

Report the statements and questions.

- 1 'You need to fill out an application form.'
She says _____.
- 2 'Can you wait here for a few minutes?'
She wants to know _____.
- 3 'I really love my new job.'
Ben's told me _____.
- 4 'I'd like to express my interest in this vacant post.'
He said _____.
- 5 'Could you give me the report by noon today?'
John asked _____.
- 6 'I had never had a job interview before.'
Paula said _____.
- 7 'Did you get the job?'
She asks _____.

5.5 Reporting verbs

say and tell

We usually use the verbs *say* or *tell* to report what someone said:

- *say*
He **said** (that) he was getting married.
- *say + to + object*
He **said to me** (that) he was getting married.
- *tell + object*
He **told me** (that) he was getting married.

Verbs without a direct object

- verb + (that) (e.g. *add, admit, agree, claim, complain, deny, explain, insist, promise, propose, recommend, regret, suggest*):
'I wasted a lot of money.' →
Sue **complained** (that) she had wasted a lot of money.
- verb + to-infinitive (e.g. *agree, claim, decide, offer, promise, refuse, threaten*):
'I'll hire two new employees.' →
The manager **decided to hire** two new employees.
- verb + -ing form (e.g. *admit, deny, propose, recommend, regret, suggest*):
'I didn't take the money.' →
The cashier **denied taking** the money.
- verb + preposition + -ing form (e.g. *apologise for, insist on, object to*):
'I'm sorry I was rude.' →
I **apologised for being** rude.

Verbs with a direct object

- verb + object + (that) (e.g. *advise, assure, convince, inform, persuade, promise, remind, tell, warn*):
'The meeting will start in an hour.' →
The secretary **reminded them** (that) the meeting would start in an hour.

- verb + object + to-infinitive (e.g. *advise, ask, beg, convince, encourage, invite, order, persuade, recommend, remind, tell, warn, urge*):
'You really should apply for this job.' →
Everybody **encouraged me to apply** for that job.
- verb + object + preposition + -ing form (e.g. *accuse sb of, blame sb for, criticise sb for, congratulate sb on, praise sb for, suspect sb of, thank sb for*):
'It's your fault that the car was damaged.' →
Joe's boss **blames him for damaging** the car.

Complete the sentences with the correct form of the verbs in brackets.

- 1 She reminded me _____ (fulfil) my duties.
- 2 Jonathan suggested _____ (hire) an interior designer.
- 3 She persuaded me _____ (not step down).
- 4 I was blamed _____ (cause) unnecessary problems.
- 5 He threatened _____ (tell) the boss about my lack of experience.
- 6 She congratulated me _____ (win) first prize.
- 7 Would you advise me _____ (do) a course in accountancy?

6.2 Conditional clauses – alternatives to *if*

To form Zero, First, Second and Third Conditional sentences, we can use the following words and structures:

- *if*
If we had retouched the photo, you would have looked younger.
- *unless*
I won't tell you what happened **if** you **don't** promise to keep it secret. →
I won't tell you what happened **unless** you promise to keep it secret.
- *provided (that)/providing (that)*
You can go with us **if** you pay for your own meals. →
You can go with us, **provided that** you pay for your own meals.
- *Imagine ... or Suppose/Supposing ... (in questions)*:
If someone published a private email from you on Facebook, would you be angry? →
Imagine/Suppose/Supposing someone published a private email from you on Facebook, would you be angry?