



REPORTED SPEECH. COMMANDS

* Structure: Subject + $\left. \begin{matrix} \text{asked} \\ \text{told} \end{matrix} \right\}$ someone + (not) To Infinitive
 → Anna said: "Don't worry!," *Anna told Anna not to worry*
 → Anna said: "Jean, come here" *Anna asked Jean to go there*

PRACTICE

Reported speech: Commands and Requests

<p>Mr Jones calls Ann into his office and gives her some instructions. She then returns to the main office and tells a colleague what she has been asked to do.</p> <p>A: Would you please file these letters? B: He asked/told me to file them.</p> <p>Use a for this, some for these and his for my. <i>Would you please . . .</i></p>	
<p>1 copy this contract? 2 correct this spelling mistake? 3 add something to this letter? 4 pin up these notices in the canteen? 5 look up our main provider's address? 6 order some more paperclips? 7 contact our American branch? 8 send this report to our head office? 9 check these figures? 10 bring your recorder to the meeting? 11 type out a full report? 12 put these documents in my case? 13 lock my dispatch case? 14 leave the key on my desk? 15 take these books back to the library?</p>	<p>1.- <i>He asked/told me to copy a contract.</i> 2.- <i>He asked/told me to correct a spelling mistake</i> 3.- <i>He asked/told me to add something to a letter</i> 4.- <i>He asked/told me to pin up some notices in the canteen.</i> 5.- <i>He asked/told me look up our main provider's address.</i> 6.- <i>He asked/told me to order some more paperclips</i> 7.- <i>He asked/told me to contact our American branch</i> 8.- <i>He asked/told me to send a report to our head office</i> 9.- <i>He asked/told me check these/those figures</i> 10.- <i>He asked/told me to bring my recorder to a meeting</i> 11.- <i>He asked/told me to type out a full report.</i> 12.- <i>He asked/told me to put some documents in his case</i> 13.- <i>He asked/told me to lock his dispatch case</i> 14.- <i>He asked/told me to leave the key on his desk</i> 15.- <i>He asked/told me to take some books back to the lib...</i></p>

PRODUCTION.- Yesterday was your first day of class. Your tutor, Robert, gave you a set of instructions and rules for the whole class to follow and this way you could all lead a good school year. Later at home you report to your parents what your tutor said:

Eg.- Robert: "Don't talk when I'm talking"

You: Robert/ our tutor told us not to talk when he is/was talking

<p>1.- Do your homework every day. Robert/ our tutor told us to do our homework every day 2.- Don't write on your desks . Robert/ our tutor told us not to write on our desks 3.- Raise your hand if you have a question . Robert/ our tutor told us to raise our hand if we have a qu... 4.- Don't leave the class without the teacher's permission . Robert/ our tutor told us not to leave the..... 5.- Turn off your mobile phones as soon as you enter the school . Robert/ our tutor told us to turn off our mobile phones as soon as we enter the school. 6.- Don't eat in the classroom . Robert/ our tutor told us not to eat in the classroom. 7.- Throw the rubbish into the wastepaper bin . Robert told us to throw the rubbish into the wastepaper... 8.- Don't forget your books and school stuff . Robert/ our tutor told us not to forget our books and 9.- Don't cheat in the exams . Robert/ our tutor told us not to cheat in the exams. 10.- Respect your classmates, your teachers and all the school regulations . Robert/ our tutor told us to respect our classmates, our teachers and all the school regulations.</p>
