***INTRODUCTORY VERBS***

He said that…

**Introductory Verbs Direct Speech Reported Speech**

**agree + to-inf.** “Yes, I’ll help you.” He **agreed to help** me.

**offer**  “Shall I open the door?” He **offered to open** the door.

**promise** “Of course I’ll pay you.” He **promised to pay** me.

**refuse**  “No, I won’t go with you.” He **refused to go** with us.

**threaten** “Stop crying or I’ll punish you.” He **threatened to punish** me if didn’t stop crying.

**advise + sb. + to-inf.** “You should see a lawyer.” He **advised** me **to see** a lawyer.

**ask**  “Could you help me?” He **asked** me **to help** him.

**beg**  “Please, please don’t hurt her!” He **begged** me **not to hurt** her.

**command** “Stand to attention!” He **commanded** the soldiers **to stand** to attention.

**invite**  “Will you have dinner with me?” He **invited** me **to (have) dinner** with him.

**order**  “Leave the cat alone!” He **ordered me to leave** the cat alone.

**remind**  “Don’t forget to ring Ann.” He **reminded** me **to ring** Ann.

**warn**  “Don’t go to the rocks.” He **warned** me **not to go** near the rocks.

**admit + gerund** “Yes, I told her the secret! He **admitted (to) telling/having told** her the secret.

**accuse sb. of** “You took the money.” He **accused me of taking/having taken** the money.

**apologise for** “I’m sorry I arrived so late.” He **apologised for arriving/having arrived** so late.

**boast of/about** “I’m the fastest of all.” He **boasted of/about being** the fastest of all.

**complain to sb. of** “I have a toothache.” He **complained to me of having** a toothache.

**deny** “I didn’t take the book.” He **denied taking/having taken** the book.

**insist on** “You must come with us.” He **insisted on** me/my **going** with them.

**(say one) prefers** “I’d rather do it myself.” He **said the preferred doing/to do** it himself.

**suggest**  “Let’s have a party.” He **suggested having** a party.

**agreed + that-clause** “Yes, it’s a big house.” He **agreed that** it was a big house.

**complain** “You’re always lying to me.” He **complained that** I was always lying to him.

**deny** “I didn’t take that book.” He **denied that** he had taken the book.

**explain** “That’s why I didn’t take it.” He **explained** to me **why/that** he hadn’t taken it.

**exclaim/remark** “What a sunny day it is!” He **exclaimed/remarked that** it was a sunny day.

**promise** “Of course I’ll help you.” He **promised that** he would help me.

**suggest**  “You’d better see a doctor.” He **suggested that** I (should) see a doctor.”

**Note: “admit, advise, boast, insist, remind, threaten, warn”** can also be followed by a that-clause in Reported Speech.

**EXERCISE:**

First write the appropriate introductory verb; then report the following situations:

1. “You should go to bed.” Advise He advised me to go to bed.
2. “Please, please don’t leave me.” …………………. ……………………………………………………………………….
3. “Do it now!” …………………. ……………………………………………………………………….
4. “No, I did not kill him.” …………………. ……………………………………………………………………….
5. “Oh, alright. I’ll do the washing-up.” …………………. ……………………………………………………………………….
6. “Don’t forget to take dog out.” …………………. ……………………………………………………………………….
7. “Everybody, stand up now!” …………………. ……………………………………………………………………….
8. “No, I will not give you my money.” …………………. ……………………………………………………………………….
9. “Could I use your phone?” …………………. ……………………………………………………………………….
10. “I’m sorry I shouted at you.” …………………. ……………………………………………………………………….
11. “I’ll punish you if you don’t behave.” …………………. ……………………………………………………………………….
12. “It was me who stole the book.” …………………. ……………………………………………………………………….
13. “It only works if you press the green button.” …………………. ……………………………………………………………….
14. “You’re right. It was a brilliant film.” …………………. ……………………………………………………………………….
15. “I’ve been feeling dizzy all day.” …………………. ……………………………………………………………………….
16. “Of course I’ll write to you.” …………………. ……………………………………………………………………….
17. “I’ll give you a lift home, if you like.” …………………. ……………………………………………………………………….
18. “Let’s go for a swim.” …………………. ……………………………………………………………………….
19. “It was you who broke the TV.” …………………. ……………………………………………………………………….
20. “If I were you, I would tell them the truth.” …………………. ……………………………………………………………………….