



✓ **COMMANDS**

× Structure: Subject + $\left. \begin{array}{l} \text{asked} \\ \text{told} \end{array} \right\}$ someone + (not) To Infinitive

→ Anna said: "Don't worry!," *Anna told Anna not to worry*

→ Anna said: "Jean, come here" *Anna asked Jean to go there*

PRACTICE

Reported speech: Commands and Requests

Mr Jones calls Ann into his office and gives her some instructions. She then returns to the main office and tells a colleague what she has been asked to do.

A: Would you please file these letters?

B: He asked/told me to file them.

Use **a** for this, **some** for these and **his** for my.
Would you please . . .



- 1 copy this contract?
- 2 correct this spelling mistake?
- 3 add something to this letter?
- 4 pin up these notices in the canteen?
- 5 look up our main provider's address?
- 6 order some more paperclips?
- 7 contact our American branch?
- 8 send this report to our head office?
- 9 check these figures?
- 10 bring your recorder to the meeting?
- 11 type out a full report?
- 12 put these documents in my case?
- 13 lock my dispatch case?
- 14 leave the key on my desk?
- 15 take these books back to the library?

- 1.-
- 2.-
- 3.-
- 4.-
- 5.-
- 6.-
- 7.-
- 8.-
- 9.-
- 10.-
- 11.-
- 12.-
- 13.-
- 14.-
- 15.-

PRODUCTION.- Yesterday was your first day of class. Your tutor, Robert, gave you a set of instructions and rules for the whole class to follow and this way you could all lead a good school year.

Later at home you report to your parents what your tutor said:

Eg.- Robert: "Don't talk when I'm talking"

You: Robert/ our tutor told us not to talk when he is/was talking

- 1.- Do your homework every day.
- 2.- Don't write on your desks
- 3.- Raise your hand if you have a question
- 4.- Don't leave the class without the teacher's permission
- 5.- Turn off your mobile phones as soon as you enter the school
- 6.- Don't eat in the classroom
- 7.- Throw the rubbish into the wastepaper bin
- 8.- Don't forget your books and school stuff
- 9.- Don't cheat in the exams
- 10.- Respect your classmates, your teachers and all the school regulations