



Presentation

Say, tell, think and ask are the most common reporting verbs, but you can also use other reporting verbs to summarise or express the sentiment of the original statement:

'Why don't we celebrate the town's 500th anniversary with a large party?' → The chairperson **suggested** celebrating the anniversary with a large party.

'Would you like me to investigate the cost?' → Mrs Holden **offered** to investigate the cost.

TIP When deciding which reporting verb to use, think about the function or purpose of the speaker's words. For example: Why don't you ...? = suggesting; Would you like me to ...? = offering.

Reporting verbs are followed by different verb patterns:

Verb + that

Everyone agreed **that** it was a good idea.

Reporting verbs with this pattern include: admit, agree, explain, deny, say, warn.

Verb + someone + that

Mr Lloyd **warned** everyone **that** spending more money was a bad idea.

Reporting verbs with this pattern include: advise, persuade, tell, warn.

Verb + to infinitive

Mrs Holden **offered** **to investigate** the costs.

Reporting verbs with this pattern include: agree, offer, promise, refuse, threaten.

Verb + someone + to infinitive

The advertisement **encouraged** customers **to buy** the product.

Reporting verbs with this pattern include: advise, ask, convince, encourage, invite, persuade, remind, tell, warn.

Verb + -ing

The chairperson **suggested** **celebrating** the anniversary with a large party.

Reporting verbs with this pattern include: advise, admit, deny, mention, propose, recommend, suggest.

Verb + preposition + -ing

The employee **apologised** **for being** late.

Reporting verbs with this pattern include: apologise (+ for), insist (+ on).

Verb + someone + preposition + -ing

Their teacher **warned** **all of them** **about copying** in the exam.

Reporting verbs with this pattern include: accuse (+ of), blame (+ for), congratulate (+ on), thank (+ for), warn (+ about).

See Units 61 and 62 for more on verb patterns with to infinitive and verb + -ing.

1 Complete the reported speech with a verb in the box.

accused admitted apologised encouraged recommended refused suggested warned

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| 1 'Why don't you see a doctor?' | She <u>suggested</u> seeing a doctor. |
| 2 'Be careful going up that ladder.' | He _____ me about going up the ladder. |
| 3 'Sorry. I broke your vase.' | I _____ for breaking her vase. |
| 4 'It's true. I stole the car.' | The thief _____ stealing the car. |
| 5 'No, we won't work late.' | The employees _____ to work late. |
| 6 'This book is brilliant. You have to read it.' | She _____ reading the book. |
| 7 'I think you're telling me lies!' | His mum _____ him of telling lies. |
| 8 'Well done. Keep going. I know you can do it!' | The coach _____ the athlete. |

2 Match the two halves of the sentences.

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|---|---|
| 1 One person warned everyone that _____ | A everyone for coming. |
| 2 Mrs White promised to _____ | B building a new park would be expensive. |
| 3 Mr Jones proposed _____ | C on reaching a final decision at the meeting. |
| 4 The chairperson insisted _____ | D find out the exact costs for the next meeting. |
| 5 The chairperson thanked _____ | E asking for more prices from different builders. |

3  Read the conversation. Complete the report (1–8) of this conversation using words from the conversation. Change the verb form where necessary. With some verbs there is more than one possible answer. Then listen and check.

Baldesi: I'd like to propose that we introduce regular English lessons for everyone in the office.
 Song: I agree. English lessons will be very useful for all those telephone calls from abroad.
 Webb: Sorry, but I don't think staff need help with English. Most of our clients are Spanish speakers.
 Song: Yes, actually you are probably right about the clients being Spanish. But some use English, so what about offering lessons in both languages?
 Baldesi: But have you considered the cost of such a plan?
 Webb: I have an idea. I could find out which language people think they need most.
 Baldesi: Sorry, I don't understand.
 Webb: They would choose between English or Spanish lessons.

- Mr Baldesi proposed introducing regular English lessons for everyone in the office.
- Ms Song agreed that _____ very useful for all those telephone calls from abroad.
- However, Mr Webb disagreed _____ with English, because most of their clients are Spanish speakers.
- Ms Song admitted _____ probably right.
- She suggested _____ lessons in both languages.
- Mr Baldesi asked them _____ the cost of such a plan.
- Mr Webb offered _____ which language people thought they needed most.
- He explained that _____ between English or Spanish lessons.