


# 72 Telling people what to do

Many reporting verbs have to take an object. English often uses these verbs to show that the speaker was giving someone orders or advice.

 **New language** Verbs with object and infinitive

**Aa Vocabulary** Reporting verbs

 **New skill** Reporting advice and instructions

## 72.1 KEY LANGUAGE REPORTING VERBS WITH OBJECT AND INFINITIVE

Some reporting verbs are followed by an object and the infinitive. English often uses these verbs to report orders, advice, and instructions.



**Remember to buy some milk tonight.**

Ellie **reminded** me **to buy** some milk tonight.

Reporting verb

Object

Infinitive



## 72.2 FURTHER EXAMPLES REPORTING VERBS WITH OBJECT AND INFINITIVE



**You've been very naughty! Go to your room.**

I just **ordered** Aaron **to go** to his room.



**Please could you give me a ride to the station?**

Sorry I'm late. Lucia **asked** me **to give** her a ride to the station.



**Come to the party! You'll have a great time!**

We **encouraged** Gareth **to come** to the party. I hope he turns up.



## 72.3 HOW TO FORM REPORTING VERBS WITH OBJECT AND INFINITIVE

SUBJECT

REPORTING VERB (PAST TENSE)

OBJECT

INFINITIVE

REST OF SENTENCE

Ellie

**reminded**

me

**to buy**

some milk.

Object shows who was being spoken to.

The infinitive usually expresses an order, instruction, or piece of advice.



## 72.4 REWRITE THE SENTENCES, CORRECTING THE ERRORS

He encourage me apply for the job.

He encouraged me to apply for the job.

1 The police ordered to them leave the room.

2 You asked me wash the dishes after dinner.

3 They remembered him to lock the door.

4 My boss asked me go to the meeting.

5 We encouraged to him to join our choir.

6 Didn't I remind to you call your parents?

7 The judge ordered her pay a fine.



## 72.5 READ THE ARTICLE AND PUT THE SUMMARY SENTENCES IN THE CORRECT ORDER

77 BUSINESS TODAY

### TONIA'S STORY

Company director Tonia Lambert tells Business Today the story of her career.

I was bored with managing our local store and I needed a challenge. I went to an employment agency and asked them to help me find a new job. My main contact at the agency, Frances, persuaded me to look at business management jobs. I didn't think I'd be qualified, but she encouraged me to apply anyway, and one company asked me to attend an interview.

Frances was brilliant. She knew the company well and advised me to wear casual business clothes as well as suggesting what kinds of things to say. On the day of the interview, I was so nervous that Frances practically had to order me to keep my appointment! I'm so glad I did. I got the job and loved it. Four years later I decided I wanted to form my own company, but my boss, Amira, asked me to stay and made me a partner!

A Tonia's boss made her a partner because she wanted Tonia to stay at her company. ☐

B Frances encouraged Tonia to think about working in business management. ☐

C Tonia went to an employment agency when she decided to change jobs. ☒ 1

D Frances gave advice to Tonia about what to wear for her interview. ☐

E Tonia took Frances' advice and applied for business management posts. ☐

F Frances told Tonia that she had to go to her interview. ☐

G A company invited Tonia to go to a job interview. ☐

## 72.6 KEY LANGUAGE REPORTING VERBS WITH NEGATIVES

To make a negative sentence with a reporting verb, object, and infinitive, place "not" between the object and infinitive.



You shouldn't sign the contract.



Our lawyer **advised** me **not** to sign the contract.

"Not" makes the reported speech negative.



## 72.7 FURTHER EXAMPLES REPORTING VERBS WITH NEGATIVES



Don't eat any more cake. It's bad for you.



I think I **persuaded** Evan **not** to eat any more cake.



Don't go in the water. It's dangerous.



The lifeguard **warned** me **not** to go in the water.



## 72.8 LISTEN TO THE AUDIO AND ANSWER THE QUESTIONS



Zac has been offered a job in New York.  
He asks his friend Leah for advice.

Zac's parents are excited about his job offer.

True ☐ False ☒ Not given ☐

1 Zac's parents advised him not to take the job.

True ☐ False ☐ Not given ☐

2 Zac's parents want him to make a quick decision.

True ☐ False ☐ Not given ☐

3 Zac's boss ordered him to accept the job.

True ☐ False ☐ Not given ☐

4 Leah encouraged Zac to move to New York.

True ☐ False ☐ Not given ☐

5 Zac's new job would be better paid.

True ☐ False ☐ Not given ☐

6 Leah persuaded Zac not to take the job.

True ☐ False ☐ Not given ☐

7 Zac asked Leah not to tell their friends his news.

True ☐ False ☐ Not given ☐



## 72.9 SAY THE SENTENCES OUT LOUD AS REPORTED SPEECH, FILLING IN THE GAPS AND USING THE VERB IN BRACKETS

You must not drive too fast. You might crash the car. (**warn**)

He warned me not to drive too fast.

① I won't tolerate such rude behavior! Get out of my office now! (**order**)

She \_\_\_\_\_ them \_\_\_\_\_ of her office.

② Let's go on vacation. You need a break and it will be fun. (**encourage**)

He \_\_\_\_\_ her \_\_\_\_\_ on vacation.

③ Please don't leave the company. We'll offer you a promotion if you stay. (**persuade**)

The director \_\_\_\_\_ me \_\_\_\_\_ the company.

④ I think you'd be wise to invest in this property. You could make a lot of money from it. (**advise**)

They \_\_\_\_\_ us \_\_\_\_\_ in that property.

## 72 CHECKLIST



Verbs with object and infinitive ☐

Aa Reporting verbs ☐



Reporting advice and instructions ☐



## REVIEW THE ENGLISH YOU HAVE LEARNED IN UNITS 69-72

NEW LANGUAGE	SAMPLE SENTENCE	<input checked="" type="checkbox"/>	UNIT
REPORTED SPEECH WITH "SAY"	Luke <b>said that he felt</b> sick.	<input type="checkbox"/>	69.1
REPORTED SPEECH IN DIFFERENT TENSES	She said she <b>was working</b> in New York.	<input type="checkbox"/>	69.6
REPORTED SPEECH WITH "TELL"	He <b>told me</b> that he wanted to learn to drive.	<input type="checkbox"/>	70.1
REPORTING VERBS WITH "THAT"	Neil <b>admitted that</b> he wasn't very good at golf.	<input type="checkbox"/>	71.1
REPORTING VERBS WITH OBJECT AND INFINITIVE	Ellie <b>reminded me to buy</b> some milk tonight.	<input type="checkbox"/>	72.1