

| INTRODUCTORY VERB | DIRECT SPEECH | REPORTED SPEECH |
|---|--|---|
| agree+ to-inf demand offer promise refuse threaten claim | "Yes, I'll lend you some money." "Tell me the truth!" "Would you like me to cook something?" "I'll try harder." "No, I won't lend you my car" „Leave the building or I'll call the police." "I saw him take the money." | He agreed to lend me some money. He demanded to be told the truth. He offered to cook something. He promised to try harder. He refused to lend me his car. He threatened to call the police if I didn't leave the building. He claimed to have seen him take the money. |
| advise + sb + to-inf allow ask beg command encourage forbid instruct invite order permit remind urge warn want | "You should get more sleep." "You can go to the concert." "Please, turn the volume down." "Please, stop laughing at me." "Surrender!" "Go ahead, try it." "You mustn't stay our late." "Type your password and press 'enter'." "Would you like to come to the beach with us?" "Go to your room!" "You may sit here." "Don't forget to lock the door." "Eat your dinner." "Don't dive in the lake." "I'd like you to take extra lessons." | He advised me to get more sleep. He allowed me to go to the concert. He asked me to turn the volume down. He begged me to stop laughing at him. He commanded the enemy to surrender . He encouraged me to try it. He forbade me to stay our late. He instructed me to type my password and press 'enter'. He invited me to go to the beach with them. He ordered me to go to my room. He permitted me to sit there. He reminded me to lock the door. He urged me to eat my dinner. He warned me not to dive in the lake. He wanted me to take extra lessons. |
| accuse sb of + -ing form apologise for admit (to) boast about complain to sb about deny insist on suggest | "You scratched my CD!" "I'm sorry I was late." "Yes, I failed my exams." "I sign better than Jake." "You never help out." "No, I didn't cheat in the test." "You must take your medicine." "Let's watch a DVD." | He accused me of scratching/having scratched his CD. He apologised for being/having been late. He admitted (to) failing/having failed his exams. He boasted about singing better than Jake. He complained to me about my never helping out . He denied cheating/having cheated in the test. He insisted on me/my taking my medicine. He suggested watching a DVD. |
| agree + that-clause boast claim complain deny exclaim explain inform sb promise suggest | "Yes, it is a great idea." "I'm on expert chef." "I won three awards." "You never do the dishes." "I've never lied to her." "It's amazing!" "It is a simple set of instructions." "Your flight will be delayed." "I won't make noise." "You ought to make reservations." | He agreed that it was a great idea. He boasted that he was an expert chef. He claimed that he had won three awards. He complained that I never did the dishes. He denied that he had ever lied to her. He exclaimed that it was amazing. He explained that it was a simple set of instructions. He informed me that my flight would be delayed. He promised that he wouldn't make noise He suggested that I make reservations. |
| explain to sb + how | "This is how you save a file." | He explained to me how to save a file. |
| wonder.where/what/why/ How + clause(when the subject of the introductory verb is not the same as the subject in the reported question) wonder+ whether + to-inf or clause | He asked himself, "How will they get to the airport?" He asked himself, "Where is everyone?" He asked himself, "Why are they shouting?" He asked himself, "What is she writing?" He asked himself, "Shall I invite them over?" | He wondered how they would get to the airport. He wondered where everyone was. He wondered why they were shouting. He wondered what she was writing. He wondered whether to invite them over. He wondered whether he should invite the over. |
| Wonder where/what/how+ to-inf(when the subject of the infinitive is the same as the subject of the verb) | He asked himself, "When can I call them?" He asked himself, "What should I say?" He asked, "How can I explain this?" | He wondered when to call them. He wondered what to say. He wondered how to explain that. |