

Grammar Notes

Point 1: There are many verbs in English we use to report the speech of another person.

1. I **heard** that someone was getting promoted
2. She **says** that you are leaving.
3. Bill **told** me you are going back to school.
4. Did **she** mention when she is coming back?

Point 2: The verb for the reported speech is connected to a "that clause" or noun clause.

1. He said **that** he would be late.
2. The newspaper reported **that** there will be a parade next week.
3. He told me **that** he is not coming.
4. He claimed **that** he had spent all of this money.

Point 3: In spoken English, the word "that" is often not said.

1. He said he would be late.
2. The newspaper reported there will be a parade next week.
3. He told me he is not coming.
4. He claimed he had spent all of this money.

Point 4: When reporting verbs are used for questions, the subject and verb are not inverted.

1. Did he say when **he is** coming to the party?
 1. When **is he** coming to the party?
2. Did he tell you why **he is** mad?
 1. Why **is he** mad?

Point 5: The verbs "tell" and "ask" need an object. Most other reporting verbs do not.

- He told **me** he was not hungry.
 - He said he was angry.
- She asked **me** if I was tired.
 - She questioned if I was tired.

Point 6: The verbs "tell" and "ask" can be followed with an infinitive phrase instead of a sentence.

- He told **me** not to come.
 - He said that I should not come.
- She told us to hurry up.

- She said that we needed to hurry.
- She asked **me** to help her.
 - She asked **me** if I could help her.
- They asked **us** to pay for dinner.
 - They asked if we could pay for dinner.

Reported Speech

Watch four videos using **reported speech** in conversation.

Conversation 1 | [PDF Worksheet](#)

Woman: Where is Susan? *She told me* she was coming over.

Man: She just texted me. *She said* she would be a little late.

Woman: Oh, really? What was the reason she gave?

Man: *She said* she is stuck in traffic.

Woman: *Did she say* how much longer it would take?

Man: *She said* it might take about 30 minutes.

Woman: Well, I hope she gets here soon. I'm starving.

Man: Me, too. *She did say* we could start without her.

Woman: No, we can wait. We can have a snack to hold us over.

Man: Good idea. I'll go get some crackers.

Conversation 2 | [PDF Worksheet](#)

Man: Have you heard? Beth got a promotion at work.

Woman: Really? Where did you hear that?

Man: *Beth told me* about it last night at dinner.

Woman: *I heard that* someone was getting promoted, I just didn't know who.

Man: Yeah, *the company told her* that she was being promoted last Friday.

Woman: That's great news. *Did she say* what her new role would be?

Man: *She said* that she would be leading a new team.

Woman: Wow. That's a big responsibility. Did she seem happy about it?

Man: Yes, she sounded thrilled for the opportunity.

Woman: I'm happy for her. *Did she mention* when she starts her new position?

Man: *She said* she would begin next month.

Woman: Well, when you see her, *tell her* I said congratulations.

Man: Will do.

Conversation 3 | [PDF Worksheet](#)

Man: I was talking to Yuki yesterday, and *she said* she's dropping out of school.

Woman: Wow! Why is she doing that?

Man: *She said* that she wants to take some time off to travel.

Woman: Really? *Did she say* where she's planning to go?

Man: *She said* that she wanted to visit Europe.

Woman: That sounds exciting. *Did she say* which country specifically?

Man: She mentioned Italy, France, and Spain as her top choices.

Woman: Those are beautiful destinations. I am so jealous.

Man: Me, too. *She said* she'd be thinking of us.

Woman: Funny.

Conversation 4 | [PDF Worksheet](#)

Man: *I was told* you were dating Jason. Congratulations!

Woman: Who told you that?

Man: Carol mentioned it to me yesterday.

Woman: What? *I told her* not to tell anyone.

Man: Well, *she didn't say* it was a secret.

Woman: Well, it was. Now everyone will know.

Man: I promise I won't tell anyone.

Woman: Thanks. If you see Carol, *tell her* I said to keep it quiet.

Man: I will. But maybe you better tell her yourself.

Woman: You're right. I'll text her right now. She has such a big mouth.

Quiz

Answer these questions about the interview.

1) Where is Susan stuck?

- a) at work
- b) in traffic**
- c) at an airport

2) What did Beth get?

- a) a present
- b) a promotion**
- c) a prize

3) What is Yuki going to do?

- a) Travel**
- b) Change jobs
- c) Work in Europe

4) What does Jason now want people to know about?

- a) His wedding
- b) His birthday
- c) **His relationship**

Gap Fill: Listen to the audio. Type in the correct word!

Conversation 1

Woman: Where is Susan? She told me she was **comingcame** over.

Man: She just texted me. She said she would be a little **laterlate**.

Woman: Oh, really? What was the reason she **givegave**?

Man: She said she is **stuckstick** in traffic.

Woman: Did she say how much **longlonger** it would take?

Man: She said it might take **allabout** 30 minutes.

Woman: Well, I hope she gets here soon. I'm **starvingstarved**.

Man: Me, too. She did **saidsay** we could start without her.

Woman: No, we can wait. We can have a **sneaksnack** to hold us over.

Man: Good idea. I'll go **gotget** some crackers.

Conversation 2

Man: Have you heard? Beth got a promotion **inat** work.

Woman: Really? Where did you **heardhear** that?

Man: Beth told me about it last night at **dinerdinner**.

Woman: I heard that someone was getting **promotionpromoted**, I just didn't know who.

Man: Yeah, the company told her that she was being **promotedpromotion** last Friday.

Woman: That's great news. Did she say what her new **roleroll** would be?

Man: She said that she would be **leaderleading** a new team.

Woman: Wow. That's a big responsibility. Did she **seemsseem** happy about it?

Man: Yes, she sounded **thrilledthrilling** for the opportunity.

Woman: I'm happy for her. Did she **mentionsmention** when she starts her new position?

Man: She **saidsays** she would begin next month.

Woman: Well, when you see her, tell her I **saidsay** congratulations.

Man: **WellWill** do.

Conversation 3

Man: I was talking to Yuki yesterday, and she said she's dropping **outin** of school.

Woman: Wow! Why is she **doesdoing** that?

Man: She said that she wants to take some time off **forto** travel.

Woman: Really? Did she **sayssay** where she's planning to go?

Man: She **sayssaid** that she wanted to visit Europe.

Woman: That **soundssound** exciting. Did she **saysays** which country specifically?

Man: She mentioned Italy, France, and Spain **isas** her top choices.

Woman: Those are beautiful destinations. I **amat** so jealous.

Man: Me, too. She said she'd be **thinkingthink** of us.

Woman: **FunnyFun**.

Conversation 4

Man: I was told you **werewas** dating Jason. Congratulations!

Woman: Who **tellstold** you that?

Man: Carol **mentionedmentions** it to me yesterday.

Woman: What? I told her not to **telltold** anyone.

Man: Well, she **didn'tdoesn't** say it was a secret.

Woman: Well, it was. Now everyone will **knownknow**.

Man: I promise I won't **telltelling** anyone.

Woman: Thanks. If you see Carol, tell her I said to **keptkeep** it quiet.

Man: I will. But maybe you better **telltells** her yourself.

Woman: You're right. I'll text her right now. She **hashad** such a big mouth.

Corporate Terminology – Project Management

Progress

The percentage of work that has been completed. Also known as actual progress.

“Our progress last month was significantly lower than forecasted due to the unseasonable rainy weather.”

Baseline

The scope of work that is used as a reference to calculate actual progress.

“In my opinion, the project baseline is too aggressive and as a result we have been spending a lot of resources to get the required progress.”

Productivity

The amount of work that one worker does in a unit of time.

“Congestion in the work site resulted in very low productivity for the ironworkers.”

Supply Chain

The project function in charge of buying and delivering capital materials and equipment.

“My supply chain team is doing a remarkable job in getting the equipment through customs.”