth Edwards yesterday (2) explained employees that a national fall in demand for traditional toys is to blame.

She (3) confessed her audience that management had been surprised by the downturn,

but she (4) denied management had been incompetent.

When asked whether staff would receive redundancy pay, Ms Edwards (5) replied an announcement would be made within a few days,

but (6) reassured that they would receive financial compensation.

She (7) went on to complain government help for small businesses was insufficient

and (8) demanded ministers that they provide more support.

She (9) asked staff that they continue to work as normal until details of the redundancies were given.

She (10) reassured that the company would not close completely

- PIK, the toy manufacturer, (1) has warned they are to make over 100 employees redundant over the next month.
 - has warned that they
- Managing Director Beth Edwards yesterday (2) explained employees that a national fall in demand for traditional toys is to blame.
 - explained to employees that
- She (3) confessed her audience that management had been surprised by the downturn,
 - confessed to her audience that
- but she (4) denied management had been incompetent.
 - denied that management

- When asked whether staff would receive redundancy pay, Ms Edwards (5) replied an announcement would be made within a few days,
 - replied that an announcement
- but (6) reassured that they would receive financial compensation.
 - reassured **employees / them that**
- She (7) went on to complain government help for small businesses was insufficient
 - went on to complain that government help

- and (8) *demanded ministers* that they provide more support.
 - demanded of ministers that ('demanded that ministers provide' would also be possible and less formal)
- She (9) *asked staff that* they continue to work as normal until details of the redundancies were given.
 - asked of staff that ('asked staff to continue' would also be possible and less formal)
- She (10) *reassured that* the company would not close completely
 - reassured **staff / them that**
- *Possible necessary objects are given in bold*
- Note that alternatives without 'that' (1 has warned they, 2 explained to employees, etc.) are grammatical, but less likely in a formal written context

Verb + **wh**-clause

A

Some verbs can be followed by a clause beginning with a **wh**-word (**how**, **what**, **when**, **where**, **which**, **who**, or **why**):

- ☐ That might **explain** *why* he's unhappy.
- ☐ I couldn't **decide** *which* train to catch.
- ☐ Let's **consider** *how* we can solve the problem.

Many of these verbs can also be followed by –

☆ a **that**-clause (see Unit 33):

- ☐ I **decided** *that* I ought to leave.

☆ a **wh**-clause (except 'why') + **to**-infinitive:

- ☐ **Did** you **find out** *where* to go?

Note that if we add a subject in the **wh**-clause we don't use a **to**-infinitive:

- ☐ I can't imagine what **he** likes about jazz.

Also: **arrange**, **calculate**, **check**, **choose**,
debate, **determine**, **discover**, **discuss**,
establish, **find out**, **forget**, **guess**,
imagine, **know**, **learn**, **notice**, **plan**,
realise, **remember**, **say**, **see**, **talk about**,
think (about), **understand**, **wonder**

B

Some verbs must have an object before the **wh**-clause:

- ☐ She **reminded** **me** *what* (I had) to do.
- ☐ I **told** **Linda** *how* to get to my house.

Also: **advise**, **inform**, **instruct**, **teach**, **warn**

The verbs **ask** and **show** often have an object before a **wh**-clause, but not always:

- ☐ I **asked** (**him**) *how* I could get to the station, and he told me.

These verbs can also be followed by **object** + **wh**-word + **to**-infinitive:

- ☐ She **taught** **me** *how* to play chess.
- ☐ I **showed** **her** *where* to put her coat.

D

Whether

We can use **whether** as the **wh-word** in a **wh-clause** when we want to show possible choices.

Whether has a similar meaning to 'if' (see Unit 86):

- ☐ He couldn't remember **whether** / **if** he had turned the computer off.

Some verbs can be followed by **whether + to-infinitive** to talk about the choice between two or more possibilities. Note that 'if' is never used before a **to-infinitive**:

- ☐ You have 14 days to **decide whether to keep** it or not. (*not* ... to decide if to keep it or not.)

Also: **choose, consider, debate, determine, discuss, know** (in questions and negatives), **think about, wonder** (= 'talking' or 'thinking about choices' verbs)

Some other 'talking' and 'thinking about choices' verbs are *not* used with **whether + to-infinitive**, including **ask, conclude, explain, imagine, realise, speculate, think**.

E

Note the difference between these sentences. The first has a **wh-clause** with **whether** and the second has a **that-clause** (see Unit 33):

- ☐ I didn't know **whether** the shop was shut. (= if the shop was shut or not)
- ☐ I didn't know **that** the shop was shut. (suggests that the shop was shut)

F

In rather formal contexts, particularly in writing, we can use **as to** with a meaning similar to 'about' or 'concerning' before a **wh-clause**. This is most common before **whether**:

- ☐ Opinion was divided **as to whether** the findings from the study were representative of the population as a whole. (*or less formally* ... divided whether ...)

The villagers warned what the conditions were like at higher altitudes, and advised to take enough food for a week. There was some discussion through the day as whether the snow would arrive before my descent from the mountain, but I never imagined how hard the conditions would be. In the morning they showed me the way how to get to the track up the mountain.

When the snow started falling it was very light, and I couldn't decide if to carry on or go back down. Soon, however, I couldn't see where to go.

I wondered if to retrace my steps and try to find the track again, but by the time I decided whether I should go back, the track had disappeared.

As the snow got heavier I began to realise whether my life was in danger. Fortunately, my years in the Andes had taught what to do in extreme conditions. I knew that there was a shepherd's hut somewhere on this side of the mountain that I could shelter in, but I didn't know that it was nearby or miles away.

The villagers warned what the conditions were like at higher altitudes, and advised to take enough food for a week.

*The villagers warned **ME** what the conditions were like at higher altitudes, and advised **ME** to take enough food for a week.*

There was some discussion through the day as whether the snow would arrive before my descent from the mountain, but I never imagined how hard the conditions would be

*There was some discussion through the day as **TO** whether the snow would arrive before my descent from the mountain, but I never imagined how hard the conditions would be.*

In the morning they showed me the way how to get to the track up the mountain.

*In the morning they showed me (**THE WAY I HOW**: one of these must be deleted) to get to the track up the mountain.*

When the snow started falling it was very light, and I couldn't decide if to carry on or go back down. Soon, however, I couldn't see where to go

*When the snow started falling it was very light, and I couldn't decide if **WHETHER** to carry on or go back down. Soon, however, I couldn't see where to go.*

I wondered if to retrace my steps and try to find the track again,

*I wondered ~~IF~~ **WHETHER** to retrace my steps and try to find the track again,*
but by the time I decided whether I should go back, the track had disappeared.

but by the time I decided WHETHER ~~THAT~~ I should go back, the track had disappeared.

As the snow got heavier I began to realise whether my life was in danger.

As the snow got heavier I began to realise WHETHER ~~THAT~~ my life was in danger.

Fortunately, my years in the Andes had taught what to do in extreme conditions.

*Fortunately, my years in the Andes had taught **ME** what to do in extreme conditions.*

I knew that there was a shepherd's hut somewhere on this side of the mountain that I could shelter in, but I didn't know that it was nearby or miles away.

*I knew that there was a shepherd's hut somewhere on this side of the mountain that I could shelter in, but I didn't know THAT **WHETHER** it was nearby or miles away.*

UNIT 36

36.1 Report each sentence using a verb from the box and a **to-infinitive clause**. Use each **verb once** only. If necessary, add an appropriate object after the verb: **ADVISE, AGREE, ASK, CALL ON, EXPECT, HOPE, ORDER, URGE, VOW**

1. If I were you, I'd read the exam questions very carefully
= *He advised to read the example carefully*
2. 'Okay, I'll collect Declan from school.' = *He ...*
3. 'Be quiet!' = *He ...*
4. 'Please stay for a few more days.' = *He ...*
5. 'I will fight the ban on smoking in public places.' = *He ...*
6. 'I imagine I'll see Olivia at the party.' = *He ...*
7. 'Can you lend me ten pounds?' = *He ...*
8. 'The government should do more to help the homeless.' = *He ...*
9. 'If I leave early, I'll avoid the heavy traffic.' = *He ...*

2. 'Okay, I'll collect Declan from school.'

- = **He agreed** to collect Declan from school.

3. 'Be quiet!'

- = **He ordered** us to be quiet

4. 'Please stay for a few more days.'

- = **He urged** me to stay for a few more days

5. 'I will fight the ban on smoking in public places.'

- = **He vowed** to fight the ban on smoking in public places

6. 'I imagine I'll see Olivia at the party.'

- = **He expected / hoped** to see Olivia at the party

7. 'Can you lend me ten pounds?'

- = **He asked** me to lend him ten pounds. (*or He asked to borrow ten pounds.*)

8. 'The government should do more to help the homeless.'

- = **He called** on the government to do more to help the homeless.

9. 'If I leave early, I'll avoid the heavy traffic.'

- = **He hoped / expected** to avoid the heavy traffic (by leaving early).

36.2 Replace any incorrect verbs with ones from the boxes. (It may not be necessary to use all the boxed verbs) (B, C, D)

Expected,
promised,
refused,
said

In a major speech today, the Health Minister (1) *suggested* to improve the country's health care. She (2) *guaranteed* to reduce waiting times for operations, and (3) *intended* that this could be done without raising taxes. She said that she (4) *insisted* to see significant improvements within a year.

1. ~~Suggested~~ Promised

2. ✓

3. ~~Intended~~ said / promised

4. ~~Insisted~~ Expected

HOPE ORDER PROPOSED VOLUNTEER

- The President of Guwandi has (5) *demanded* Narian troops to withdraw from the border area between the two countries,
— ~~Demanded~~ **Ordered**
- and said that he (6) *wanted that the Narian president would act now to prevent war.*
— ~~Wanted~~ **Hoped**
- In a separate development, the UN Secretary General has (7) *agreed to meet the leaders of both countries*
— ✓
- *and has (8) offered that a peace conference should be held in New York early next week*
— ~~offered~~ **proposed /ordered**

36.3 Complete the sentences in any appropriate way **using a clause beginning with the -ing** form of a verb (E)

1. To avoid the road works, police have advised *leaving the motorway at Junction 3*
2. To encourage people to use public transport the council proposed
3. Ricardo said the play was very entertaining and he recommended
4. To find my way around London, Reza suggested
5. I'd been feeling unwell for a few days and my mother advised
6. The capital urgently needs a new airport, and the government proposes
7. I've been putting on weight and my doctor has recommended .
8. It was a lovely morning and Nina suggested ..

36.3 Complete the sentences in any appropriate way using a clause beginning with the -ing form of a verb (E)

1. To avoid the road works, police have advised *leaving the motorway at Junction 3*
2. To encourage people to use public transport the council proposed
 - *reducing bus and train fares.*
3. Ricardo said the play was very entertaining and he recommended
 - *seeing it.*
4. To find my way around London, Reza suggested
 - *buying a guide book*

36.6 Complete the sentences in any appropriate way using a clause beginning with the -ing form of a verb (E)

5. I'd been feeling unwell for a few days and my mother advised

- *going to the doctor*

6. The capital urgently needs a new airport, and the government proposes

- *building it to the east of the city.*

7. I've been putting on weight and my doctor has recommended

- *doing more exercise*

8. It was a lovely morning and Nina suggested ..

- *going for a long walk*

REPORTING USING NOUNS AND ADJECTIVES (UNIT 38)

- In formal (written) English, we often use nouns or adjectives (instead of verbs) for reporting.
 - The turning point in his life came when he took the **decision**_{noun} *to become an actor*. (A less formal equivalent would be: *The turning point in his life came when he **decided** to become a doctor*).
 - The climbers were **doubtful**_{adjective} *whether the clothes would be warm enough at high altitudes*. (A less formal equivalent would be: *The climbers **did not know** whether the clothes would be warm enough at high altitudes*).
- It is important to check which **pattern** is used after the reporting noun/adjective (that clause, infinitive, etc. See unit 38).
- After many nouns we use *as to* + wh-clause/wh-word + to-infinitive):
 - *She asked my **advice** as to what subject she should study at university*. (Less formally, ...*my advice on....*). See 38B for more examples.

38.1 Complete the sentences with the nouns from the box and the notes in brackets. Use a **that-**, **to-infinitive** or **wh-clause**. Suggest alternatives where possible

**ANNOUNCEMENT DECISION ENCOURAGEMENT INVITATION ISSUE
OBSERVATION PROMISE EXPLANATION QUESTION WARNING**

1. The turning point in his life came when he took the *decision to become an actor*
(become – actor)
2. He failed to address the ... (who - pay-repairs -building)
3. I was delighted to get an ... (spend the holidays - them - Scotland)
4. I think it was Aristotle who made the ... (no such thing - bad publicity)
5. Amazingly the police accepted Rudi's ... (taken-wallet-mistake)
6. On the webinar they debated the ... (assisted suicide - criminal offence)
7. The letter from the company gave a final... (pay - bill by - end of – week)
8. The government has broken its ... (reduce - rate - income tax)
9. The positive reaction to my work gave me considerable... (take up photography – career)
10. Waiting passengers were angry when they heard the ... (fight- cancelled)

**ANNOUNCEMENT DECISION ENCOURAGEMENT INVITATION
ISSUE OBSERVATION PROMISE EXPLANATION QUESTION
WARNING**

2. He failed to address the ... (*who - pay-repairs -building*)

- *He failed to address the question / issue of who would / should pay for the repairs to the building.*

3. I was delighted to get an ... (*spend the holidays - them - Scotland*)

- *I was delighted to get an invitation to spend the holidays with them in Scotland.*

4. I think it was Aristotle who made the ... (*no such thing - bad publicity*)

- *I think it was Aristotle who made the observation that there's no such thing as bad publicity.*

5. Amazingly the police accepted Rudi's ... (*taken-wallet-mistake*)

- *Amazingly the police accepted Rudi's explanation that he had taken the wallet by mistake.*

**ANNOUNCEMENT DECISION ENCOURAGEMENT INVITATION ISSUE
OBSERVATION PROMISE EXPLANATION QUESTION WARNING**

6. On the webinar they debated the ... (*assisted suicide - criminal offence*)

- *On the webinar they debated the issue / question of whether assisted suicide should be a criminal offence.*

7. The letter from the company gave a final... (*pay - bill by - end of – week*)

- *The letter from the company gave a final warning that I should pay the bill by the end of the week. / ... to pay the bill by the end of the week.*

8. The government has broken its ... (*reduce - rate - income tax*)

- *The government has broken its promise to reduce the rate of income tax. / ... that it would reduce the rate of income tax.*

9. The positive reaction to my work gave me considerable... (*take up photography – career*)

- *The positive reaction to my work gave me considerable encouragement to take up photography as a career*

10. Waiting passengers were angry when they heard the ... (*fight- cancelled*)

- *Waiting passengers were angry when they heard the announcement that the flight was cancelled. (or ... had been cancelled).*

38.2 Complete the rewritten sentences using a noun formed from the italicised verb + as to + wh-word. (B)

2 People have *argued* a great deal about how to define poverty.

- There has been a great deal of argument as to how to define poverty

3 For months people have *speculated* about whether President Malik would stand again.

- There have been months of speculation as to whether President Malik would stand again.

4 Scientists might *conclude* something about what their results imply.

- Scientists might come to a / some conclusion as to what their results imply

5 We have still not *explained* definitely why the dinosaurs disappeared.

- There is still no definite explanation as to why the dinosaurs disappeared.

38.3 Complete each sentence using an adjective from the box with that, a wh-word, or a preposition.

ABUSIVE ADAMANT AGREED ANGRY NOT CERTAIN
COMPLIMENTARY DISMISSIVE APOLOGETIC DOUBTFUL UNSURE

- 1 The climbers were *doubtful whether* the clothes would be warm enough at high altitudes.
- 2 My boss is very unsympathetic and was my complaints about the new software.
- 3 The company is the child car seats are safe.
- 4 Mona tried to pick up the rabbit, but was to hold it.
- 5 She was very the window had been broken.
- 6 Rachel is normally very reliable and was extremely turning up late.
- 7 Karim left for New York in September but he was.. . he would return.
- 8 The court heard that Hughes became . . a police officer and was arrested.
- 9 Judi doesn't normally like spicy food, but was quite ... my fish curry.
- 10 All the players are.. the game should go on despite the weather.

38.3 Complete each sentence using an adjective from the box with that, a wh-word, or a preposition.

ABUSIVE ADAMANT AGREED ANGRY NOT CERTAIN COMPLIMENTARY DISMISSIVE
APOLOGETIC DOUBTFUL UNSURE

1 The climbers were *doubtful whether* the clothes would be warm enough at high altitudes.

- *unsure whether or not certain whether are also possible*

2 My boss is very unsympathetic and was my complaints about the new software.

- *dismissive of*

3 The company is the child car seats are safe.

- *adamant that*

4 Mona tried to pick up the rabbit, but was to hold it.

- *unsure how / not certain how*

**ABUSIVE ADAMANT AGREED ANGRY NOT CERTAIN COMPLIMENTARY
DISMISSIVE APOLOGETIC DOUBTFUL UNSURE**

5 She was very the window had been broken.

- **angry that / apologetic that**

6 Rachel is normally very reliable and was extremely turning up late.

- **apologetic about**

7 Karim left for New York in September but he was.. . he would return.

- **not certain when / unsure when**

8 The court heard that Hughes became . . a police officer and was arrested.

- **abusive to / towards**

9 Judi doesn't normally like spicy food, but was quite ... my fish curry.

- **complimentary about**

10 All the players are.. the game should go on despite the weather.

- **agreed that / adamant that**

UNIT 39. SHOULD IN THAT CLAUSES

- I suggested that he **should** give up golf.
- I suggested that he **give up** golf (negative: that he not give up...) → **present subjunctive**; formal.
- I suggested that he **gives up** golf (negative: that he doesn't give up golf) → less formal
- OTHER SIMILAR CONSTRUCTIONS:
 - (C) The police issued a **warning** that all weapons **(should) be** handed in.
 - (D) It is **inappropriate** that he **(should) receive** the award twice.
 - (E) I am **concerned** that **she should think** I stole the money/
that she thinks (no subjunctive!!)