

Reported speech

1 Rewrite the sentences in reported speech.

1 Sarah: 'Can you tell us your job interview story?'

Sarah asked Vernon _____ job interview story.

2 Vernon: 'I run a small company and I was looking for a new accountant.'

Vernon said _____ and _____ for a new accountant.

3 Shirley: 'Interviewees should always switch their phones off during the interview.'

Shirley said _____ during the interview.

4 Robert: 'I recently interviewed a young woman. I don't think she was very well prepared.'

Robert said _____ a young woman. He also said _____ very well prepared.

5 Jennifer: 'I interviewed somebody this morning and offered him the job.'

Jennifer said _____ him the job.

6 Sarah: 'We have time for one more caller. So, Jennifer, tell us your story.'

Sarah said _____ and asked Jennifer _____ story.

2 Report the interview.

Ian: ¹ Have you worked in a bookshop before?

Eve: ² No, I haven't, but I worked in a tourist shop last summer and we sold books there.

Ian: ³ We have a special computer system here and you will have to learn how to use it.

Eve: ⁴ I'm sure that won't be a problem.

Ian: ⁵ We've been looking for the right candidate for a while. When can you start?

Eve: ⁶ I can start tomorrow!

1 Ian asked Eve _____ .

2 Eve said _____ .

3 Ian said _____ .

4 Eve said _____ .

5 Ian said _____ and asked Eve

_____ .

6 Eve said _____ .

3 Report a recent conversation you had with a friend.

Answer key

1

- 1 if/whether he could tell them his
- 2 (that) he ran a small company, (that) he had been looking
- 3 (that) interviewees should always switch their phones off
- 4 (that) he had recently interviewed, (that) he didn't think she had been
- 5 (that) she had interviewed somebody that morning and had offered
- 6 (that) they had time for one more caller, to tell them her

2

- 1 if/whether she had worked in a bookshop before
- 2 (that) she hadn't, but she'd worked in a tourist shop the summer before/the previous summer and they'd sold books there
- 3 (that) they had a special computer system there and (that) she/Eve would have to learn how to use it
- 4 (that) she was sure that wouldn't be a problem
- 5 (that) they had been looking for the right candidate for a while, when she could start
- 6 (that) she could start the next/following day

3

Model answer

Last Saturday I asked my friend if she could meet me for lunch and she said she couldn't. She told me she was studying for her English exams but that she would be free the following weekend. She asked me if I'd like to go to the cinema with her then. I told her that sounded good and that I'd call her the following week.