

Introductory Verbs

| introductory verb | direct speech | reported speech |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| + to - inf agree *claim demand offer *promise refuse *threaten | 'Yes, I'll lend you the money.' 'I saw the robbers.' 'Give me the money.' 'Would you like me to help you?' 'I'll return the book to you soon.' 'No, I won't call her.' 'Stop shouting or I'll punish you.' | He agreed to lend me the money. He claimed to have seen the robbers. He demand to be given the money. He offered to help me. He promised to return the book to me soon. He refused to call her. He threatened to punish her if she didn't stop shouting. |
| + sb + to - inf advise allow ask beg command forbid invite order *remind warn | 'You should eat more fruit.' 'You can go to the party.' 'Could you do me a favour?' 'Please, please don't hurt me.' 'Put your hands up.' 'You mustn't stay out late.' 'Will you come to my wedding?' 'Go to your room!' 'Don't forget to buy some milk.' 'Don't touch the iron.' | He advised me to eat more fruit. He allowed me to go to the party. He asked me to do him a favour. He begged them not to hurt him. He commanded them to put their hands up. He forbade me to stay out late. He invited me to (go to) his wedding. He ordered me to go to my room. He reminded me to buy some milk. He warned me not to touch the iron. |
| + -ing form accuse sb of *admit (to) apologise for *boast about/of *complain to sb of *deny *insist on *suggest | 'You committed the crime.' 'Yes, I gave away your secret.' 'I'm sorry I'm late.' 'I'm the best student in my class.' 'I have noisy neighbours.' 'No, I didn't use your computer.' 'You must finish by Friday.' 'Let's go out to dinner.' | He accused her of committing/having committed the crime. He admitted (to) giving/having given away my secret. He apologised for being late. He boasted about/of being the best student in his class. He complained of having noisy neighbours. He denied using/having used my computer. He insisted on me/my finishing by Friday. He suggested going out to dinner. |
| explain to sb + how | 'That's how it works.' | He explained to us how it worked. |
| + that - clause explain inform sb exclaim/remark | 'I don't like him because he's rude.' 'The results will come out tomorrow.' 'What a glorious day!' | She explained that she didn't like him because he was rude. He informed us that the results would come out the next day. He exclaimed/remarked that it was a glorious day. |

* **Note:** The verbs marked with an asterisk can also be followed by a that - clause in reported speech.

e.g. He **claimed that** he had won a prize.

He **promised that** he would call.

He **threatened that**he would leave.

He **reminded me that** I had a meeting that afternoon.

He **admitted that** he was wrong.

He **boasted that**he was very rich.

He **complained that**he didn't earn enough money.

He **denied that**he had taken the money.

He **insisted that** I (should) work on Saturday.

He **suggested that** we (should) take out a loan.

UNIT 7

Reported Speech

15 Complete the sentences.

- 'You should spend more time studying.'
The teacher advised ...*me to spend more time studying*...
- 'Don't forget to lock the door before you leave.'
Sam reminded
- 'I'm sorry I forgot to call you.'
Jim apologised
- 'You never listen to me, Stuart.'
Mary complained
- 'Shall we go bowling this evening?'
Mark suggested
- 'You mustn't play near the road.'
Father forbade
- 'This man stole my wallet!'
Mr Brown accused
- 'I'm the best basketball player in the school.'
Steve boasted
- 'Yes, I took the letter.'
Claire admitted
- 'You must stay for lunch, Sarah.'
Mrs Stamp insisted
- 'Please, please, let me borrow your bicycle.'
Martin begged
- 'Don't touch the oven. It's hot.'
Mother warned

16 Fill in the gaps with one of the introductory verbs from the list below in the past simple.

| | | | |
|--------|----------|---------|----------|
| deny | suggest | boast | agree |
| insist | accuse | promise | complain |
| advise | threaten | warn | remind |

- 'I'm the fastest runner on the team,' he said.
He ...*boasted*... about being the fastest runner on the team.
- 'I didn't take your jacket,' he said to her.
He taking her jacket.
- 'You should go to the doctor's,' Mum said to me.
Mum me to go to the doctor's.
- 'I'll call you next week,' she said to him.
She to call him next week.
- 'Yes, I'll set the table for dinner,' he said to her.
He to set the table for dinner.
- 'He always forgets my birthday,' she said.
She that he always forgot her birthday.
- 'Let's go for a walk,' she said.
She going for a walk.
- 'Leave, or I'll shoot,' the man said to them.
The man to shoot them if they didn't leave.
- 'Don't forget to feed the cat,' she said to him.
She him to feed the cat.
- 'You broke my CD player,' she said to him.
She him of breaking her CD player.

- 'Don't go near the edge of the cliff,' Dad said to them.
Dad them not to go near the edge of the cliff.
- 'You must do your homework before you go out,' she said to us.
She on us doing our homework before we went out.

17 Turn the sentences into reported speech using an appropriate introductory verb.

- 'No, I won't do your homework for you,' she said to me.
...*She refused to do my homework for me*....
- 'You lied to me,' Dennis told Ann.
.....
- 'I promise I won't tell anyone your secret,' Tara said to Diana.
.....
- 'Don't forget to post the letters,' Mum said to me.
.....
- 'I'm sorry I ruined your shirt,' Sarah told Frances.
.....
- 'No, I didn't use Tim's computer,' George said.
.....
- 'Don't get too close to the fire,' Mike said to the children.
.....
- 'Let's have a party,' Simon said.
.....
- 'I'll punish you if you behave badly,' Mum told the twins.
.....
- 'It was me who broke the vase,' she said.
.....
- 'Could I use your phone, please?' David asked me.
.....
- 'Yes, I'll help you with the washing-up,' Sandra told me.
.....
- 'Everyone stop talking!' Mr Jones told the class.
.....
- 'Please, please, don't tell anyone about this,' he said to us.
.....
- 'You should go to the dentist's,' she told her brother.
.....
- 'Children, sit down!' the school bus driver said.
.....
- 'Throw down your weapons!' the policeman said to the robbers.
.....
- 'No, you may not stay out late tonight,' Dad said to Louise.
.....
- 'You must wash your hands before eating dinner,' she told the children.
.....
- 'That's the most beautiful necklace I've ever seen!' Amanda said.
.....

Exclamations - Yes/No Short answers - Question Tags

- ◆ We use the verbs **exclaim/say that** to report exclamations which begin with **'What a/an ...'** or **'How ...'** in direct speech.

e.g. *'What an unusual design!' he said.*

*He **exclaimed/said that** it was an unusual design.*

*He **exclaimed/said that** the design was unusual.*

But with exclamations such as **'Splendid!'**, **'Great!'**, **'Good!'**, **'Excellent!'**, **'Oh!'**, **'Oh dear!'** etc. we use the expression **give an exclamation of delight/disgust/relief/surprise**, etc.

e.g. *'Wow!' he said as he unwrapped his gift.*

*He **gave an exclamation of surprise** as he unwrapped his gift.*

- ◆ Study the following examples:

e.g. a) *They said, 'Thank you.'* → *They **thanked** us.*

b) *'You fool!' she said.* → *She **called** him a fool.*

c) *'Happy Birthday!' we said to Tamzin.*

→ *We **wished** Tamzin a happy birthday.*

d) *'Congratulations!' they said to us.*

→ *They **congratulated** us.*

- ◆ **Yes/No short answers** are expressed in reported speech with **subject + appropriate auxiliary verb/introductory verb**.

e.g. *'Will you help me decorate the cake?' she asked him.*

'Yes,' he said.

*She asked him to help her decorate the cake and **he said he would/he agreed.***

- ◆ **Question tags** are omitted in reported speech. We use an appropriate introductory verb to convey the same meaning.

e.g. *'You won't tell anyone, **will you?**' she said to him.*

*She **asked** him not to tell anyone.*

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Turn the following sentences into reported speech.

- 1 'Will you call me?' he asked. 'Yes, of course,' she said.
...*He asked her to call him and she said she would....*
- 2 'Wow!' they said as the fireworks exploded in the sky.
.....
- 3 'You'll try to visit John, won't you?' he said to us.
.....
- 4 'How delicious!' she said as she tasted the dessert.
.....
- 5 'What a surprise!' he said when he saw the present.
.....
- 6 'Amazing!' she said when she saw the magician's act.
.....
- 7 'Well, good luck, then,' she said to him.
.....
- 8 'Can you do this puzzle?' she asked. 'No,' he said.
.....

Reporting a Dialogue

In dialogues we use a mixture of statements, questions, commands, requests, etc. In reported speech, we use: **and, as, adding that, and (he/she) added that, because, but, since, and then (he/she) went on to say (that), while, then, etc.** to link the sentences in a dialogue. We can also use introductory verbs in the present participle form (**offering, begging, explaining, etc.**).

- a 'I'm exhausted,' she said to him. 'Can you make me a cup of tea?'

*She **exclaimed that** she was exhausted **and** asked him to make her a cup of tea.*

- b 'I'll take a taxi home. It's getting late', he said.

*He said that he would take a taxi home **as/ because/since** it was getting late.*

- c Mr Adams: Can I talk to Mr Stephens?

Secretary: I'm sorry, but he's not here. Would you like me to take a message?

Mr Adams: No, thank you. I need to see him in person.

*Mr Adams asked to talk to Mr Stephens. His secretary said that he wasn't there **and offered** to take a message. Mr Adams declined, **explaining** that he needed to see him in person.*

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Turn the following sentences into reported speech.

- 1 'I'm hungry,' she said. 'I haven't eaten all day.'
...*She said that she was hungry, explaining that she hadn't eaten all day....*
- 2 'Let's go to the cinema,' he said. 'We haven't seen a film for months.'
.....
- 3 Tim: Dave is ill. He can't come to the party.
Mike: What's wrong with him?
Tim: He's got flu. He has to stay in bed.
.....
- 4 'You're early,' he said to her. 'I'm not ready yet.'
.....
- 5 'Hurry up!' she told him. 'We're going to miss the bus.'
.....
- 6 'Have you got your key?' she said. 'I've forgotten mine.'
.....