

## GRAMMAR



This section covers reported speech.

Remind your students to prepare for this lesson in advance by watching the Grammar video at home using *Outlook 2 Interactive Student (IS)*. If you are using *Outlook 2 Interactive Classroom (IC)*, you may wish to show students the Grammar video at the start of the lesson.

### REPORTED SPEECH

Tell students to read the job interview and the interviewer's report and to answer the questions.

- 1 a ... she replied that she had a lot to contribute ...  
She explained that she had calmed down ...  
... she said that she would be able to come in any day.
  - b I asked Cindy why she thought that I should hire her, ...
  - c I asked her to tell me about one problem ...
  - d I suggested that she come in ...
  - 2 a **A statement:** We move the verb one tense back when the reporting verb is in the past.
  - b **A question:** We move the verb one tense back when the reporting verb is in the past and it no longer follows the word order of a question in direct speech.
  - c **An order:** We use the infinitive of the action ordered.  
**A request:** We use the infinitive of the action requested.
  - d **A suggestion:** We use the gerund or *that* + subject + base form of the verb.
- Verbs move one tense back; personal pronouns change; demonstratives and possessives change; expressions of time and place change.
- 3 asked, replied, explained, suggested, said

For more information on and practice of reported speech, refer students to Grammar Basics: Rules and Practice, Student's Book, page 104.

For additional information, refer students to pages 98-99 of the Grammar Appendix in the Workbook.



## LOOKING AT LANGUAGE

Read through the information in the box about reporting verbs with students. Point out that certain reporting verbs are used for different reporting situations. Ask students if they can think of other examples of reporting verbs.

### POSSIBLE ANSWERS

claim, mention, insist

- 1 Tell students that the sentences listed are some things that people said at an employment agency. Tell them to complete the sentences in reported speech, choosing the correct reporting verb.

### ANSWERS

- 1 complained, wanted ... him
- 2 suggested looking / suggested that they look
- 3 claimed, they had helped
- 4 wanted to know, he would be able
- 5 advised, to do

- 2 Tell students to write the sentences in reported speech, using the reporting verbs listed. Point out that they should use each reporting verb only once and make any necessary changes.

### ANSWERS

- 1 Jack admitted that he didn't know how to think outside the box.
- 2 Lauren wondered / wanted to know what an internship was.
- 3 Nigel promised Stacey that he would help her prepare for her interview. / Nigel promised that he would help Stacey prepare for her interview. / Nigel promised to help Stacey prepare for her interview.
- 4 Thomas wanted to know / wondered if/whether I had started my new job the day before / the previous day.
- 5 The supervisor ordered me/him/her/them/us not to give anyone information about the company.
- 6 Lydia recommended that I/we (should) come to the careers fair the following week / the week after.





**3** Tell students to read what teenagers in the UK said in a recent survey about careers. Then, tell them to write at least six sentences reporting the answers. Remind students to also include negative answers.

**POSSIBLE ANSWERS**

- 1 22% of teenagers said that they would complete an apprenticeship. / 78% of teenagers said that they wouldn't complete an apprenticeship.
- 2 53% of teenagers said that they were planning to get a university degree. / 47% of teenagers said that they weren't planning to get a university degree.
- 3 71% of teenagers admitted that a rewarding job was more important than a high-paying job. / 29% of teenagers said that a high-paying job was more important than a rewarding job.
- 4 57% of teenagers answered that they knew what type of career they wanted. / 43% of teenagers replied that they didn't know what type of career they wanted.
- 5 46% of teenagers claimed that their school had helped them decide on a career. / 54% of teenagers claimed that their school hadn't helped them decide on a career.
- 6 52% of teenagers said that young people could find work in the career of their choice. / 48% of teenagers answered that young people couldn't find work in the career of their choice.

**4** Tell students that a reporter interviewed two people about working at home. Tell them to read what they said and then, to complete the questions and answers in reported speech.

**ANSWERS**

- 1 they thought of
- 2 she had been
- 3 could find
- 4 would take
- 5 needed to interact with others
- 6 he had been working at home
- 7 he loved
- 8 he had saved lots of money
- 9 he was enjoying

**GRAMMAR IN CONTEXT**

**5** Tell students to complete the passage *The Boss Is Watching You* with the correct form of the verbs in brackets. Then, tell students to listen (Class CD 2, Track 26) and check their answers.

**ANSWERS**

- |                        |   |
|------------------------|---|
| 1 monitored            | 5 could track   |
| 2 enabled              | 6 would start   |
| 3 had already improved | 7 would use   |
| 4 didn't respect       | 8 wasted / are wasting / had wasted / were wasting / had been wasting |

**6** Tell students to rewrite the sentences in reported speech using the words provided in brackets. Remind them that they must not change the original meaning.

**ANSWERS**

- 1 Arlene told me that I had to work faster.
- 2 My best friend suggested applying / that I apply for a summer job there.
- 3 The reporter wanted to know if / whether we had recruited any new employees.
- 4 My friend warned me not to interrupt the boss when she was on the phone.
- 5 I asked the counsellor whether those jobs would be in high demand the following year / the year after.
- 6 Joe said that if he finished the report that day, he would give it to Sam. / Joe said that he would give the report to Sam if he finished it that day.

**GRAMMAR IN USE**

**7** Tell students to work with their partner and ask them questions about the issues listed. Then, tell them to report their partner's answers to another student. You may want to read through the speech bubble with the class.

**OPTIONAL ACTIVITY: ERROR CORRECTION**

Write these sentences on the board and ask students to correct the mistakes involving reported speech:

- 1 Louise wondered whether would she need troubleshooting abilities for that position.
- 2 My father recommended to do an internship.
- 3 My teacher advised us getting a degree before applying for a job.
- 4 Paul asked me that I considered him for the job despite not having a degree.
- 5 My parents refused that they would pay so much money for that course.

**ANSWERS**

- 1 Louise wondered whether **she would** need troubleshooting abilities for that position.
- 2 My father recommended **doing** an internship.
- 3 My teacher advised us **to get** a degree before applying for a job.
- 4 Paul asked me **to consider** him for the job despite not having a degree.
- 5 My parents refused **to pay** so much money for that course.

**[ ] Workbook: pages 50-51**

**[ ] Teacher's All-in-One Pack: More Practice, page 179 Extension, page 191**

For extra grammar exercises, refer students to:

