

## GRAMMAR

## Reported speech &amp; thought

We use reported speech to report someone's words or thoughts.

Direct form: *'I'm very tired,' she said.*

Reported form: *She said she was very tired.*

Direct form: *'It's boring,' he thought.*

Reported form: *He thought it was boring.*

We usually change the verb forms into the past in reported speech and thought. However, this is not always necessary.

| direct form                    | reported form                             |
|--------------------------------|-------------------------------------------|
| <i>'I work ...'</i>            | <i>She said she worked ...</i>            |
| <i>'I'm working ...'</i>       | <i>She said she was working ...</i>       |
| <i>'I've worked ...'</i>       | <i>She said she had worked ...</i>        |
| <i>'I worked ...'</i>          | <i>She said she had worked ...</i>        |
| <i>'I was working ...'</i>     | <i>She said she had been working ...</i>  |
| <i>'I'll work ...'</i>         | <i>She said she would work ...</i>        |
| <i>'I'm going to work ...'</i> | <i>She said she was going to work ...</i> |
| <i>'I must work ...'</i>       | <i>She said she had to work ...</i>       |
| <i>'I can work ...'</i>        | <i>She said she could work ...</i>        |

When we are reporting, we often need to change pronouns and time expressions.

Direct form: *'I'm going to see my doctor tomorrow.'*

Reported form: *She said she was going to see her doctor the following day.*

Because the time of the reporting may be different from the time of the direct speech or thought, we may need to change the expression to make the meaning clear.

Direct form: *'I'll do it now.'*

Reported form: *She said she'd do it immediately.*

Other time expressions that may change include the following: *now (immediately), today (that day), yesterday (the day before), tomorrow (the following day), this (that), last (the ... before), next (the following ...).*

Two very common verbs for reported speech are *say* and *tell*. *Say* is followed immediately by the reported speech. We do not refer to the person we were talking to. *Tell* is followed by an object (the person we were speaking to), and then the reported speech.

*He said (that) he loved her.*

Not ~~*He said her that he loved her.*~~

*He told her (that) he loved her.*

Not ~~*He told that he loved her.*~~

## Reported questions

When we report questions, we

- also move the verb form into the past.
- drop the question mark.
- change the word order.

Direct form: *'What's the time?'*

Reported form: *She asked what the time was.*

In the reported form, we put the subject before the verb, so we do not need to use the auxiliaries *do/does/did* in the present and past tenses.

Direct form: *'Where do you live?'*

Reported form: *She asked me where I lived.*

Not ~~*'She asked me where I did live.'*~~

With *yes/no* questions, we use *if* or *whether* to introduce the question.

Direct form: *'Do you read the financial newspapers?'*

Reported form: *He asked me if/whether I read the financial newspapers.*

## Tell &amp; ask with infinitive

To report instructions, orders or requests, we can use *tell/ask* + object + (not) *to* + infinitive.

Direct form: *'Can you hurry up?'*

Reported form: *She told/asked me to hurry up.*

Direct form: *'Don't be late.'*

Reported form: *I told/asked them not to be late.*

## FUNCTIONAL LANGUAGE

## Social expressions

All the best.  
 Another day/time, maybe.  
 Bad news, I'm afraid.  
 Congratulations!  
 Excellent news!  
 Good luck for ...  
 Guess what?  
 Have a safe journey.  
 I must be going.  
 I'll keep my fingers crossed.  
 Keep in touch.  
 My pleasure.  
 Never mind.  
 Not at all.  
 Say 'cheese'.  
 The same to you.  
 What a shame.

## WORD LIST

## Money

bank account *n C* \* /bænk ə'kaʊnt/  
 cash machine *n C* /kæʃ məʃiːn/  
 dependent *adj* \*\*\* /dɪ'pendənt/  
 earnings *n pl* \*\* /ɜːnɪŋz/  
 financial *adj* \*\*\* /faɪ'nænʃl/  
 financially *adv* /faɪ'nænʃəli/  
 get into debt /get ɪntə 'det/  
 invest *v* \*\*\* /ɪn'vest/  
 investment *n C* \*\*\* /ɪn'vestmənt/  
 make money /meɪk 'mʌni/  
 open an account /əʊpən ən ə'kaʊnt/  
 pay a bill /peɪ ə 'bɪl/  
 save *v* \*\*\* /seɪv/  
 savings account *n C* /seɪvɪŋz ə'kaʊnt/  
 share *n C* \*\*\* /ʃeə/  
 stock *n C* \*\*\* /stɒk/  
 take out a mortgage /teɪk aʊt ə 'mɔːgɪdʒ/  
 withdraw *v* \*\* /wɪð'drɔː/  
 write a cheque /raɪt ə 'tʃek/

## Reporting verbs

claim \*\*\* /kleɪm/  
 complain \*\*\* /kəm'pleɪn/  
 deny \*\*\* /dɪ'naɪ/  
 inform \*\*\* /ɪn'fɔːm/  
 insist \*\*\* /ɪn'sɪst/  
 warn \*\*\* /wɔːn/

## Other words &amp; phrases

agitated *adj* /ædʒɪ'teɪtɪd/  
 appeal *n C* \*\*\* /ə'piːl/  
 as a matter of fact /æz ə ,mætə əv 'fækt/  
 astonishing *adj* \* /ə'stɒnɪʃɪŋ/  
 attract *v* \*\*\* /ə'trækt/  
 beggar *n C* /'begə/  
 campaign *n C* \*\*\* /kæm'peɪn/  
 cheek *n C* \*\* /tʃiːk/  
 chin *n C* \*\* /tʃɪn/  
 close down *v* /kləʊz 'daʊn/  
 companionship *n U* /kəm'pænjənʃɪp/  
 cruise *v* \* /kruːz/  
 damages *n pl* /'dæmɪdʒɪz/  
 distress *n U* \*\* /dɪstres/  
 duty *n C* \*\*\* /djuːti/  
 edition *n C* \*\* /ɪ'dɪʃn/  
 emphasis *n C* \*\*\* /emfəsɪs/  
 freeway *n C* /'friːweɪ/  
 gentle *adj* \*\* /dʒentl/  
 help out *v* /help 'aʊt/  
 heroin *n U* /'herəʊn/  
 homeless *adj* \* /'həʊmləs/  
 honour *v* \*\* /'ɒnə/  
 investigate *v* \*\*\* /ɪn'vestɪgeɪt/  
 kick out *v* /kɪk 'aʊt/  
 limited *adj* \*\*\* /'lɪmɪtɪd/  
 lounge *n C* \* /laʊndʒ/  
 manual *n C* \*\* /mænjuəl/  
 manufacturer *n C* \*\*\* /mænju'fæktʃərə/  
 men's room *n C* /'menz ,ruːm/  
 motor home *n C* /'məʊtə ,həʊm/  
 multiplex *n C/adj* /mʌltɪ'pleks/  
 outline *v* \*\* /aʊtlaɪn/  
 painter *n C* \*\* /peɪntə/  
 pickle *n C* /'pɪkl/  
 plaintiff *n C* /'pleɪntɪf/  
 predictable *adj* \* /prɪ'dɪktəbl/  
 reflect *v* \*\*\* /rɪ'flekt/  
 report *n C* \*\*\* /rɪ'pɔːt/  
 responsibility *n C* \*\*\* /rɪ'spɒnsə'bɪləti/  
 settlement *n C* \*\* /'setlmənt/  
 steady *adj* \*\* /'stedi/  
 student union *n C* /stjuːdnt 'juːnjən/

sue *v* \*\* /suː/  
 suitable *adj* \*\*\* /suː'təbl/  
 supreme *adj* \*\* /suː'priːm/  
 survey *n C/v* \*\*\* /sɜː'veɪ (r); sə'veɪ (v)/  
 target *n C* \*\*\* /tɑːɡɪt/  
 tear *n C* \*\* /teə/  
 theme park *n C* /θiːm ,pɑːk/  
 throw out *v* /θrəʊ 'aʊt/  
 unfair *adj* \*\* /ʌn'feə/  
 unisex *adj* /juːnɪseks/  
 vehicle *n C* \*\*\* /'viːɪkl/  
 with immediate effect /wɪð ɪ'miːdiət ɪ'fekt/

## Abbreviations for word list

*n* noun  
*v* verb  
*adj* adjective  
*adv* adverb  
*prep* preposition  
*sb* somebody  
*sth* something  
*C* countable  
*U* uncountable  
*pl* plural  
*s* singular

\*\*\* the most common and basic words

\*\* very common words

\* fairly common words