

REPORTED SPEECH

Reporting information, questions, requests & professional communication.

Reported speech is essential when summarising meetings, conversations, decisions and information from other people.

Complete the sentences using Reported Speech

1. "I was very sick." → She said _____
2. "Don't do that, please." → She told him _____
3. "I will find a way to solve this." → She says _____
4. "Where did they go?" → He wondered _____
5. "I love going to the countryside." → He said _____
6. "Would you like to stay a bit longer?" → She asks Peter _____
7. "How much did it cost you?" → She asked me _____
8. "I wouldn't do that if I were you." → He advised her _____
9. "Have you ever visited that city?" → He wanted to know _____
10. "Could you please turn down the music?" → He asks us _____

Professional Reporting Verbs

Rewrite using a more precise reporting verb: The manager said that the meeting had been postponed.

Rewrite using a more precise reporting verb: The consultant said that we should reduce costs.

Rewrite using a more precise reporting verb: The company said it would improve customer service.