

UNIT 7 HEALTHY LIVING

Reported speech

Tense changes

We use reported speech to quote another person's words. Sentences in reported speech are usually spoken by another speaker and at a different time, so we change the verb tenses and pronouns. Below you can see how the tenses change between direct speech and reported speech.

Direct speech		Reported speech
Present simple 'I need a new computer.'	→	Past simple He said that he needed a new computer.
Present continuous 'We're working on a new invention.'	→	Past continuous She said that they were working on a new invention.
Present perfect 'She's lost her mobile phone.'	→	Past perfect He said that she had lost her mobile phone.
Past simple 'I didn't understand the instructions.'	→	Past perfect He said that he hadn't understood the instructions.

MODALS

can 'I can't get into my Facebook account.'	→	could He said that he couldn't get into his Facebook account.
will 'We'll buy a 3D TV next year.'	→	would They said that they would buy a 3D TV next year.
must 'We must install the new software.'	→	had to She said that we had to install the new software.

It is usually also necessary to change pronouns and possessive adjectives.

'My dog isn't very well,' Harry said. → Harry said that **his** dog wasn't very well.

'I'm buying a present for **my** dad,' she said. → She said that she was buying a present for **her** dad.

We also change expressions of time and place.

now → then/at that moment

today → that day

this week → that week

last week → the week before

yesterday → the day before

tomorrow → the next/following day

a minute ago → a minute earlier/before

next week → the following week

here → there

'Our email isn't working **today**,' they said. → They said that their email wasn't working **that day**.

'I forgot my password **yesterday**,' she said. → She said that she had forgotten her password **the day before**.

'We left our laptops here **last week**,' he said. → He said that they had left their laptops there **the week before**.

We don't change the tense, time or place words when the reporting verb is in the present, present perfect, or future.

'We're too busy to come tomorrow.' → They'll say that they're too busy to come tomorrow.

'I was here yesterday.' → She says that she was here yesterday.

'We didn't expect to win the prize.' → They've said that they didn't expect to win the prize.

The following tenses do not change.

Direct speech		Reported speech
Past perfect 'He had already tested the new plane.'	→	Past perfect She said that he had already tested the new plane.
would Would you like to use my computer?	→	would She asked me if I would like to use her computer.
should I think you should leave.	→	should He said he thought I should leave.
could We couldn't see the screen.	→	could He said that they couldn't see the screen.
had better They'd better improve their performance.	→	had better She said that they'd better improve their performance.

Yes/No questions

To report a yes/no question, we use the structure *ask* (+ object) + *if/whether* + affirmative word order.

'Did you fix your Wi-Fi?' → He asked (me) *if/whether* I had fixed my Wi-Fi.

Wh- questions

To report a *wh-* question, we use the structure *ask* (+ object) + *wh-* + affirmative word order.

'Where is your bag?' → He asked (me) *where* my bag was.

'What are they doing?' → You asked *what* they were doing.

'Why are you tired?' → She asked *why* he was tired.

'When will we leave?' → We asked *when* we would leave.

Say and tell

We use *say* and *tell* to report what someone else said.

► After *tell* we always use a complement (a pronoun or somebody's name).

Harry told me he was hungry.

Harry told Sally he was hungry.

NOT Harry told he was hungry.

► We never use a complement directly after *say*.

Mary said that she wanted a sandwich.

Dominic said to Tom that he had eaten some pasta.

NOT Mary said me that she wanted a sandwich.

1 Rewrite the reported speech as direct speech.

- 1 She said that she had bought an amazing new MP3 player.

- 2 He said that he was testing a new video game.

- 3 They say that they didn't use a calculator to solve these maths problems.

- 4 Sarah told me that she would reply to my email the following day.

- 5 Ben will say that he didn't leave the house yesterday.

- 6 She asked John why he didn't answer her calls.

2 Put the words in the correct order in each of the sentences (1–6) to make reported questions.

- 1 her/He/the headphones./when/had/asked/bought/she

- 2 Tom/work./She/if/would/meet/he/her/after/asked

- 3 angry with/Rick/was/asked/whether/I/him./me

- 4 switched off/they/He/hadn't/asked/why/the computer./them

- 5 doing/what/there./asked/we/us/She/were

- 6 if/him/asked/he/plane./They/repair/their/could

3 Rewrite the direct questions as reported questions.

- 1 Did you watch the TV programme about inventors last night?
He asked me _____.
- 2 Why aren't you answering my calls?
She asked John _____.
- 3 Are you happy with your new tablet?
Sophie asked her mother _____.
- 4 Can you help me with my homework?
He asked me _____.
- 5 Have you decided where to go on holiday?
They asked him _____.
- 6 Who will be responsible for this project?
He asked her _____.

Reported commands and requests

We can use several different structures to report people's speech.

- ▶ verb + *that* + reported statement
admit, agree, announce, apologize, boast, claim, confess, deny, explain, insist, promise, say, suggest
We admitted that we had copied the plans.
She promised that she would call him the following day.
I suggested that we go for a walk.
 - ▶ verb + object + *that* + reported statement
remind, tell, warn
They reminded us that they had already changed the instructions.
He warned me that I would find the course very challenging.
I told them that it was time to leave.
 - ▶ verb + infinitive with *to*
agree, demand, offer, promise, refuse
I agreed to leave at once.
She refused to speak to us.
 - ▶ verb + object + infinitive with *to*
advise, ask, beg, encourage, forbid, invite, order, persuade, remind, tell, warn
He persuaded us to buy the more expensive model.
She told them not to wait for her.
 - ▶ verb + gerund
admit, deny, recommend, suggest
We admitted cheating in our final exams.
They suggested moving to a different part of the country.
 - ▶ verb + preposition + gerund
apologize for, boast of/about, confess to, insist on
I apologized for forgetting his birthday.
He insisted on speaking to the manager.
 - ▶ verb + object + preposition + gerund
accuse (someone) of, congratulate (someone) on, criticize (someone) for, warn (someone) against
They criticized us for leaving early.
She accused me of stealing her ideas.
- Some verbs can be followed by more than one structure.
- He admitted that he had broken the window./He admitted breaking the window.*
Erica promised that she would be on time./Erica promised to be on time.
I suggested eating outside./I suggested that we (should/could) eat outside.
You recommended buying a new phone./You recommended that I (should) buy a new phone.

4 Choose the correct form of the verb in each sentence (1–6).

- 1 She boasted about *getting/to get* top marks in the exam.
- 2 He told me *restart/to restart* the computer.
- 3 She recommended *to call/calling* the help desk.
- 4 We denied *ignoring/us to ignore* the instructions.
- 5 You criticized *that I got/me for getting* the question wrong.
- 6 She reminded them *to finding out/that they would find out* the results the following morning.

5 Complete the sentences (1–7) with the correct form of the verbs in brackets.

- 1 They advised us _____ (leave) the building.
- 2 They apologized _____ (argue).
- 3 He advised me _____ (read) the newspaper more often.
- 4 James suggested that we _____ (write) to the newspapers.
- 5 I suggested _____ (watch) a film.
- 6 She apologized for _____ (not take) any photos.
- 7 She advised me _____ (not go) to bed so late.

6 Complete the news extracts (1–7) using the past tense of the reporting verbs from the box.

admit insist persuade predict reassure
remind warn

- 1 Gareth's parents _____ him to hand himself in to the police.
- 2 The hospital _____ Miss Williams that she would make a full recovery.
- 3 The judge _____ the witness that lying in court was an offence.
- 4 The court was told that Harry Palmer _____ on paying for everything.
- 5 Susan Evans _____ stealing the coat and was fined £500.
- 6 Ashley _____ that Rotherham United would win 2–0.
- 7 The minister _____ Mr Jones against saying too much.

7 Rewrite the direct speech as reported speech.

- 1 'You should get a new camera.'
She recommended _____.
- 2 'You are not allowed to use this science lab at lunch time.'
The teacher forbade _____.
- 3 'Well done! You've passed your driving test.'
She congratulated _____.
- 4 'Yes, it's true. I ate your sandwich.'
I confessed _____.

- 5 'I will buy you a new bag tomorrow.'
He promised _____.
- 6 'Would you like to come to this science show with me?'
He invited _____.
- 7 'I'm not going to drive you to college today.'
She refused _____.

UNIT 8 TRAVEL AND TOURISM

Participles

Participles

Instead of using a full relative clause (defining or non-defining) to connect ideas, we can use a clause introduced by a participle. The participle can be an *-ing* form or an *-ed* form. These participles are known as active participles (*-ing* form) and passive participles (*-ed* form). An active participle replaces an active verb.

I need to get a message to someone who is getting on the plane.

I need to get a message to someone getting on the plane.

Active participles

We can also use the active participle to replace a past verb. *Oliver, who was worrying about his exam results, didn't notice that his bus had just left.*

Oliver, worrying about his exam results, didn't notice that his bus had just left.

The participle can only replace a relative pronoun when it refers to the subject of the relative clause, not the object.

Oliver, who I was worrying about, ...

NOT *Oliver, I worrying about, ...*

The participle can replace *that*, *which* and *who*.

The police stopped a small car that/which was carrying ten people.

The police stopped a small car carrying ten people.

but NOT *when*, *where* or *whose*.

The house, whose owners are living in Spain, ...

NOT *The house, owners living in Spain, ...*

Passive participle

A passive participle replaces a passive verb, which can be in the present or past.

Bags of rubbish which are left on the pavement are causing problems.

Bags of rubbish left on the pavement are causing problems.

The book, which was bought online, was torn when I received it.

The book, bought online, was torn when I received it.

If the relative clause includes a negative verb, we simply put *not* in front of the participle, whether an active or a passive participle.

Oliver, who wasn't thinking about anything in particular, ...

Oliver, not thinking about anything in particular, ...

The book, which wasn't bought in a shop, ...

The book, not bought in a shop, ...

1 Choose the correct sentence. Sometimes both options (a–b) are correct.

- 1 a My brother, appearing on stage for the first time with his band, looked nervous.
b My brother, appeared on stage for the first time with his band, looked nervous.
- 2 a The cat, which looking very hungry, came towards us.
b The cat, looking very hungry, came towards us.
- 3 a The people who attended the event arrived from far and wide.
b The people attending the event arrived from far and wide.
- 4 a The acclaimed actress, wore a long, flowing dress, fell over as she left the stage.
b The acclaimed actress, wearing a long, flowing dress, fell over as she left the stage.
- 5 a The event taking place on stage at the moment is really comical.
b The event that is taking place on stage at the moment is really comical.
- 6 a The cakes baked in the oven were almost ready to come out.
b The cakes baking in the oven were almost ready to come out.
- 7 a David, looking bored, asked me if it was time to leave yet.
b David, looked bored, asked me if it was time to leave yet.
- 8 a The clouds which were forming looked threatening.
b The clouds formed looked threatening.

2 Replace the underlined words in the sentences (1–6) with the correct active or passive participle form.

- 1 The film, which was described by the director as a product of trial and error, was a huge success. _____
- 2 The person who was chosen to play the main role in the film was a little-known actor. _____
- 3 The catering service which provided the food was a local one. _____
- 4 Teachers that teach very young children have a difficult and important job. _____
- 5 The words that were spoken by the actor were not the ones on the script. _____
- 6 Music festivals, which are now held all over the world, offer the chance to see world-famous performers on stage. _____

3 Rewrite the sentences (1–8) using the correct participle form. Tick (✓) the two sentences that cannot be changed.

- 1 The man who is training my sister used to be a world-famous swimmer.

- 2 Some children who were standing nearby started laughing.

- 3 The event, which was attended by nearly two thousand people, will be held again next year.

- 4 Luke Marsh, whose father worked as a scriptwriter, has just written a play.

- 5 The drama company, which is based in Shoreditch, is called the Black Box Company.

- 6 The young man, who wanted to get a good view, watched the event from the top of a tree.

- 7 The tree that was cut down by the council recently was over two hundred years old.

- 8 The place where we're meeting tomorrow used to be a hospital.

UNIT 9 CULTURE AND FREE TIME

Past modals

Regret

We use *should/shouldn't have/ought to have* + past participle to express regret or disapproval about something in the past. The question form and negative past forms of *ought* are rarely used.

He shouldn't have been so rude to her. He should have apologized for his behaviour. (He was rude. He didn't apologize.)

They ought to have revised before the exam. (They didn't revise.)

Necessity

We use *needed to/had to* + infinitive to say that something was necessary in the past.

We needed to speak to the administrator before we could join the class. Then we had to sign some documents.

Lack of necessity

We use *didn't have to* + infinitive when something was not necessary and it didn't happen.

They didn't have to take an exam at the end of the course. (They didn't take an exam.)