

Reported orders, requests and advice

Exercise 1. Put the words into the correct order to complete the reported sentences.

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‘Complete the report by Monday.’

Monday / report / to / me / the / ordered / by / He / complete

2. ‘Do you think you could open the door for me?’

door / me / for / open / her / the / She / to / asked

3. ‘Can you arrange a meeting for Wednesday?’

for / They asked / arrange / me / Wednesday / a / meeting / to

4. ‘Could you please organise a taxi to collect me?’

taxi / to / a / asked / her / me / to / She / organise / collect

5. ‘I think you should try not to work at the weekend.’

weekend / work / me / She / to / at / the / not / advised

Exercise 2. Read the comments (1–5). Then complete the reported speech (a–e). Use the pronoun in brackets.

1. ‘Do you think you could help me move the chairs?’

2. ‘I think it would be a good idea for you to leave early.’

3. ‘Put the files on my desk and leave immediately.’

4. ‘Can you give me a lift to the station?’

5. ‘I suggest you take some time off work to recover.’

- a. He **asked me to move** the chairs. (**me**)
- b. She _____ early. (**him**)
- c. He _____ the files on his desk and leave immediately. (**me**)
- d. She _____ her a lift to the station. (**me**)
- e. She _____ some time off work to recover. (**them**)

Exercise 3: Complete the stories with the correct form of the pairs of verbs below.

advise/arrive	order/wait	advise/not call	ask/allow	tell/go	ask/stop
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I was interviewing a candidate when she (1) _____ the interview for a few minutes because she had forgotten to lock her car. I said yes. She left and never came back.

I once had an interview with a twenty-two-year-old student who turned up with his mother! Even worse, he (2) _____ her to answer any questions he wasn't sure about! I (3) _____ back home and grow up!

A young woman came into my office for an interview. She arrived late and was wearing dirty jeans and a ripped T-shirt. She told me she'd had a lot of interviews but nobody had given her a job. I (4) _____ on time and dress smartly for her next interview.

I flew from San Francisco to New York for a job interview. When I arrived, the manager (5) _____ in the hotel lobby while he finished his game of solitaire on his laptop because he was about to win!

One interviewee gave me a list of references but then (6) _____ two of them because they would say bad things about him.

ANSWER KEY

Exercise 1.

- 1- He ordered me to complete the report by Monday
- 2- She asked me to open the door for her
- 3- They asked me to arrange a meeting for Wednesday
- 4- She asked me to organise a taxi to collect her
- 5- She advised me not to work at the weekend

Exercise 2.

- b- advised him to leave
- c- ordered me to put
- d- asked me to give
- e- advised them to take

Exercise 3:

- 1- asked me to stop
- 2- asked me to allow
- 3- told him to go
- 4- advised her to arrive
- 5- ordered me to wait
- 6- advised me not to call