

TEACHER'S PAGE

Reporting Verbs

AIM: To get students practicing and using reporting verbs.
SUB-AIMS: Listening, speaking.
STUDENT AGE/LEVEL: Young adults / Upper-Intermediate
SUPPLEMENTARY MATERIALS: I used this in conjunction with Unit 8 of *Inside Out*, upper-intermediate, although it could be used to supplement any lesson that focuses on reporting verbs, or could be used on its own.
MATERIALS: White/Blackboard, Worksheets 1 - 3
ASSUMPTIONS: It is assumed that the students are at least familiar with these verbs passively, and should be used to practice and further their understanding.

Warmer/Introduction

Brainstorming – Write the words ‘say’, ‘tell’, and ‘ask’ on the black/ whiteboard. Put students into pairs or small groups and ask them to think of other verbs that can be used for reporting. Give students a few minutes to work together and write down as many as they can.

Class feedback – write down 2 or 3 examples from each pair/small group on the board.

Practice

Hand out a copy of Worksheet 1 to each student. Encourage them to work in pairs and *match the words to the definitions*. Ask them to match as many as they can without using their dictionaries, explaining that the answers will be given to them shortly.

Class feedback – check that the students have matched them correctly. Further examples and explanations could be given at this stage, to clear up any confusion that the students are experiencing.

Direct students’ attention to the *gap-fill sentences* underneath and get them to complete them in pairs.

Class feedback – check the students have completed the gap-fill exercise completely.

Admit = M, advise = F, announce = C, assure = O, claim = L, complain = N, confirm = K, convince = D, declare = B, explain = H, inform = E, insist = G, mention = A, persuade = P, reassure = I, suggest = j

1 - reassured	2 – insisted, complain	3 – convinced	4 – informed
5 - assuring	6 – advised	7 - persuaded	8 – admitted
9 - confirming	10 – mentioned		
11 – announced/declared, announced/declared, explained			12 - claimed

Give each student a copy of Worksheet 2. Instruct them to complete the categories by themselves.

Group Feedback – put students into small groups of 3 or 4 and ask them to check that they all agree.

Class Feedback – quickly check that everyone agrees.

‘tell verbs’

advise
assure
convince
inform
persuade
reassure

‘say verbs’

admit
announce
claim
complain
declare
explain
insist
mention
suggest
confirm

Ask all students to *write down examples* in the space below, giving them 5 minutes or so to complete their sentences. Move students around to form random pairs and encourage them to tell each other their examples. Monitor and note down any mistakes you hear that may be useful to discuss with the class as a whole.

Further Practice

Instruct students to individually work on Worksheet 3, matching the sentences to the reporting verbs. Complete the answers below and give them a few minutes to confer with a partner.

1 - f 2 - k 3 - b 4 - h 5 - d 6 - a
7 - c 8 - l 9 - j 10 - g 11 - e 12 - i

Keep students in their pairs and hand each pair cut up cards from Worksheet 4. Students should divide the cards between them and take turns *reading out* the quotes on the cards. Student A should read out the quote, Student B should *listen* and say the reporting verb they think is most suitable, then Student A should tell them if they are correct or not. Change roles.

Reporting Verbs (Worksheet 1)

Match the reporting verbs below with their definitions.

admit
advise
announce
assure
claim
complain
confirm
convince
declare
explain
inform
insist
mention
persuade
reassure
suggest

- a) a remark that calls attention to something or someone
b) state firmly
c) announce publicly or officially
d) make (someone) agree, understand, or realise the truth of something
e) impart knowledge of some fact or event to someone
f) give advice
g) refuse to give up or change your mind
h) define and make understandable
i) give or restore confidence
j) make a proposal, declare a plan for something
k) strengthen or make more firm
l) an assertion that something is true or factual
m) declare to be true
n) express discontent, displeasure, or unhappiness
o) inform with certainty and confidence
p) cause somebody to adopt a certain position, belief, or course of action

Read the following examples (1 – 12) and write in the most suitable verb from above. You may have to change the form of the verb.

- 1 – “Stop worrying so much,” he _____ her. “Everything will be ok.”
- 2 – A: Why are you home so late?
B: My boss _____ that I stay until I’d finished the report she needs for tomorrow.
A: Well, you can’t _____. You knew that you would have to work hard if you took this job.
- 3 – The American and British governments _____ a lot of people that Iraq was developing weapons of mass destruction (*nuclear bombs*) so they invaded the country. They were wrong.
- 4 – The student _____ her teacher that she would be late the next day.
- 5 – He called his wife to tell her that he had been involved in a car accident, _____ her that he wasn’t badly hurt.
- 6 – She _____ her students to stop messing around and wasting time as they only had a few more months to improve their English (!)

- 7 – A: Where are you off to?
B: I'm going round to Bill's place.
A: I thought you were going to stay home tonight?
B: Well, I was but he _____ me to go and see him.
- 8 – He _____ that he hadn't been telling the truth.
- 9 – A: Who are you talking to?
B: I'm on the phone. I'm _____ our reservation for tonight.
- 10 – A: Did she tell you that she's getting divorced?
B: She _____ it when we were talking about Ann's wedding. I was so surprised.
- 11 – During the convention he _____ that he was retiring next year, after 25 years service. He _____ that he would be very sad to leave the company and _____ that he had been having health problems recently.
- 12 – He _____ that it was an accident and he never meant to break it but I'm not so sure.



I'm retiring next year. I will be very sad to leave the company. The reason for my retirement is that I've been having health problems recently.

Reporting Verbs (Worksheet 2)

Divide the verbs on the previous page into the two following categories:

'tell verbs'

(the hearer is usually the direct object.
Example – "I told him to hurry up.")

reassure

'say verbs'

(the hearer is not usually the direct object. Example – "I said that yesterday.")

mention

Choose 3 verbs from the 'tell' category, 3 verbs from the 'say' category and write examples using them below.

Example – "The teacher reassured her students that if they continued to study hard they would do well in their test."
"I mentioned it at the meeting last week."

1 –

2 –

3 –

4 –

5 –

6 –

Reporting Verbs (Worksheet 3)

1	Please, please, please can I go on holiday with my friends? Please.	A	She claimed that she's going on holiday with her friends.
2	If you let me go on holiday with my friends I promise I'll study really hard in school next term and will clean my bedroom every day.	B	She repeated that she'd like to go on holiday with her friends.
3	As I told you before, I'd like to go on holiday with my friends.	C	She assured her parents she'd behave on holiday.
4	Excuse me, I have something to tell you. I'm going on holiday with my friends this summer.	D	She mentioned that she was going on holiday with her friends.
5	This summer I'll take some French classes, learn how to drive and go on holiday with ... some friends.	E	She insisted that she was going on holiday with her friends.
6	Me? What am I doing this summer? Er ... I'm, uh, going on holiday with some friends.	F	She begged her parents to let her go on holiday with her friends.
7	I promise my friends and I will behave ourselves on holiday.	G	She stated that she was going on holiday with her friends.
8	Don't worry. Nothing bad will happen to me on holiday. I'll be perfectly safe.	H	She announced that she was going on holiday with her friends.
9	I'm going on holiday with my friends this summer and I'll like to make sure that our travel arrangements are still ok.	I	She admitted that she'd already arranged a holiday with her friends.
10	I'm going on holiday this summer with my friends.	J	She confirmed her holiday plans.
11	I don't care what you say. I <i>am</i> going on holiday with my friends this summer.	K	She tried to persuade her parents to let her go on holiday with her friends.
12	Ok, ok it's true. I have booked a holiday with my friends this summer. Do you forgive me?	L	She reassured her parents about her holiday.

Look at the remarks above and match them to the best description.

1 _____ 2 _____ 3 _____ 4 _____
 5 _____ 6 _____ 7 _____ 8 _____
 9 _____ 10 _____ 11 _____ 12 _____

Reporting Verbs (Worksheet 4)

*Read out the sentence below. Think about stress and intonation. The other students have to guess the **reporting verb** that describes your situation. Don't tell the others what the reporting verb is, they should guess.*

"I made a reservation two days ago for a table for two at 7 o'clock this evening. I'd just like to check that the reservation is still ok. My name's Smith."

(You **confirmed** your reservation)

*Read out the sentence below. Think about stress and intonation. The other students have to guess the **reporting verb** that describes your situation. Don't tell the others what the reporting verb is, they should guess.*

"Come on, let's go to the pub. You're tired? Well, then a couple of drinks will help you to sleep well tonight. We can just go for an hour and so and then leave. What do you think? Come on, you look like you need a drink. You'll come? Great!"

(You **persuaded** your friend to go to the pub)

*Read out the sentence below. Think about stress and intonation. The other students have to guess the **reporting verb** that describes your situation. Don't tell the others what the reporting verb is, they should guess.*

"Ladies and gentlemen. Can I have everyone's attention for a couple of minutes? Thank you. First of all I'd like to welcome you all to our annual conference. Before we get started today I'd like to let everyone know that this year was our company's most successful year."

(You **announced** that this year has been a very successful year.)

*Read out the sentence below. Think about stress and intonation. The other students have to guess the **reporting verb** that describes your situation. Don't tell the others what the reporting verb is, they should guess.*

(*On the phone*) "Hi mum, it's me. How are you? Me? I'm fine. No, really I am fine. Yes mum, I am sleeping enough and eating well. No, I haven't been going out too much. Yes, I am working hard. No, not too hard. Mum will you please stop worrying so much. I'm taking care of myself and am feeling great, I promise."

(You **reassured** your mother that you were fine.)

*Read out the sentence below. Think about stress and intonation. The other students have to guess the **reporting verb** that describes your situation. Don't tell the others what the reporting verb is, they should guess.*

“Dad, sit down. I have to tell you something. I didn't want to tell you but I just feel so guilty I have to get it off my chest. Do you remember last month when you noticed that the side of your car had been damaged and asked me if I knew anything about it? And I told you that I had no idea what happened? Well, I lied. It was me, I'm sorry.”

(You **admitted/confessed** that you damaged your father's car?)

*Read out the sentence below. Think about stress and intonation. The other students have to guess the **reporting verb** that describes your situation. Don't tell the others what the reporting verb is, they should guess.*

“I know that you don't want me to go but I'm going to go anyway. It doesn't matter what you say, I'll never change my mind. I'm going and that's that. Don't try and stop me because I've already made up my mind.”

(You **insisted** that you were going)