

REPORTED SPEECH: REPORTING VERBS

B2 | Teens / Adults | Grammar Question Practice | 20-30 minutes

Report advice, offers and reactions with suitable reporting verbs and patterns.

1. GET STARTED

Take turns asking and answering. Give details and ask a follow-up. You can invent personal details.

A: What did the organiser say about the cancellation?

B: She **apologised for changing** the date and **offered to refund** our tickets.

A: That's helpful. Did she **recommend booking** again for next month?

2. MESSAGES WORTH PASSING ON

1. When did someone **advise you to do** something useful? Report the advice.
2. What activity **has a friend suggested trying**? Did you try it?
3. What **have you promised to do** recently? Explain the commitment.
4. When **has someone warned you not to do** something? Was the warning justified?
5. What **have you offered to help** with? How did the other person respond?
6. When did someone **apologise for doing** something? What did they say?

Keep talking: What were their exact words? / How would you report that? / Was it advice or a request?

3. CHOOSE THE REPORTING VERB

Report each message and explain the speaker's intention. Change names and pronouns as needed.

7. Jo says, "Don't touch that cable; it's damaged." Use **warned ... not to**.
8. A friend says, "Why don't we book the early train?" Use **suggested ... -ing**.
9. Sam says, "I forgot to send the form. That was my mistake." Use **admitted ... -ing**.
10. A colleague says, "I'll check the figures for you." Use **offered to**.

4. PASS ON AN IMPORTANT CONVERSATION

Invent a conversation about a changed event. Include advice, an offer and an apology.

One partner plays the organiser. The other then reports the conversation to a concerned friend.

Example: She **advised us to wait** and **offered to contact** everyone herself.

The friend asks what was promised and what still needs confirming. Swap roles.

Answer help: Advised me to ... / Suggested ... -ing / Offered to ... / Apologised for ... -ing

Remember: The reporting verb controls the pattern; don't use suggested me to go.