



Read the job interview and the interviewer's report. Then answer the questions.

- In the report, find ...
 - three reported statements
 - a reported question
 - a reported order or request
 - a reported suggestion
- How does each sentence change in reported speech?
- Which reporting verbs are used in the report?

Rose: Why **do you think** that I should hire you?

Cindy: Well, I **have** a lot to contribute to a company like yours.

Rose: Please **tell** me about one problem that you **solved** in your last job.

Cindy: I **calmed down** an angry customer while he **was shouting** at everyone.

Rose: Sounds good. You **should come in** for a few tests next week.

Cindy: Of course! I'll be able to come in any day.

HR digital

REPORT for Candidate: Cindy Harris

When I asked Cindy why she **thought** that I should hire her, she replied that she **had** a lot to contribute to a company like ours. Then I asked her **to tell** me about one problem that she **had solved** in her previous job. She explained that she **had calmed down** an angry customer while he **had been shouting** at everyone. When I suggested that she **come in** for a few tests the following week, she seemed very happy and said that she **would** be able to come in any day.

[] Grammar Basics Rules and Basic Practice, page 104



LOOKING AT LANGUAGE

If we want to convey the speaker's tone or intention, we can use many reporting verbs. Look at the examples for different kinds of reported speech.

Statements: *admit, announce, explain, deny*

Questions: *wonder, want to know, enquire*

Orders: *demand, warn, order*

Requests: *ask, beg*

Suggestions: *advise, recommend, suggest*

Can you think of other examples of reporting verbs?

1 Read what some people said at an employment agency. Complete the sentences in reported speech, choosing the correct reporting verb.

- "No one wants to hire me!"
Jeff **complained** / **admitted** that no one ... to hire ...
- "Let's look at some of the available positions."
Sam **explained** / **suggested** ... at some of the available positions.
- "We've helped hundreds of clients."
Sam **wondered** / **claimed** that ... hundreds of clients.
- "Will I be able to learn on the job?"
Jeff **wanted to know** / **predicted** whether ... to learn on the job.
- "You should do an internship before applying."
Sam **ordered** / **advised** Jeff ... an internship before applying.

2 Write the following sentences in reported speech, using the reporting verbs below. Use each reporting verb only once. Make any necessary changes.

wondered | **promised** | **admitted** | **ordered**
recommended | **wanted to know**

- "I don't know how to think outside the box," said Jack.
- "What's an internship?" asked Lauren.
- "I'll help you prepare for your interview, Stacey," said Nigel.
- "Did you start your new job yesterday?" Thomas asked me.
- "Don't give anyone information about the company," said the supervisor.
- "I think you should come to the careers fair next week," said Lydia.

3 This is what teenagers in the UK said in a recent survey about careers. Write at least six sentences reporting the answers. Include negative answers.

22% of teenagers said that they would complete an apprenticeship.

	Yes	No
1 Will you complete an apprenticeship?	22%	78%
2 Are you planning to get a university degree?	53%	47%
3 Is a rewarding job more important than a high-paying job?	71%	29%
4 Do you know what type of career you want?	57%	43%
5 Has your school helped you decide on a career?	46%	54%
6 Can young people find work in the career of their choice?	52%	48%

4 A reporter interviewed two people about working at home. Read what they said. Then complete the questions and answers in reported speech.

Reporter: What do you think of working at home?

Suzy: I was much happier working in an office. If I can find an office job, I'll take it. I need to interact with others in order to be creative.

Ian: I've been working at home since last April, and I love it. I've saved lots of money on petrol and I am enjoying the flexible hours.

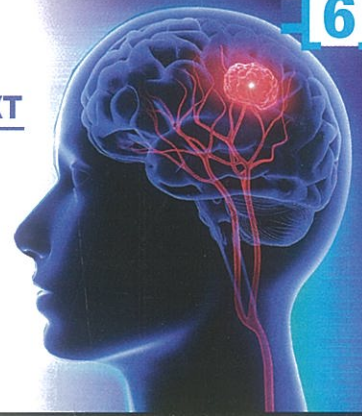
The reporter asked two people what ¹ ... working at home. Suzy said that ² ... much happier working in an office. She added that if she ³ ... an office job, she ⁴ ... it. She explained that she ⁵ ... in order to be creative.

Ian mentioned that ⁶ ... since the previous April, and added that ⁷ ... it. He pointed out that ⁸ ... on petrol. He also said that ⁹ ... the flexible hours.

GRAMMAR IN CONTEXT

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5 Complete the passage with the correct form of the verbs in brackets. Then listen and check your answers.



The Boss Is Watching You

Some bosses are now reading workers' minds! Newspapers recently reported that several businesses were using a brain sensor, worn all day inside hats and helmets, which ¹ ... (monitor) the emotions of their employees. They claimed that the device ² ... (enable) employers to reduce pressure on tired or angry workers by giving them a break or an easier task. They added that it ³ ... (already / improve) efficiency and productivity. However, human rights activists protested that these thought-reading devices ⁴ ... (not respect) the privacy of workers. In 2018, Amazon reported that it was developing a watch which ⁵ ... (can / track) the hands of employees collecting items for customers' orders. They claimed that they ⁶ ... (start) using it soon, in order to help workers find the items they needed. However, employees predicted that the company ⁷ ... (use) it to see if they ⁸ ... (waste) time on the job.

6 Rewrite the sentences in reported speech using the words in brackets.

- "You must work faster," Arlene told me. (had)
- "Why don't you apply for a summer job here?" my best friend asked. (suggested)
- "Have you recruited any new employees?" the reporter asked us. (wanted)
- "Don't interrupt the boss when she is on the phone!" my friend warned me. (not)
- "Will these jobs be in high demand next year?" I asked the counsellor. (whether)
- "If I finish the report today, I'll give it to Sam," said Joe. (would)

GRAMMAR IN USE

7 Ask your partner questions. Then report his / her answers to another student.

Ask about:

- things your partner did yesterday
- things your partner has done recently
- things your partner will do in future

-Alba said she had gone to the gym the day before.

