

5.2 Grammar

Reported Speech

I can report speech naturally and fluently, making appropriate grammatical changes.

- 1 **CD•2.24 MP3•77** Listen to three people in job interview situations. Would you employ them? Why?/Why not?
- 2 **CD•2.24 MP3•77** Read the reports of the interviews in Exercise 1. Rewrite the underlined parts in Direct Speech. Then listen again and check.
 - 1 We were interviewing someone to be a part-time postman. We asked him to tell us about his weaknesses. He told us that he wasn't a morning person. In fact, he said he had struggled to get up that morning. He said he would like to start work after lunch.

A: Tell us _____

B: I _____

- 2 We interviewed two young men for jobs as waiters. We said it was a pity that they hadn't had any experience of restaurant work. They told us not to worry. They were very good at eating and that was why they thought they should get the job.

A: It's a _____

B: Don't _____

- 3 We're currently interviewing somebody for a receptionist position. We've just asked her whether she likes the job she has now. She says she doesn't because she has to answer the phone a lot, and she hates that.

A: Do _____?

B: 'No, _____

- 3 Read the GRAMMAR FOCUS. Then look at the way Direct Speech is reported in Exercise 2 and find examples for each rule.

GRAMMAR FOCUS

Reported Speech

When you report someone's words, remember these rules:

- You usually move the verbs 'one tense back' when your reporting verb is in a past tense (*She said ...*).
- You **don't** change the verb form if your reporting verb is in a present tense (*She says ... or He has told me ...*).
- You **don't** change verbs in the Past Perfect or modal verbs such as *would, should, could, might*.
- You change pronouns, possessive adjectives and words for time and place as necessary.
- You change the word order in questions and don't use *do, does or did*.
- You use *told + sb + to-infinitive* to report orders and *ask + sb + to-infinitive* to report requests.



- 4 Harry is preparing for a job interview. Report his parents' comments. Don't change the tense if it isn't necessary.

- 1 'You didn't prepare well enough for your last interview.' They said that he hadn't prepared well enough for his previous interview.
- 2 'You'll never get a job if you don't have your hair cut.' They said ...
- 3 'You forgot to clean your shoes last time and they always look at shoes.' They said ...
- 4 'You should buy a new suit.' They said ...
- 5 'You mustn't drink too much coffee beforehand because you'll be nervous.' They said ...
- 6 'Don't worry if you don't get it. Something better might come up.' They told him ...

- 5 Report the interview questions. Don't change the tense if it isn't necessary. Which questions would you be happy with/worried about? Why?

- 1 'Did you write this CV?' They asked me whether I had written that CV.
- 2 'Don't call us, we'll call you.' They told me ...
- 3 'I'll be contacting your references tomorrow.' He says ...
- 4 'Will you be available to start here next month?' They've asked me ...
- 5 'You're exactly the person we're looking for.' She says ...
- 6 'Could we give you some advice?' They asked me ...

- 6 Complete the reported statements to make them true for you.

- 1 The last time my friends gave me good advice, they told me ...
- 2 My brother/sister annoys me when he/she tells me ...
- 3 I think I'm pretty good/bad at English. My teacher says ...
- 4 I heard something interesting recently. Somebody told me ...
- 5 I don't know what I want to do when I leave school. My parents say ...
- 6 The last person who spoke to me was _____. He/She said ...