

# REPORTING VERBS & VERB PATTERNS

B2 | Teens / Adults | Grammar Practice | 35-45 minutes

Learn and practise | Report promises, advice, apologies and admissions accurately.

## 1. READ: Sorting out a booking error

Read the conversation. Notice the bold grammar and how the speakers use it.

**Rosa:** Did the hotel sort out the mistake?

**Ian:** Yes. The manager **apologised for giving** us the wrong room.

**Rosa:** Did you get your money back?

**Ian:** She **promised to refund** the difference. She also **offered to move** us.

**Rosa:** Did you take the offer?

**Ian:** No. She **advised us to stay** where we were because the other room faced a busy road.

## 2. GRAMMAR: Choose the verb and its pattern

Reporting verbs take different patterns: to-infinitive, object + to-infinitive, or -ing after a preposition.

| Use / form        | Pattern                       | Example                       |
|-------------------|-------------------------------|-------------------------------|
| Promise / offer   | verb + to-infinitive          | She promised to refund it.    |
| Advise / warn     | verb + object + to-infinitive | She advised us to stay.       |
| Apologise / admit | for + -ing / verb + -ing      | She apologised for giving it. |

**More:** suggest + -ing; deny + -ing; remind someone to do something.

Do not say suggest someone to do: She suggested waiting / suggested that we wait.

Choose a verb that preserves the original meaning, not just the original tense.

### A. CHOOSE

Circle the correct option in each sentence.

1. She promised refunding / to refund us.
2. He advised me leave / to leave.
3. They apologised for arrive / arriving late.
4. She admitted make / making a mistake.
5. He denied taking / to take the key.
6. Jo suggested to wait / waiting.
7. They offered helping / to help.
8. He reminded me to call / calling.

Read each answer aloud. Explain which meaning or time clue helped you.

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Use it | Complete a context, write sentences and speak with a partner.

## B. COMPLETE: A hotel booking problem

Use the appropriate -ing form or to-infinitive after each reporting verb.

1. The manager apologised for \_\_\_\_\_ (give) us the wrong room.
2. She promised \_\_\_\_\_ (refund) the difference.
3. She offered \_\_\_\_\_ (move) us upstairs.
4. She advised us \_\_\_\_\_ (stay) where we were.
5. She admitted \_\_\_\_\_ (make) an error in the booking.
6. She suggested \_\_\_\_\_ (check) our email for confirmation.

## C. CHANGE THE SENTENCES

1-2: Report with the verb in brackets.

Example: "I'll help." (offer) **She offered to help.**

1. Jo: "I'll pay." (promise)

2. Ben: "You should wait." (advise me)

3-4: Report with the verb in brackets. Example: "I'm sorry I'm late." (apologise) **He apologised for being late.**

3. Jo: "I'm sorry I shouted." (apologise)

4. Ben: "I took it." (admit)

## D. WRITE ABOUT YOU

Report three imagined remarks. Use three reporting verbs and preserve each speaker's intention.

Example: **Jo offered to help. Ben advised me to wait. The manager apologised for the error.**

## E. SPEAK WITH A PARTNER

One person makes an offer, gives advice and apologises. The other reports the remarks.

Discuss whether your chosen verbs preserve the meaning, then swap roles.

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Answer key | Keep this page separate during student practice.

## 1. READ: Sorting out a booking error

Sample target language from the conversation:

**Ian:** Yes. The manager **apologised for giving** us the wrong room.

**Ian:** She **promised to refund** the difference. She also **offered to move** us.

**Ian:** No. She **advised us to stay** where we were because the other room faced a busy road.

## A. CHOOSE

- |              |             |
|--------------|-------------|
| 1. to refund | 2. to leave |
| 3. arriving  | 4. making   |
| 5. taking    | 6. waiting  |
| 7. to help   | 8. to call  |

## B. COMPLETE: A hotel booking problem

- |            |              |
|------------|--------------|
| 1. giving  | 2. to refund |
| 3. to move | 4. to stay   |
| 5. making  | 6. checking  |

## C. CHANGE THE SENTENCES

1. Jo promised to pay.
2. Ben advised me to wait.
3. Jo apologised for shouting.
4. Ben admitted taking it.

## D. WRITE ABOUT YOU / E. SPEAK

Personal answers will vary. Check the target grammar.

**Sample:** Jo promised to call. Ben advised me to ask. The manager admitted making a mistake.

**Teacher note:** Accept perfect gerunds for earlier actions, such as admitted having made. For suggest, accept a correct that-clause in open work. Check the reported addressee.