

8 Language Excellence

Presentation: Reported instructions

1 Match the sentences (1–4) to the correct speakers (Alex, Mum, salesperson, James).

1 'What's the problem?'

2 'You should go to settings on the tablet and click on the sync option.'

3 'I'll help you get started.'

4 'I want to sync my phone with my tablet ...'



Reported instructions

We use reported speech to describe, either verbally or in writing, what a person said. We also use words like *then*, *next*, *after that* to describe the different stages of the instructions.

Remember!

In reported speech we often use the verbs *say* and *tell*. Remember that they follow different patterns:

say + (that) + the reported clause: *She said (that) she would be late.*

tell + pronoun (the person being told) + the reported clause: *He told me (that) he would be late.*

Practice: Reported instructions

Direct speech and reported speech	
	Reporting verbs
Offers	
'I'll help you.' He said (that) he would help.	Offer + infinitive He offered to help .
Suggestions	
'You should read the booklet.' She said (that) I should read the booklet.	Suggest + (that) pronoun + infinitive without to She suggested (that) I read the booklet.
Commands	
'Connect your phone to the tablet.' She told me to connect my phone to the tablet.	Ask + pronoun + infinitive She asked me to connect my phone to the tablet.

Typical errors

She asked why they have left so early. ✗
 She asked why they had left so early. ✓
 You told to me that they didn't want to buy it. ✗
 You told me that they didn't want to buy it. ✓
 He suggested that I to do some research. ✗
 He suggested that I do some research. ✓

1 Circle the correct words.

Jake offered / ordered to do some more market research.

- They said they **would** / will help us find a buyer.
- I said we **should** / suggested analyse the results further.
- Peter **told** / order me to invite the scientist to a meeting.
- Katie **would** / offered to help draft a contract.
- He **suggested** / ordered that we rethink the main character.

2 Complete the sentences with the correct form of the verbs in brackets.

Paula promised (promise) she would help with the design of the prototype.

- The boss _____ (suggest) we do some more market research.
- The designer _____ (order) me to leave the programme alone.
- I _____ (offer) to develop the product in my studio.
- He said we _____ (should) read the instructions carefully.

3 Rewrite the sentences in reported speech.

'I'll test out the product if you like.'

Jenny offered to test out the product.

- 'Research this idea further.'
Tina _____
- 'I think you should improve the design of the battery.'
Steve _____
the design of the battery.
- 'We'll give a demonstration of the new model tomorrow.'
Amy and Ana _____
of the new model the next day.
- 'Why don't they manufacture the product in China?'
Jason _____
the product in China.

Final Writing Task

Reported instructions

Write notes for someone on how to work an electrical item or fix a problem on an electrical item, such as a phone, a tablet, a computer or a camera.

- Include some reported speech: *I spoke to the salesperson. He said you should reset the phone.*