

# UNIT 7

## Reported Speech



What did Mr Lee tell his partner yesterday?  
 He told his partner, 'We will have to spend a lot of money on the construction of these buildings.'  
 OR  
 He told his partner (that) they would have to spend a lot of money on the construction of the buildings.

### Say - Tell

We can use the verbs **say** and **tell** both in direct and reported speech.

- ◆ **Say** is used with or without a personal object. When used with a personal object, it is always followed by the preposition **to** (said to me).  
 e.g. He **said**, 'I'm cold.'  
 He **said** (that) he was cold.  
 He **said to me**, 'I'm cold.'  
 He **said to me** (that) he was cold.
- ◆ **Tell** is always followed by a personal object (told me). e.g. He **told me**, 'I'm cold.'  
 He **told me** (that) he was cold.

#### Expressions with say and tell:

- say** good morning/afternoon etc, something/nothing etc, a prayer, so, a few words, etc.
- tell** the truth, a lie, a secret, a story, a joke, the time, the difference, sb one's name, sb the way, one from another, one's fortune, sb so, etc.

- ◆ We can report people's words by using **direct speech** or **reported speech**. **Direct speech** is the exact words someone used. We use quotation marks ( ' ' ) in direct speech. e.g. 'I'm tired,' Helen said. **Reported speech** is the exact meaning of what someone said, but not the exact words. We do not use quotation marks in reported speech. We can either use the word **that** after the introductory verb (say, tell, etc.) or we can omit it.
- ◆ Personal pronouns, possessive adjectives/possessive pronouns change according to the meaning of the sentence.  
 e.g. Helen said (that) she was tired.
- ◆ We can report someone's words either a long time after they were said (**out-of-date-reporting**) or a short time after they were said (**up-to-date reporting**).



**1** Fill in the gaps with **say** or **tell** in the correct tense.

- A** 'This sugar-free chocolate is delicious', 1) ...**said**... Sandra. 'I can't 2) ..... the difference between this chocolate and the one containing sugar.' 'I like it, too', 3) ..... Mark. 'I wish someone had 4) ..... me about it sooner. I could have lost so much weight!' 'To 5) ..... you the truth, I don't think you should lose weight.' 6) ..... Sandra. 'I like you just the way you are,' she 7) ..... him.
- B** 'I saw Paul in town today', Steve 1) ..... Louise. 'I 2) ..... good afternoon to him and I noticed that he'd had his hair cut. I should have 3) ..... something about it, but it looked awful, so I didn't mention it'. 'You did the right thing'. Louise 4) ..... him. 'It's better to 5) ..... nothing than to 6) ..... a lie.'
- C** At Alison's wedding reception, her father stood up and 1) ..... the guests that he would like to 2) ..... a few words. He started to 3) ..... a story about when Alison was young. Alison felt embarrassed, but she didn't 4) ..... so. Then, her father 5) ..... the guests some jokes, which everyone found very funny. Finally, he 6) ..... a prayer for the happy couple.

### Reported Statements

◆ **Verb tenses and time expressions change in reported speech:**

- a) **when the introductory verb is in a past tense.**  
e.g. 'I'm moving to a new flat next week,' she said.  
She **said** (that) she **was moving** to a new flat **the following week**.
- b) **in out-of-date reporting.**  
e.g. (Monday 2 May) Mike said, 'I **borrowed** some money from my parents.'  
(Thursday 5 May) Mike said (that) he **had borrowed** some money from his parents.
- c) **when we consider what the speaker says to be untrue.**  
e.g. 'Paula and I **are** best friends,' Jack said to me.  
Jack said to me that he and Paula **were** best friends, but Paula had never actually met him.

**The tenses change as follows:**

**present simple** → **past simple**

'I **need** a new car,' Greg said.  
Greg said (that) he **needed** a new car.

**present continuous** → **past continuous**

'He's **sleeping**,' she said.  
She said (that) he **was sleeping**.

**present perfect** → **past perfect**

'I've already **seen** this film,' he said.  
He said (that) he **had** already **seen** the film.

**past simple** → **past simple or past perfect**

'I **got up** late,' Tonia said.  
Tonia said (that) she (**had**) **got up** late.

**past continuous** → **past cont. or past perfect cont.**

'I **was working** at four o'clock,' Tim said.  
Tim said (that) he **was working/had been working** at four o'clock.

**future (will)** → **conditional (would)**

'I'll **call** you tomorrow,' Rea said.  
Rea said (that) she **would call** me the following day.

**The past perfect and past perfect continuous remain the same.**

◆ **Some words and time expressions change according to the meaning of the sentence:**

now → **then, at that time, immediately**  
today, tonight → **that day, that night**  
yesterday → **the day before, the previous day**  
tomorrow → **the next day, the following day**  
this week → **that week**  
last week → **the week before, the previous week**  
next week → **the week after, the following week**  
two days ago → **two days before**  
here → **there**  
come → **go**

◆ **When this/these are used in time expressions, they change to that/those.**

e.g. **this week** → **that week**, **these days** → **those days**

**When this/these/that/those are not used in time expressions, they change as follows:**

a) **they change to **the** when used as adjectives, that is, when they are followed by a noun.**

e.g. '**This film** is boring,' Claire told me.  
Claire told me (that) **the film** was boring.

b) **they change to **it** or **they/them** when used as pronouns, that is, when they are not followed by a noun.**

e.g. '**This** is an unusual situation,' Dad said.  
Dad said (that) **it** was an unusual situation.

◆ **Certain modal verbs change as follows:**

**will** → **would**

He said, 'One day I'll be able to afford a car.'  
He said (that) one day he **would** be able to afford a car.

**can** → **could**

He said, 'I **can** speak French.'  
He said (that) he **could** speak French.

**can** → **could/would be able to (future reference)**

He said, 'We **can** meet tomorrow.'  
He said (that) we **could/would be able to** meet the next day.

**may** → **might**

He said, 'I **may** call you.'  
He said (that) he **might** call us.

**shall** → **should (asking for advice)**

→ **offer (expressing offers)**

He said, 'When **shall** I come?'  
He asked when he **should** come.  
He said, '**Shall** I help you?'  
He **offered** to help me.

**must** → **must/had to (obligation)**

He said, 'You **must** finish this.'  
He said (that) I **must/had to** finish it.

**needn't** → **needn't/didn't need to/didn't have to**

He said, 'You **needn't** pay in cash.'  
He said (that) I **needn't/didn't need to/didn't have to** pay in cash.

**Would, could, might, should, ought, had better, used to and mustn't do not change. Must does not change when it expresses a logical assumption.**

e.g. a) 'I **might** talk to her,' Danny said.  
Danny said (that) he **might** talk to her.  
b) 'You **must** be tired,' Paul told Susan.  
Paul told Susan (that) she **must** be tired.

◆ **In Type 1 conditionals tenses change in reported speech as follows: the present simple becomes past simple in the if-clause and will becomes would in the main clause.**

e.g. 'If you **ask** Liz, she'll **help** you,' he said.  
He said (that) if I **asked** Liz, she **would help** me.

# UNIT 7

## Reported Speech

- ◆ In Type 2 and Type 3 conditionals tenses do not change.

e.g. a) 'If I **had** more time, I **would** take up a hobby,'  
Eric said to me.

Eric told me (that) if he **had** more time, he **would** take up a hobby.

b) 'If I **hadn't parked** my car on a double yellow line, I **wouldn't have got** a ticket,' Sam said.  
Sam said (that) if he **hadn't parked** his car on a double yellow line, he **wouldn't have got** a ticket.

The verb tenses remain the same in reported speech when the introductory verb is in the present, future or present perfect.

e.g. Mum **says**, 'Dinner **is** ready.'  
Mum **says** (that) dinner **is** ready.

The introductory verb is in the present tense:

- a) when we pass on messages. e.g. Debbie **says** she needs the car tonight.
- b) when we report the content of a letter, article, etc. while reading it. e.g. The article **says** that people use too much water.
- c) when we refer to something someone says very often. e.g. Mum often **says** that I shouldn't talk to strangers.

- ◆ The verb tenses can either change or remain the same in reported speech:

- a) in up-to-date reporting.
- b) when reporting a general truth or law of nature.  
e.g. The teacher said, 'Paris **is** the capital of France.'  
The teacher said (that) Paris **is/was** the capital of France.

2

Ruth met lots of students when she went to visit a university last month. Read their words, then report what they said.

e.g. 1 Sarah told her (that) she had made lots of friends.

1 I've made lots of friends.  
(Sarah)

2 The library is huge.  
(Tina)

3 I'm learning lots of interesting things.  
(Paul)

4 The teachers are very friendly.  
(Simon)

5 I will always remember my time here.  
(Elaine)

6 I'm taking my final exams next month.  
(Roger)

3

Turn the following sentences into reported speech.

- Robert said, 'This film is very funny.'  
...Robert said (that) the film was very funny....
- 'I'm starting a new job next week,' she said.  
.....
- 'I got my exam results last week,' he told them.  
.....
- 'I can't afford to buy this dress,' said Sally.  
.....
- 'I would buy a car if I had enough money,' he said to her.  
.....
- Frank said, 'That's the house where I was born.'  
.....
- 'That was a wonderful party,' said Jill.  
.....
- 'Oranges grow in hot countries,' the teacher said.  
.....
- 'A lot of people visit museums,' he said.  
.....
- 'This is a very famous statue,' the tour guide told us.  
.....
- 'I don't like that jacket,' said Bob.  
.....
- 'I'm lost,' the boy said. (up-to-date reporting)  
.....
- 'I may be a little late this evening,' she said.  
.....
- 'You'd better clean up this mess,' Mum said to Claire.  
.....
- 'I've already done the shopping,' she said. (up-to-date reporting)  
.....
- 'I found this note under the sofa,' said Sue.  
.....
- 'I won't be late again,' he said to us.  
.....
- 'If I finish work early, I'll call you,' she said.  
.....
- 'I've been training hard recently,' he told the reporters.  
.....
- 'Shall I make some tea?' said Zoë.  
.....
- 'We must go home now,' said the man to his children.  
.....
- 'Those are the boys who chased me,' Sarah said.  
.....
- 'I'm going to a party tonight,' Lynne told her friends. (up-to-date reporting)  
.....
- 'I used to have long hair,' Laura said.  
.....
- 'There is too much violence on TV,' said Grandad.  
.....
- 'You ought to make a decision soon,' Andrew told her.  
.....



**4 Complete the sentences with your own ideas using reported speech, as in the example.**

- 1 'I bought a new dress yesterday.'  
'Did you? But you told me ...*you had bought trousers.*...
- 2 'Bill is moving house on Saturday.'  
'Is he? .....
- 3 'I like Chinese food a lot.'  
'Do you? .....
- 4 'Tom can speak German fluently.'  
'Can he? .....
- 5 'I haven't seen Anna for months.'  
'Haven't you? .....
- 6 'Sam is working for his father at the moment.'  
'Is he? .....
- 7 'I'm afraid I have to work this weekend.'  
'Do you? .....
- 8 'Janet knows about the surprise party.'  
'Does she? .....

**5 Turn the sentences into reported speech. In which of the following sentences do the tenses not change? In which do they not have to be changed? Why?**

- 1 The instructions say, 'The camera needs two batteries.'  
*The instructions say (that) the camera needs two batteries.*  
*The tenses do not change because the introductory verb is in the present simple.*
- 2 'I've finished the letters you asked me to write,' Jill said.  
.....
- 3 'Pandas live in China,' the teacher said.  
.....
- 4 Dad says, 'It's time for bed.'  
.....
- 5 'I have to tidy my bedroom now,' Toby said.  
.....
- 6 The article says, 'There has been an increase in the number of university students.'  
.....
- 7 Mr Brown says, 'My son is going to work abroad.'  
.....
- 8 'I should have bought her a present,' he said.  
.....
- 9 'I'm never going to have a pet,' my sister always says.  
.....
- 10 Alison says, 'The taxi is here.'  
.....
- 11 Mr Collins says, 'You needn't work late this evening.'  
.....
- 12 'I'll pick you up at eight o' clock,' she told me.  
.....
- 13 'Coal is found underground,' he said.  
.....
- 14 'You ought to go to the doctor's,' she said to her son.  
.....

- 15 'It is raining hard today,' she said.  
.....
- 16 They said, 'We've never travelled by plane before.'  
.....
- 17 'We might go to the cinema tonight,' they said.  
.....
- 18 Mum always says, 'You should wear warmer clothes.'  
.....

**6 Lucy's grandmother was a famous actress. Now that she has retired, she is showing Lucy reviews from some of the films she made. Using the prompts below, make sentences, as in the example.**



e.g. 'When I starred in 'The Love Affair' in 1952, 'Movie World' said that I was an extremely talented actress. 'The Stars' said that ...

**'The Love Affair' – 1952**

- 'Frances Garner is an extremely talented actress.'  
*Movie World*
- 'Garner gives an amazing performance in this film.'  
*The Stars*

**'Over the Moon' – 1958**

- 'Garner brings any character to life.'  
*Film Stars*
- 'Frances Garner is always a pleasure to watch.'  
*Movie News*

**'The Secret House' – 1961**

- 'Ms Garner is the best actress ever seen on screen.'  
*Film Weekly*
- 'Garner has a gift which is very rare.'  
*Movie Times*

**'Only for You' – 1963**

- 'Frances Garner has made this film a success.'  
*Film World*
- 'Garner truly is a star of the screen.'  
*Screen Play*

Reported Questions



Yesterday, they carried out an experiment.  
 One student **asked** the teacher **why he was mixing the liquids**.  
 The other student **asked** the teacher **if/whether they should take notes**.

◆ Reported questions are usually introduced with the verbs **ask, inquire, wonder** or the expression **want to know**. The verb is in the affirmative. The question mark and words/expressions such as **please, well ..., oh, etc.** are omitted. The verb tenses, pronouns and time expressions change as in statements.

e.g. 'What did you make for dinner yesterday?' Bob asked me.

Bob asked me **what I had made for dinner the day before**.

◆ When the direct speech begins with a **question word** (**who, where, how old, how long, when, why, what, etc.**), the reported question is introduced with the same question word. When the direct question begins with an **auxiliary** (**is, do, have**) or a **modal verb** (**can, may, etc.**), then the reported question begins with **if** or **whether**.

e.g. 'Why do you want to leave your job?' Pam asked me.

Pam asked me **why** I wanted to leave my job.

'Do you like rock music?' he asked us.

He asked us **if/whether** we liked rock music.

'Can you ride a motorcycle?' Ben asked David.

Ben asked David **if/whether** he could ride a motorcycle.

**7** Turn the questions into reported speech. Begin each one with **I asked the ...** and give the name of the person who does the job, as in the example.

- 1 'Do I need another filling?'  
...I asked the dentist if I needed another filling...
- 2 'How much does this blouse cost?'
- 3 'How many tablets should I take each day?'
- 4 'Can I borrow the book for another week?'
- 5 'Will it cost very much to repair the television?'
- 6 'May I look at the menu, please?'

- 7 'What do I have to do for homework?'
- 8 'When will the report be typed?'
- 9 'Will you be able to deliver the flowers today?'
- 10 'Can I make an appointment to have my hair cut?'

**8** Turn the following into reported questions.

- 1 'What is your name?' he asked me.  
...He asked me what my name was...
- 2 'Where are your parents?' Uncle Bill asked us.  
.....
- 3 'Will you help me carry the box, please?' Dad asked.  
.....
- 4 'What time will you be home?' Mum asked me.  
.....
- 5 'Can you play the guitar?' he asked her.  
.....
- 6 'Who was at the door?' David asked Janet.  
.....
- 7 'Where is the post office?' they asked us.  
.....
- 8 'When will you do your homework?' Meg asked me.  
.....
- 9 The boss asked me, 'Have you finished those reports?'
- 10 John asked Sam, 'Do you like computer games?'
- 11 'Will you give me a lift to work, please?' he asked her.  
.....
- 12 'Where is your jacket?' she asked him.  
.....

**9** Yesterday, Simon interviewed a famous actor. He asked him the following questions. Turn them into reported questions.

- 1 'Do you enjoy being famous?'  
...Simon asked him if/whether he enjoyed being famous...
- 2 'What is the best part of your job?'
- 3 'What do you find difficult about acting?'
- 4 'How many films have you starred in?'
- 5 'What is your favourite film?'
- 6 'Have you met many other famous people?'
- 7 'Where would you most like to make a film?'
- 8 'Have you visited many interesting places?'
- 9 'What are your plans for the future?'
- 10 'Are you happy with your life?'



Reported Commands/  
Requests/Suggestions



Lorna **asked** them **not to tell** anyone about it.  
Peter **told** them **to inform** the manager right away.  
Jim **suggested** **calling** the computer expert.

◆ To report **commands, instructions, requests or suggestions** in reported speech, we use an appropriate introductory verb (*ask, order, beg, suggest, tell, etc.*) and the **to-infinitive, -ing form or that-clause** depending on the introductory verb (see page 109).

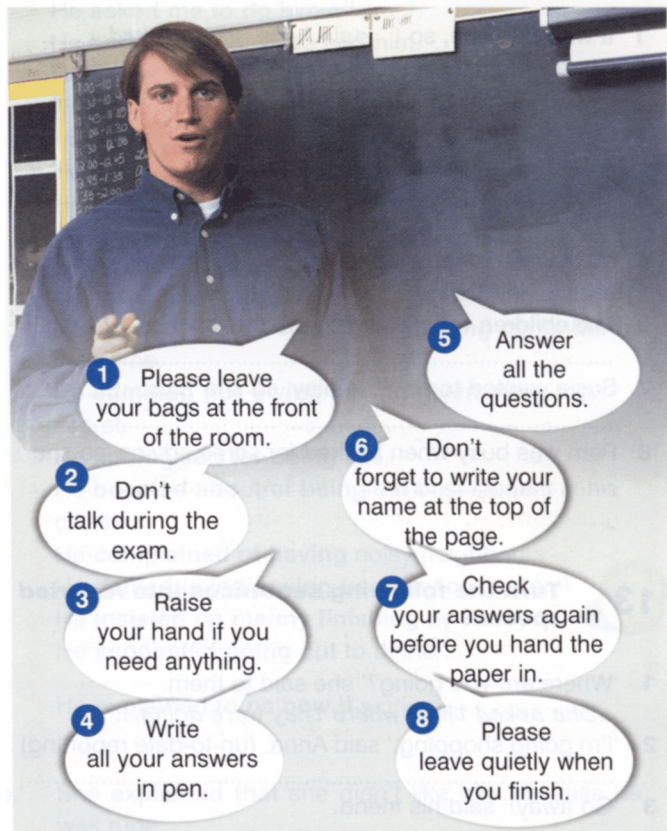
- e.g. a) 'Stop the car!' the policeman said to him.  
The policeman **ordered him to stop** the car.  
b) 'Put all the ingredients in a bowl,' she said to me.  
She **told me to put** all the ingredients in a bowl.  
c) 'Will you please hold this bag for me?' Laura said to Helen.  
Laura **asked Helen to hold** the bag for her.  
d) 'How about going to the cinema?' I said to them.  
I **suggested going** to the cinema.

10 Turn the following sentences into reported speech.

- 1 The teacher said to the student, 'Come and see me after the lesson.'  
*...The teacher asked the student to go and see him/her after the lesson....*
- 2 He said, 'Shall we go out for dinner?'
- 3 Colin said to Dave, 'Please hold this book for me.'
- 4 He said to her, 'Close the door, please.'
- 5 Father said, 'How about going to the beach?'
- 6 She said, 'Let's watch the game on TV.'

- 7 He said to them, 'Please, please don't hurt me.'
- 8 The policeman said to the thieves, 'Put your hands up!'
- 9 The man said to the waiter, 'Can you bring me some water, please?'
- 10 Jason said to his father, 'Please, please let me go to the party.'
- 11 The librarian said to the boys, 'Don't make so much noise.'
- 12 The chef said to me, 'Put the cake in the oven.'

11 First read, then report what the teacher told the students before the exam.



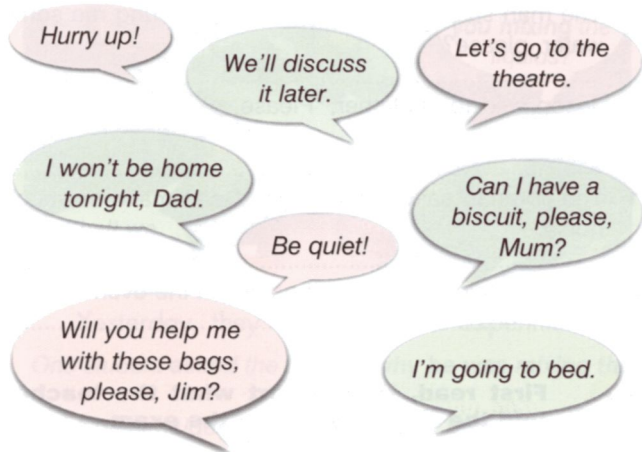
- 1 *...He asked the students to leave their bags at the front of the room....*
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....

# UNIT 7

## Reported Speech

12

Study the speech bubbles, then complete the sentences below using reported speech, as in the example.



- It was very late, so I ...*said I was going to bed*.....
- Clare was planning to stay with friends, so she .....
- I was hungry, so I .....
- The shopping was very heavy, so Sarah .....
- Mark wasn't ready for school, so his brother .....
- The children were shouting, so the teacher .....
- Susie wanted to watch a play, so she .....
- Pam was busy when I asked for some advice, so she .....

13 Turn the following sentences into reported speech.

- 'Where are you going?' she said to them.  
...*She asked them where they were going*....
- 'I'm going shopping,' said Anna. (up-to-date reporting)
- 'Go away!' said his friend.
- She asked me, 'Are you ready to leave?'
- 'I'll pick you up at five o'clock,' he said to her.
- 'It's time for lunch,' Ruth says.
- 'When did you arrive?' asked Marilyn.
- 'The meeting started ten minutes ago,' she said. (up-to-date reporting)

- My father said to me, 'Don't be late.'
- 'Tom has already left,' said Pam to us.
- 'Who's there?' said Joe.
- 'What colour skirt did you buy?' she asked me.
- They said to him, 'We're leaving early in the morning.' (up-to-date reporting)
- 'Don't go near the fire,' Dad said to the boys.
- 'Let's have a barbecue this weekend,' said Liz.

14

Choose the correct answer.

- She said that it was going to be a wonderful party.  
a 'It was going to be a wonderful party.'  
b 'It's going to be a wonderful party.'
- He said the bus might be a little late that day.  
a 'The bus was a little late today.'  
b 'The bus might be a little late today.'
- She told him that he should study harder.  
a 'You should study harder.'  
b 'You should have studied harder.'
- He said that the fire had done a lot of damage to the building.  
a 'The fire had done a lot of damage to the building.'  
b 'The fire has done a lot of damage to the building.'
- He said that Michael was the best student he had ever taught.  
a 'Michael is the best student I have ever taught.'  
b 'Michael was the best student I have ever taught.'
- She told us that the new furniture had been delivered the day before.  
a 'The new furniture had been delivered yesterday.'  
b 'The new furniture was delivered yesterday.'
- They said that the manager would inspect the office the following day.  
a 'The manager will inspect the office the following day.'  
b 'The manager will inspect the office tomorrow.'
- He said that if we hadn't acted so quickly, the accident would have been even worse.  
a 'If you hadn't acted so quickly, the accident would have been even worse.'  
b 'If you haven't acted so quickly, the accident would be even worse.'

## Introductory Verbs

introductory verb	direct speech	reported speech
<b>+ to - inf</b> 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 <b>agreed to lend</b> me the money. He <b>claimed to have seen</b> the robbers. He <b>demanded to be given</b> the money. He <b>offered to help</b> me. He <b>promised to return</b> the book to me soon. He <b>refused to call</b> her. He <b>threatened to punish</b> her if she didn't stop shouting.
<b>+ sb + to - inf</b> 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 <b>advised me to eat</b> more fruit. He <b>allowed me to go</b> to the party. He <b>asked me to do</b> him a favour. He <b>begged them</b> not to hurt him. He <b>commanded them to put</b> their hands up. He <b>forbade me to stay out</b> late. He <b>invited me to (go to)</b> his wedding. He <b>ordered me to go</b> to my room. He <b>reminded me to buy</b> some milk. He <b>warned me not to touch</b> the iron.
<b>+ -ing form</b> 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 <b>accused her of committing/having committed</b> the crime. He <b>admitted (to) giving/having given away</b> my secret. He <b>apologised for being</b> late. He <b>boasted about/of being</b> the best student in his class. He <b>complained of having</b> noisy neighbours. He <b>denied using/having used</b> my computer. He <b>insisted on me/my finishing</b> by Friday. He <b>suggested going out</b> to dinner.
explain to sb <b>+ how</b>	'That's how it works.'	He <b>explained to us how</b> it worked.
<b>+ that - clause</b> 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 <b>explained that</b> she didn't like him because he was rude. He <b>informed us that</b> the results would come out the next day. He <b>exclaimed/remarked that</b> 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.

<i>deny</i>	<i>suggest</i>	<i>boast</i>	<i>agree</i>
<i>insist</i>	<i>accuse</i>	<i>promise</i>	<i>complain</i>
<i>advise</i>	<i>threaten</i>	<i>warn</i>	<i>remind</i>

- '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.*

18

Turn the following sentences into reported speech.

- 'Will you call me?' he asked. 'Yes, of course,' she said.  
...*He asked her to call him and she said she would...*
- 'Wow!' they said as the fireworks exploded in the sky.  
.....
- 'You'll try to visit John, won't you?' he said to us.  
.....
- 'How delicious!' she said as she tasted the dessert.  
.....
- 'What a surprise!' he said when he saw the present.  
.....
- 'Amazing!' she said when she saw the magician's act.  
.....
- 'Well, good luck, then,' she said to him.  
.....
- '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.*

19

Turn the following sentences into reported speech.

- '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...*
- 'Let's go to the cinema,' he said. 'We haven't seen a film for months.'  
.....
- 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.  
.....
- 'You're early,' he said to her. 'I'm not ready yet.'  
.....
- 'Hurry up!' she told him. 'We're going to miss the bus.'  
.....
- 'Have you got your key?' she said. 'I've forgotten mine.'  
.....

# UNIT 7

## Reported Speech

- 7 'I'm going out,' Colin said. 'I might be back late.'  
.....
- 8 Sally: I've bought a car. It's being delivered tomorrow.  
John: What kind of car is it?  
Sally: It's a sports car. It was very expensive.  
.....  
.....
- 9 'I'm sorry I'm late. I overslept,' he said to them.  
.....
- 10 Martin: Can you help me? I need some advice.  
James: What's the problem?  
Martin: I don't know what to buy my mother for her birthday. I want to get something special.  
.....  
.....

### Punctuation in Direct Speech

- ◆ We put the speaker's words in quotation marks and we capitalise the first word of the direct speech. When the speaker is mentioned *before* the direct speech, we put the comma outside the quotation marks. When the speaker is mentioned *after* the direct speech, we put the comma inside the quotation marks.  
e.g. **He said,** 'I love Paris in the winter.'  
**OR:** 'I love Paris in the winter,' **he said.**
- ◆ If the direct speech is a question and the person being spoken to comes after it, we put a question mark and not a comma.  
e.g. 'Shall we go now?' he asked her.  
**OR:** He asked her, 'Shall we go now?'

#### 20 Punctuate the following, making any other necessary changes.

- 1 would you like a drink she asked me.  
...*'Would you like a drink?' she asked me.*...
- 2 shall we go out tonight Bill asked  
.....
- 3 David said shut the door please  
.....
- 4 why are you crying Steve asked Jenny  
.....
- 5 I'm sorry I'm late he said I was stuck in traffic  
.....
- 6 Rachel said I'm afraid I can't help you  
.....
- 7 I don't want eggs she said to her mother I'd rather have a steak  
.....

- 8 we have to leave in five minutes Sally said can you call us a taxi  
.....
- 9 did you go to the library today Sean asked me  
.....
- 10 Daniel said stop talking I can't concentrate  
.....

#### 21 Turn the following sentences into direct speech, as in the example.

- 1 He threatened to tell the headmaster if we didn't behave properly.  
*...'I'll tell the headmaster if you don't behave properly,' he said....*
- 2 She invited me to go to the cinema with her.  
.....
- 3 He offered to help me clean the house.  
.....
- 4 We explained that we were late because we had missed the bus.  
.....
- 5 She advised me to see a professional.  
.....
- 6 She admitted to reading my diary.  
.....
- 7 She agreed to help me interview the candidates.  
.....
- 8 He accused me of breaking his glasses.  
.....
- 9 We apologised for missing their dinner party.  
.....
- 10 Edward complained that the children were always disturbing him.  
.....

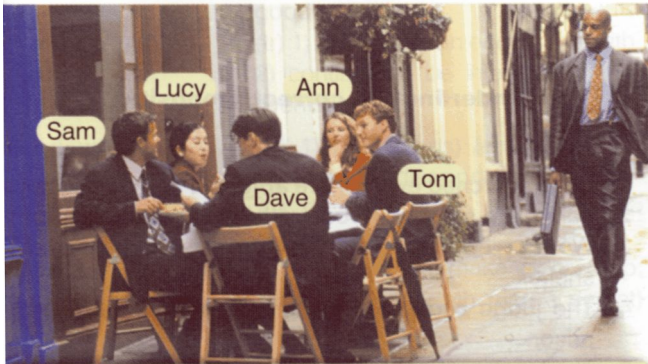
#### 22 Turn the following sentences from direct into reported speech or vice versa.

- 1 'What are your plans for the weekend?' he asked her.  
*...He asked her what her plans for the weekend were....*
- 2 Malcolm suggested that they go fishing that afternoon.  
.....
- 3 Simon denied having damaged the car.  
.....
- 4 'Could you open the door for me, please?' Kate asked Harry.  
.....
- 5 Julia claimed to have met Kevin Costner.  
.....
- 6 'You never listen when I'm talking to you,' she said.  
.....
- 7 The instructor said, 'This is how you open the parachute.'  
.....



- 8 'I promise I won't lose your necklace,' she told her friend.  
.....
- 9 Stuart begged his parents to let him go to the disco.  
.....
- 10 His father said to him, 'No, you can't go to the concert.'  
.....
- 11 'Yes, you may stay out late on Saturday,' said Mum.  
.....
- 12 The man demanded to speak to his lawyer.  
.....
- 13 'I'm afraid there are no tickets left,' he said to us.  
.....
- 14 'The path is very slippery,' the guide said to the climbers.  
.....
- 15 He asked her to write to him while she was away.  
.....

**23 Turn the following into reported speech. Use appropriate introductory verbs.**



- 1 Sam: 'We're having trouble finding a good sales assistant.'  
*...Sam complained that they were having trouble finding a good sales assistant...*
- 2 Dave: 'We've been interviewing people for two weeks.'  
.....
- 3 Lucy: 'Why don't you contact the Job Centre?'  
.....
- 4 Ann: 'I think that Julie Smith is looking for a job.'  
.....
- 5 Tom: 'Yes, right. We forgot that she has been looking for a job.'  
.....
- 6 Dave: 'Actually, Julie might be perfect for the job. Ann, do you have her phone number?'  
.....
- 7 Ann: 'Yes, I do. I'll give her a call if you like.'  
.....
- 8 Sam: 'Don't forget to ask her if she can work flexible hours.'  
.....

**Common mistakes**

- She **told to me** that she was late. *x*  
She **told me** that she was late. ✓
- Colin said, 'I met them last week.'  
Colin said he had met them **last week**. *x*  
Colin said he had met them **the week before/the previous week**. ✓
- 'This is a mistake,' she told me.  
She told me that **that** was a mistake. *x*  
She told me that **it** was a mistake. ✓
- 'Derek must be very rich,' Samantha told me.  
Samantha told me that Derek **had to be** very rich. *x*  
Samantha told me that Derek **must be** very rich. ✓
- Peter says, 'Everybody is in the garden.'  
Peter says that everybody **was** in the garden. *x*  
Peter says that everybody **is** in the garden. ✓
- 'Where did you find this ring?' Karen asked me.  
Karen asked me where **had I found** the ring. *x*  
Karen asked me where **I had found** the ring. ✓

**24 Correct the mistakes.**

- 1 Anna says that lunch was ready.
- 2 They told me that that was a photograph of their family.
- 3 Brian told to me that he had a new car.
- 4 Linda said she had seen the film last month.
- 5 Tim asked me where had I been on holiday.
- 6 Alan told me that John had to be in the office.

**25 Cross out the unnecessary word.**

- 1 Our friends told us that we had better to avoid the city centre.
- 2 Annabelle asked Tony where he was being going for his holidays.
- 3 They asked me if I would like to buy her a gift and I said I would so.
- 4 Paul suggested that they should to inform the police as soon as possible.
- 5 Rebecca told to her husband that the postman had delivered a parcel for him.
- 6 The man wanted to know if where the nearest post office was.
- 7 Melissa promised that to call us as soon as she reached Madrid.
- 8 The teacher told us do not to make any noise.
- 9 Rhonda asked me that what I would like for my birthday.
- 10 He insisted on that we should tell the truth about the incident.

# UNIT 7

## Reported Speech

26

Complete each sentence with two to five words, including the word in bold.

- 1 'I feel very ill,' he said to her.  
**complained** He ...*complained of feeling*... very ill.
- 2 'I promise I'll send you a postcard,' Julie said to Mike.  
**promised** Julie ..... Mike a postcard.
- 3 'I will send you to your room if you don't apologise,' she said to him.  
**threatened** She ..... to his room if he didn't apologise.
- 4 'Would you like to come to dinner on Friday?' they said to us.  
**invited** They ..... to dinner on Friday.
- 5 'What an amazing garden!' said Marie.  
**exclaimed** Marie ..... an amazing garden.
- 6 'I'm sorry I interrupted the meeting,' he said to her.  
**for** He ..... the meeting.
- 7 'You must finish that report by five o'clock,' she said to me.  
**on** She ..... the report by five o'clock.
- 8 'No, I won't give you any more pocket money,' Dad said to Steve.  
**refused** Dad ..... any more pocket money.
- 9 'Let's go for a picnic this afternoon,' Mum said.  
**going** Mum ..... that afternoon.
- 10 'I didn't leave the tap on,' she said.  
**denied** She ..... the tap on.
- 11 'Don't forget to pack your swimming costumes,' Mum said to us.  
**reminded** Mum ..... our swimming costumes.
- 12 'I took your new skirt,' my sister said.  
**admitted** My sister ..... my new skirt.
- 13 'You drank the last can of lemonade,' Sue said to Jane.  
**of** Sue ..... the last can of lemonade.
- 14 'Why don't we organise a party for Lucy's birthday?' Dave said.  
**should** Dave ..... organise a party for Lucy's birthday.
- 15 'Ok, I'll give you a chance,' she said.  
**agreed** She ..... a chance.
- 16 'Drop your gun!' the policeman told the man.  
**ordered** The policeman ..... his gun.
- 17 'Why are you making such a fuss?' Mum asked me.  
**was** Mum wanted to know ..... such a fuss.

- 18 'I'll give you a lift to the station,' Mike said to me.  
**to** Mike ..... a lift to the station.
- 19 'You should save some money every month,' Rita told her son.  
**advised** Rita ..... some money every month.
- 20 'I've got the fastest car of all my friends,' Daniel said.  
**boasted** Daniel ..... the fastest car of all his friends.
- 21 'I don't suppose you can lend me thirty pounds, can you?' Caroline said to me.  
**whether** Caroline wanted to know ..... her thirty pounds.
- 22 'I saw who broke into the flat,' Mrs Reeves told the police.  
**claimed** Mrs Reeves ..... who broke into the flat.
- 23 'Where is my purse?' she asked herself.  
**wondered** She ..... was.
- 24 'Why are you so upset?' Diana asked Fiona.  
**was** Diana asked Fiona ..... so upset.

27

Underline the correct preposition.

- 1 Colin searched everywhere **at/for/on** his missing keys.
- 2 I am quite satisfied **about/with/by** my new television.
- 3 We hurried through the storm in search **for/of/at** shelter.
- 4 The judge sentenced the thief **to/of/for** five years in prison.
- 5 The teacher shouted **to/at/about** the naughty children.
- 6 The boy shouted **at/to/for** his friends that he was going home.
- 7 This dress is similar **to/with/for** the one Sally bought.
- 8 Toby is a doctor who specialises **in/of/at** allergies.
- 9 The lifeguard saved the old lady **of/by/from** drowning.
- 10 They spent all their money **for/on/at** computer games, so they had to walk all the way back home.
- 11 Sam hopes to succeed **in/at/of** becoming captain of the football team.
- 12 Paula suffers **from/with/of** hay fever every summer.
- 13 I am not sure **about/of/on** where to go on holiday this year.
- 14 She is always suspicious **with/of/at** people who refuse to look her in the eye.
- 15 The police suspect her **for/about/of** committing a robbery.
- 16 I sympathise **to/with/for** you over the loss of your job. I'm out of work, too.
- 17 Although he is sympathetic **to/with/for** the hardships of the homeless, he doesn't do anything to help them.
- 18 We're in a difficult situation, but I hope we'll find a solution **for/at/to** our problem soon.

Phrasal Verbs

<b>hold back:</b>	1) (tr) control (tears, laughter), 2) (tr) delay, 3) (tr) keep secret, 4) (int) be reluctant to act
<b>hold in:</b>	(tr) restrain; keep under control
<b>hold on:</b>	(int) to wait (esp on the phone)
<b>hold out:</b>	(int) 1) persist; not give way, 2) last
<b>hold up:</b>	1) (tr) delay, 2) (tr) use violence in order to rob, 3) (int) last; <b>hold out</b>
<b>keep away (from):</b>	(tr) stay away
<b>keep back:</b>	(tr) conceal
<b>keep behind:</b>	(tr) make sb remain after others have left
<b>keep (oneself) from:</b>	(tr) 1) prevent from, 2) avoid
<b>keep off:</b>	(tr) 1) make sb stay away from, 2) avoid (food, a habit, etc); <b>keep away from</b>
<b>keep on:</b>	1) (int) continue in spite of difficulties, 2) (tr) continue doing sth; <b>carry on</b>
<b>keep out of:</b>	(tr) stay away from (trouble)
<b>keep up:</b>	(tr) 1) maintain sth at the same level, 2) keep sb out of bed, 3) keep sth in good condition
<b>keep up with:</b>	(tr) 1) proceed at an equal pace with, 2) continue to be informed (news, events)
<b>let down:</b>	(tr) 1) (of clothes) lengthen (opp: <b>take up</b> ), 2) disappoint
<b>let off:</b>	(tr) 1) not punish, 2) make sth explode (fireworks)
<b>let out:</b>	(tr) 1) (of clothes) make wider, (opp: <b>take in</b> ), 2) say sth (usu a secret) unintentionally

28

Fill in the correct particle.

- The house is becoming too expensive for them to keep ...*up*...
- You shouldn't hold ..... your anger. It will only make you feel worse.
- I'm keeping ..... chocolate for a while in an attempt to lose a little weight.
- I didn't mean to let the secret ..... It was an accident.
- We were held ..... in traffic. That's why we arrived late.
- Our business is holding ..... quite well, despite the economic crisis.
- The young man was let ..... because he had never been in trouble before.
- The secretary asked me to hold ..... until Mrs Harris was ready to take my call.
- Kate is trying to keep her grades ..... at the same level.
- The jury thought that one of the witnesses was keeping some important information .....

- The joke was so funny that Jake couldn't hold ..... his laughter.
- Sally buys a newspaper every day to keep ..... the news.
- You mustn't hold ..... secrets if there's something I ought to know.
- I've had a few problems, but I'm going to keep ..... trying until I succeed.
- This skirt is too short. I'll let it ..... a bit.
- I think our water supplies will hold ..... for another four days.
- Simon held ..... because he wasn't sure if it was the right thing to do.
- You've put on weight! I'll have to let ..... the waist of your trousers for you.
- When Jane had measles, her mother kept her ..... school for two weeks.
- The demonstrators held ..... for three weeks before ending their protest outside the factory.
- I'm counting on you. Please don't let me .....
- Don't walk so fast. I can't keep ..... you!
- George keeps ..... watering the tree in the garden, but I'm sure it's dead.
- The noise from the party kept me ..... until the early hours of the morning.
- While we're away, please try to keep ..... trouble.

29

Fill in the gaps with the correct form of the words in brackets.

- A Making a cake does not require much 1) ...*intelligence*... (intelligent). All you have to do is follow the 2) ..... (instruct) in the recipe book. If you pay 3) ..... (attend) to the recipe and are 4) ..... (care) to measure the ingredients accurately, then you should end up with a 5) ..... (wonder) cake.
- B The 'Spice Girls' are a very 1) ..... (success) band. Their 2) ..... (popular) is a result of their 3) ..... (fashion) image and their 4) ..... (enjoy) music. The band has many fans who watch each new 5) ..... (develop) with interest.
- C I have a great deal of 1) ..... (admire) for doctors and nurses. Their work demands 2) ..... (commit) and, of course, 3) ..... (concentrate). They make difficult 4) ..... (decide) every day and treat all kinds of illnesses and 5) ..... (injure).
- D Our trip to the theatre last night was rather a 1) ..... (disappoint). A woman in the audience caused a 2) ..... (distract) by coughing loudly throughout the 3) ..... (perform). It totally spoilt our 4) ..... (enjoy) of the play as we found the noise 5) ..... (un) bear.



# Revision Box

**30 Choose the correct answer.**

- 1 'I'm going to take Louise to a restaurant tonight.'  
'Well, you ...**B**... book a table in advance.'  
A shall      B ought to      C may
- 2 'How is Brian today?'  
'He ..... a little better, thank you.'  
A felt      B is feeling  
C has been feeling
- 3 'Mr Jones won't be free for at least half an hour.'  
'That's alright. I don't mind .....'  
A wait      B to wait      C waiting
- 4 '..... fruit is good for your health.'  
'I know. I eat an apple every day.'  
A Eating      B To Eat      C Eat
- 5 'What is happening over there?'  
'A new supermarket .....'  
A is building      B is built      C is being built
- 6 'This room looks very nice.'  
'Thank you. We ..... last week.'  
A have it decorated      B had it decorated  
C are having it decorated
- 7 'You look tired.'  
'I am. I think I need ..... holiday.'  
A the      B an      C a
- 8 'I bought these trousers from a wonderful shop.'  
'Really. What was ..... name of the shop?'  
A the      B an      C a
- 9 'That's a beautiful painting.'  
'Yes. It ..... by my sister.'  
A painted      B was painted      C is painted
- 10 'Sarah is in a good mood today.'  
'Yes. She looks very .....'  
A happily      B happy      C happier
- 11 'David's car isn't here.'  
'No. He ..... be at work.'  
A should      B will      C must
- 12 'Do you know Steven?'  
'Yes. I ..... him for years.'  
A know      B knew      C have known
- 13 'John is a lovely person.'  
'Yes. I consider him ..... the nicest person I know.'  
A to be      B being      C be
- 14 'You're up very early today.'  
'I know. I don't want to be ..... for my interview.'  
A late      B lately      C later

- 15 'That film was brilliant.'  
'Yes. It was ..... film I've ever seen.'  
A funniest      B the funniest      C the funnier
- 16 'Grandpa wants to go to university.'  
'You're never ..... old to do something like that.'  
A very      B enough      C too
- 17 'We ..... in the country.'  
'When did you move to the city?'  
A are living      B used to live      C use to live

**31 Choose the correct answer.**



It was very 1) ...**B**... at night and Susan was fast 2) ..... in bed. Suddenly, she 3) ..... by a loud noise. She sat up and turned on the light. She 4) ..... hear faint noises 5) ..... from downstairs. Someone was in the house. Susan was very scared, but she decided to go and 6) ..... what was happening. She wouldn't let her house 7) ..... burgled. She didn't want to have all her belongings 8) ..... Pulling on her dressing-gown, she crept slowly down the stairs. As she opened the door to the

kitchen she came face to face with her brother. He 9) ..... downstairs to get something to eat, but he had dropped the biscuit tin on the floor. They both laughed and 10) ..... went back to bed.

- |    |                 |           |                |
|----|-----------------|-----------|----------------|
| 1  | A later         | B late    | C lately       |
| 2  | A asleep        | B sleepy  | C sleeping     |
| 3  | A was waking up | B woke up | C was woken up |
| 4  | A can           | B could   | C couldn't     |
| 5  | A coming        | B come    | C to come      |
| 6  | A to see        | B see     | C seeing       |
| 7  | A being         | B to be   | C be           |
| 8  | A stolen        | B steal   | C be stolen    |
| 9  | A was going     | B went    | C had gone     |
| 10 | A then          | B after   | C next         |

# Revision Box

**32** Complete each sentence with two to five words, including the word in bold.

- 1 I'm sure he didn't go to the cinema last night.  
**have** He ...*can't have gone to*... the cinema last night.
- 2 It wasn't necessary for him to give me a lift because I had my own car.  
**need** He ..... me a lift because I had my own car.
- 3 I advise you to be more careful.  
**should** You ..... more careful.
- 4 I'll cut the grass for you.  
**like** Would ..... the grass for you?
- 5 Let's go for a drive in the countryside.  
**about** What ..... in the countryside?
- 6 It wasn't necessary for her to buy me a present, but she did.  
**bought** She ..... me a present.
- 7 You mustn't interrupt the teacher when she's talking.  
**allowed** You ..... the teacher when she's talking.
- 8 It's possible that you left your keys at home.  
**have** You ..... your keys at home.
- 9 You are not allowed to play football in the house.  
**mustn't** You ..... in the house.
- 10 It wasn't necessary to go shopping, so we didn't.  
**need** We ..... go shopping.
- 11 She will probably go to university.  
**likely** It ..... go to university.
- 12 It wasn't necessary for her to clean the windows, but she did.  
**needn't** She ..... the windows.
- 13 It's possible that they will sell their house.  
**may** They ..... their house.
- 14 I am certain Philip proposed to Mary last night.  
**must** Philip ..... to Mary last night.
- 15 You ought to reconsider your decision.  
**better** You ..... your decision.
- 16 'What a spectacular view!' said Virginia.  
**exclaimed** Virginia ..... was spectacular.

## ORAL Activity

Mr Houston has recently opened a local museum which shows the history of his town. Yesterday, he was interviewed by a reporter for the local newspaper. Look at the questions and answers below and then report what was said, as in the example.

e.g. *The reporter asked Mr Houston why he had decided to open the museum.  
Mr Houston answered that he thought everyone should have access to the town's history.*



- R: Why did you decide to open the museum?  
H: I think everyone should have access to the town's history.
- R: Where did you find all the interesting objects and pictures?  
H: I have been collecting them for years.
- R: Have you always been interested in history?  
H: Yes. It was my favourite subject at school.
- R: Do you have any other hobbies apart from history?  
H: Yes. I also enjoy listening to classical music.
- R: What are your hopes for this museum?  
H: I hope that it will be popular with visitors and residents and that people will learn from it.

## WRITING Activity

The reporter is now writing an article about Mr Houston and his museum. Look at the Oral Activity again and complete the article below.

*Yesterday, I met Mr Houston, who has recently opened a local museum which shows the history of our town. I asked Mr Houston why he had decided to open the museum and he said ...*

.....  
.....  
.....

*The museum is open from 9am-5pm, Monday to Saturday and is well worth a visit.*