



I'm not a robot!

Reporting verb examples in english

What you will learn: What are reporting verbs? Reporting verbs are words used to report about (or refer to) what another person has said, written or done. These verbs are used in reported speech, which can be direct or indirect. The first reporting verbs that English students learn are usually say and tell. For example compare i) and ii) below: "It's my birthday next weekend. Please, make a birthday cake for me!" Charlotte said to her mum (direct speech) Charlotte told her mum to make a birthday cake for her (indirect speech) There are many other reporting verbs in English. These can be particularly useful in formal and academic writing. Reporting verbs list General reporting verbsIn this table, we have listed out some common reporting verbs that are used in everyday English. To help you understand how to correctly place them in a sentence, we have put them into approximate categories based on their most common usage. However, you should remember that some of these reporting verbs can be used in different contexts and sometimes with different grammar structures. + infinitive (to + vb) + somebody + infinitive + verb + ing + particle + vb + ingRefuse Decide Promise Demand Agree Threaten HopeRemind Ask Beg Warn Order Encourage Persuade Advise UrgeDeny Suggest Recommend AdmitInsist on (on) Think (about) Blame (smbd for) Accuse (smbd of) Apologise (to smb) Complain (to smb about) Confess (to) Forbid (smbd from)Academic reporting verbsIn the table below, we've listed out the reporting verbs in groups based on their general meanings. We have also indicated the relative "strength" of each verb.

Remember that English is seldom "black and white" – there are often several degrees of meaning. General meaningStrong verbsWeak verbsSavAssert thatMention smth/that State that Point out smth/hat Add smth/that Describe smth/howNote smth/that Comment on smth/thatSuggestWarn that Affirm thatPropose smth/that Hypothesise thatArgue thatImpose thatPut forward smth ShowProve smth/that Reveal smth/that Show smth/theDemonstrate smth/that Establish smth/hatHint at smth Allude to smthPersuadeConvince smbd/Explain/Identify smth Illustrate smth/how Clarify smthExamineScrutinise smthInvestigate smth Study smthInquire into smth/whether AgreeSupport smth Concede thatAcknowledge smth/that Recognise smth/that Echo smthConcede smthDisagreeChallenge smth Refute smth Reject smth Oppose smth Object to smth Deny smth Rebuff smthDoubt smth/whetherQuestion smth/whetherBelieveInsist on smth/that Maintain thatHold smth/that Profess thatSubscribe to smthAssume thatHow do I use reporting verbs?General reporting verbsUnderstanding what the verbs mean is generally the easiest step. You see a new word, you learn what the word means in your own language and you learn how to pronounce it in English.

INTRODUCTORY VERBS IN REPORTED SPEECH		INTRODUCTORY VERBS IN REPORTED SPEECH	
VERB	REPORTED SPEECH	VERB	REPORTED SPEECH
Agree	He agreed to cook for me.	Admit (to)	He admitted (to) stealing/having stolen her money.
Offer	She offered to carry my baby.	Accuse somebody of	She accused me of breaking the cup.
Refuse	He refused to buy a car.	Apologize for	He apologized for shooting/having shot at me.
Demand	He demanded to be told the truth.	Complain to sb about	He complained to me about if I didn't believe myself.
Threaten	He threatened to punish me if I didn't believe myself.	Deny	He denied murdering/having murdered his wife.
Promise	He promised to marry her when he returned.	Insist on	She insisted on me wearing warm clothes.
Claim	He claimed to have heard her say that.	Suggest	She suggested going to the theatre.
Advise	He advised me to take a coat.	Complain	She complained that I was always late.
Allow	She begged me to let her park there.	Deny	She denied that she had been in an airplane.
Beg	He begged me to call the police.	Explain	He explained that it was an easy recipe to follow.
Command	He commanded them to drop their weapons.	Exclaim/remark	She exclaimed/remarked that he was a beautiful man.
Encourage	He encouraged me to phone her.	* Promise	She promised that she would call me.
Forbid	My doctor forbade me to eat sweets.	Boast	He boasted that he was a brilliant detective.

In actual fact, you can only really say you've learnt a word when you also know how to accurately use it in a sentence. Let's return to our example with Charlotte's birthday cake: "It's my birthday next weekend. Make a birthday cake for me," Charlotte said to her mum (direct speech) Charlotte told her mum to make a birthday cake for her. (indirect speech) Easy, right? Now let's consider that there are many other ways that Charlotte could say this in English.

REPORTING VERBS

Make reported sentences. Use the reported verbs from the box.

Be creative.

encouraged told refused warned
explained apologised reminded
suggested recommend advised insisted

1. "It's not a good idea to write your passwords down."

She advised me not to write my passwords down.

2. "Please wait for me in reception."

She _____ me to wait for her in reception.

3. "Don't go in there!"

He _____ me not to go in there.

4. "I'm really sorry if I don't get back to you sooner."

He _____ for not getting back sooner.

5. "Let's take a break."

She _____ to take a break.

6. "I'm not going to accept your offer."

She _____ to accept my offer.

7. "Students, you need to study more for the exam!"

The teacher _____ us to study more.

8. "I pay this time, next time it's your turn."

He _____ to pay this time.

9. "You have to visit the Anthropology Museum."

They _____ us to visit the Anthropology Museum.

10. "Don't forget your books!"

He _____ us not to forget our books.

11. "This is how you can buy a train ticket on the internet."

She _____ to us how buy something on internet.

Depending on what she said and how she said it, you might need to use a different reporting verb, not just say or tell.

LIST OF REPORTING VERBS

Exclaimed	Informed	Told	Thanked
Advised	Requested	Blessed	Apologized
Commented	Proposed	Suggested	Replied
Wished	Complained	Greeted	Explained
Praised	Persuaded	Opposed	Admired
Refused	Threatened	Begged	Offered
Reported	Announced	Insisted	Inquired
Instructed	Commanded	Wondered	Ordered
Admitted	Reminded	Argued	Pleaded
Repeated	Answered	Agreed	Claimed
Considered	Confirmed	Estimated	Doubted
Mentioned	Remembered	Remarked	Observed
Revealed	Supposed	Expected	Decided
Guaranteed	Recommended	Demanded	Believed
Responded	Criticized	Blamed	Accused
Recognized	Acknowledged	Developed	Conceded
Concluded	Discovered	Assumed	Disagreed
Asked	Allowed	Denied	Accepted
Said	Invited	Fearred	Inferred
Added	Stated	Stated	
Prayed	Guessed	Guessed	
Promised	Boasted	Alleged	



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For example: "If you want to express the idea of "Don't forget" "Don't forget to make a birthday cake for me." Charlotte reminded her mum to make a cake. If you want to express the idea of "No, I don't want to do something" (i) "I'm not going to make my own birthday cake!" Charlotte said that she wouldn't make her own cake. (ii) "I'm not going to make my birthday cake. You can do it!" Charlotte refused to make a cake. (iii) "I've got lots of work to do this weekend and I might be too busy for other things" Charlotte hinted that she wouldn't make the cake. In these sentences, there are three different verbs (say, hint, refuse). They all mean "no" but say is a neutral verb, hint is a weak verb, and refuse is much stronger. If you want to express the idea of "Please do this!" "Can you make a birthday cake for me, please?" Charlotte asked her mum to make a cake. "Please, please, can you make a cake for my birthday?" Charlotte begged her mum to make a cake (or) Charlotte pleaded with her mum to make a birthday cake. Ask, plead and beg all have a similar meaning, but plead and beg are much stronger than ask. Learning words in English is like collecting bricks to build a house. It's not enough just to get the bricks. You also need to learn how to arrange them correctly so that your house is solid! You can't build a good house from just a couple of bricks (e.g. say or tell). That's why you need to learn more vocabulary – like reporting verbs.

We don't want the Big Bad Wolf to blow your house down! Let's take a look at HOW to use reporting verbs in real sentences. Below, we have divided the verbs into their different grammar structures so they are easier for you to learn. 1. Reporting verb + infinitive Verbs: Refuse, decide, promise, demand, agree, threaten, plead with Examples: Charlotte refused to make a cake. (NOT: Charlotte refused to make a cake) to give me a promotion. The teacher demanded to know who was responsible for the mess. We agreed to keep quiet and not tell anyone the news. (OR) We agreed that we would keep quiet. We threatened to go to the police. They pleaded with the man to release the hostage. 2. Reporting verb + somebody + (not) infinitive Verbs: remind, ask, beg, warn, order, encourage, persuade, advise, urge, agree Examples: Charlotte reminded her mum to make a cake. They asked me to cook. He begged his friend not to tell. They warned me not to go there by myself. The government has ordered everybody to stay at home. Her parents always encourage her to work. They persuaded me to stay for another drink. The doctor advised me to stop. Our new neighbours have invited us to have dinner with them tomorrow. 3. Reporting verb + verb + ing Verbs: Deny, suggest, recommend, report, propose, admit These verbs can be used with +ing or with that, but it's generally better to be concise and use the +ing verb. Short and sweet! Examples: They denied taking the last biscuit. (short) (OR) They denied that they had taken the last biscuit. (long) She admitted stealing the money. (OR) She admitted to me that she had stolen the money. She suggested taking a taxi because it would be quicker. (OR) She suggested for me to take a taxi. I recommended going in the morning when the weather isn't so hot. (OR) I recommend that we go in the morning. I propose cancelling the next meeting until we have made a decision. (OR) I propose that we cancel the next meeting. 4. Reporting verb + preposition + verb + ing Verbs: Blame smbd for, accuse smbd of, insist on apologise for, complain about, confess to, forbid sb not to, agree to, think about Examples: They blamed me for missing the train. She accused her friend of He apologised for breaking the window. She is thinking about moving to France. He insisted on paying for everybody. / He insisted that he paid for everybody. They complained about not having a small bedroom. They complained that they didn't have a bigger room. Academic reporting verbs: The reporting verbs we use in academic writing also follow specific grammatical patterns. Again, it is important to know whether the verb needs +ing or the infinitive, or that after it. Academic reporting verb + that Verbs: Point out, find, observe, state, agree, believe, assert, claim, complain, guess, assert, imply, reason, prove, note, report, reveal. Examples: Bosley (2016) found that elderly patients experience few symptoms of pain when they have regular access to a park. NOT: Academic reporting verb + that Verbs: Point out, find, observe, state, agree, believe, assert, claim, complain, guess, assert, imply, reason, prove, note, report, reveal. Examples: Bosley (2016) found that elderly patients experience few symptoms of pain when they have regular access to a park. NOT: Academic reporting verb + that Verbs: Point out, find, observe, state, agree, believe, assert, claim, complain, guess, assert, imply, reason, prove, note, report, reveal. Examples: Wang (2016) claims that teenagers who have a more mobile phone use it more frequently. This is a considerable difference in the amount of time UK and US teenagers spend on their mobile phones compared to their families. 6. Academic reporting verb + smbd Verbs: Develop, study, focus on, acknowledge, doubt, contribute to, echo, subscribe to, question, disapprove of, dispute, reject, discuss, investigate, illustrate, present, outline, put forward, consider, support, emphasise, challenge, analyse, discard, identify, explore, propose, highlight, stress. Examples: Wang (2016) supports the idea that there is a significant link between play and child development. NOT: Wang (2016) supports that there is a significant link between play and child development. 7. Reporting verb in academic writing: reporting verbs are used when you want to refer to what another person has said. You do this to strengthen your own argument and to show that other academics think the same as you. It would be easy to just learn the verb "to state", and use it all the time. However, using a range of other verbs can allow you to express your opinion about the author's ideas more precisely. For example, "to state" is quite neutral, but "to claim" implies that there is no proof behind what the author is saying. Past or present tense? You can use both the past and the present tense in academic writing. If you are talking about recent research, use the present. This makes a connection between past research and now, which adds weight to your argument. Wang (2016) supports the idea that there is a significant link between play and child development. (present simple) If you are talking about how research was conducted, you will need to use the past simple (either active or passive voice). Wang (2016) examined fifty groups of siblings. (past simple) The siblings were asked the following questions.

For example: "According to my brother, he is a good student." This does not need a reporting verb. "According to" does the job of a reporting verb already. e.g. "According to Covey (2017)..." (NOT: "According to Covey (2017) states that..." A source written by one author will need a singular verb with "s" at the end e.g. "Liu (2016) suggests that..." (NOT: "Liu (2016) suggest that...") A source written by more than one author will need a plural verb.

REPORTING SITUATIONS

• CHANGE THE CORRECT WORDS TO COMPLETE THE PARAGRAPH.

• Maria _____ to go to the zoo. Maria said that she _____ a good time there.

• Maria _____ to go to the zoo. Maria said that she _____ to go to the zoo.

• Maria _____ what time she _____ to go to the zoo. Maria said that she _____ to go to the zoo.

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• READ THE DIALOGUE AND COMPLETE IT IN REPORTED SPEECH.

Sarah: What happened?
Sarah: I think someone _____ my money in the messenger bag.
Sarah: When did it happen?
Sarah: It happened just a few moments ago.
Sarah: I think it was the police.
Sarah: No, I think it was a burglar.
Sarah: Oh, please tell me immediately. I'd like to see if anyone is injured.

Police officer: Did you tell her what happened?
Police officer: Can you tell me where you lost it?
Police officer: What time did you get the bus?
Police officer: What colour is the purse?
Police officer: It's a dark blue.
Police officer: I don't think there's much in it.
Police officer: I don't think there's much in it.
Sarah: Jane told the police office she had lost her purse. _____

• READ THE DIALOGUE AND THEN REWRITE IT IN REPORTED SPEECH.

Police officer: Did you tell her what happened?
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to go c. of goingHe advised _____ more exercise. a. I do b. me to do c. me doingHe begged me not _____ anybody about the accident. a. of telling b. tell c. to tellHe reminded _____ to renew the car insurance. a. to me b. me c. of meShe refused _____ the washing-up again! a. me to do b. to do. c. doingShe apologised _____ me an angry text message. a. of sending. b. for sending c. sendingHe admitted _____ the red wine on the sofa. a. spilling b. to spill c. spill offHe suggested _____ on a cycling holiday next year. a. go b. going c. we goingHe denied _____ my car. a. taking b. to take c. taking ofShe decided _____ the risotto. a. having b. to have c. to havingAnswers:Exercise 1:Exercise 2:b. Incorrect (She suggested studying together for the exam.)b. Incorrect (I told you not to do that.)a. Correctb. Incorrect (We have decided to live in the countryside.)b. Incorrect (My grandmother always encouraged me to learn to cook.)Exercise 3: In the page about reported speech, we talked about how to change direct speech ("I love coffee") into reported speech (Johanna said that she loved coffee), using the reporting verbs 'say', 'tell' and 'ask'. However, we can also use many other verbs to report what someone said, like 'promise', 'warn', 'advise' and 'recommend'. Some of these verbs look a bit more first at the verbs we've already talked about. 1. SAY Let's look first at the verbs we've already talked about.

The basic verb pattern for using 'say' for reported speech is: say + (that) + clause She said (that) she had already eaten. (The direct speech for this is "I've already eaten") 2: TELL On the other hand, with 'tell' we need to use an object, a person who we tell the information to. tell + someone + (that) + clause I told John (that) I had seen the new film. (The direct speech for this is "I've seen the new film".) When we are reporting orders, we can also use another pattern with 'tell': tell + someone + to + infinitive She told the children to go to bed. 3: ASK We use 'ask' to report questions or requests. For questions we use the pattern: ask + someone + if / question word + clause I asked my boss if I could leave early. She asked them where the station was, and requested to use the underground. I asked Lucy to give me the salt. (Remember, the first two examples with 'ask' are no longer real questions, so we use the normal sentence word order. We don't use inversion. We say 'she asked them where the station was', NOT 'she asked them where was the station'. You can read more about this in the lessons about indirect questions and reported speech.) Other reporting verbs follow a variety of patterns. There aren't any rules about which verbs follow which pattern. You need to learn each one. 4: ADVISE* (= Give someone advice. Notice the different spelling for the verb and the noun.) Advise + someone + to + infinitive She advised him to see a doctor. Advise + (that) + clause The staff advise that you carry water at all times. Advise + against + verb-ing I advise against leaving early. 5: AGREE Agree + to + infinitive We agreed to meet the following day. 6: APOLOGISE Apologise + (to + someone) + for + verb-ing They apologised to us for being late. She apologised for forgetting the book. Apologise (+ to + someone) + for + noun She apologised for the delay. 7: DECIDE Decide + to + infinitive They decided to go to the cinema. Decide + (that) + clause They decided that they would go to the cinema. 8: ENCOURAGE Encourage + someone + to + infinitive She encouraged him to take the exam again. The teacher encouraged the students to ask questions. 9: EXPLAIN Explain + (that) + clause The teacher explained that the course was finished. Explain + noun + to + someone She explained the grammar to the students.

NOT: She explained me the grammar. Explain + question word + to + infinitive They explained how to buy a train ticket on the internet. John explained where to find the restaurant. Explain + question word + clause We explained what the exams would cover. 10: INSIST* Insist + on + verb-ing Insist + (that) + clause He insisted that we sit down. 11: PROMISE Promise + to + infinitive He promised to arrive early. Promise + (someone) + (that) + clause I promised him that I wouldn't do it again. 12: RECOMMEND* Recommend + verb-ing I recommend visiting the British Museum while you're in London. Recommend + (that) + clause I recommend that you visit the British Museum 13: REMIND Remind + someone + to + infinitive She reminded him to take his keys. Remind + someone + (that) + clause They reminded me that there is a party tonight. 14: SUGGEST* Suggest + verb-ing Suggest + (that) + clause I suggest that you come as soon as you can.

NOT: I suggest him to come. 15: WARN Warn + someone + (not) + to + infinitive I warned them not to go in the water. Warn + someone + about + something She warned us about the dangerous roads. Negatives To make the verbs that we have reported negative, we need to look at the verb pattern: When there's a clause, we make the negative in the usual way. She said that she didn't like ice cream. When there's 'to + infinitive', we generally put 'not' before 'to': He promised not to do it again. When there's 'verb-ing', we generally put 'not' in front of it: I advise not taking the bus. * Advanced Point In formal English, some verbs that are followed by '(that) + clause' use the infinitive instead of a present tense verb. Some people suggest that this is a kind of subjunctive in English.

You only need to worry about this in very formal writing. Mostly, this doesn't make a difference, because the present simple form in English is often the same as the infinitive form. But when the subject is 'he', 'she' or 'it' or when the verb is 'be', we can see it clearly. I advise that he go to bed early. (Normally we'd expect: I advise that he goes to bed early.) I insist that she come now. (Normally we'd expect: I insist that she comes now.) They suggested that the cats be put in the garden for the night. (Normally we'd expect: They suggested that the cats are put in the garden for the night.) Some reporting verbs may appear in more than one of the following groups because they can be used in several ways. VERBS FOLLOWED BY "IF" OR "WHETHER" ask know remember say see VERBS FOLLOWED BY A "THAT" add admit agree announce answer argue boast claim comment complain consider deny doubt estimate explain fear feel insist mention observe persuade propose remark remember repeat reply report reveal say state suggest suppose tell think understand warn VERBS FOLLOWED BY EITHER "THAT" OR AN INFINITIVE WITH "TO" decide expect guarantee hope promise swear threaten VERBS FOLLOWED BY A "THAT" CLAUSE CONTAINING SHOULD, WHICH MAY BE OMITTED, LEAVING A SUBJECT + ZERO-INFINITE advise beg demand insist prefer propose recommend request suggest VERBS FOLLOWED BY A CLAUSE STARTING WITH A QUESTION WORD decide describe discover discuss explain forget guess imagine know learn realise remember reveal say suggest teach tell think understand wonder VERBS FOLLOWED BY OBJECT + INFINITIVE WITH "TO" advise ask beg command forbid instruct invite teach tell warn