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Reporting verb examples in english

What you will learn: What are reporting verbs?Reporting verbs (or referring 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 listGeneral 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) Think (about) Blame (smbd for) Accuse (smbd of) Apologise (to smbd for) Complain (to smbd 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. For example, if i imply (suggest/hint, weak) that you are wrong, this is very different from if i assert (state/say, strong) that you are wrong. Remember that English is seldom "black vs. white" – there are often several degrees of meaning. General meaningStrong verbs Neutral verbs Weak verbsSayAssert thatMention smth/that State that Point out smth/that Add smth/that Outline smth/that Describe smth/howNote smth/that Comment on smth/thatSuggestWarn that Affirm thatPropose smth/that Hypothesise that Theorise thatImply that Put forward smth ShowProve smth/that Reveal smth/that Show smth/thatDemonstrate smth/that Establish smth/thatHint at smth Allude to smthPersuadeConvince smbdExplainIdentify smth Illustrate smth/how Clarify smthExamineScrutinise smthInvestigate smth Study smthInquire into smth/whether AgreeSupport smth Concur thatAcknowledge 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 that Subscribe 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.

INTERJECTORY VERBS IN REPORTED SPEECH		VERB	REPORTED SPEECH
VERB + TO INFINITIVE	Agree	He agreed to cook for me.	
	Offer	He offered to carry her baby.	
	Refuse	She refused to buy me a car.	
	Demand	He demanded to be told the truth.	
PROMISE	Threaten	He threatened to punish me if I didn't behave myself.	
	Promise	He promised to marry her when he returned.	
	Claim	He claimed to have heard her say that.	
	Advise	He advised me to take a coat.	
VERB + OBJECT	Allow	He allowed me to park over there.	
	Beg	She begged me to call the police.	
	Command	He commanded them to drop their weapons.	
	Encourage	He encouraged me to phone her.	
INDIRECT SUBJECT	Forbid	My doctor forbade me to eat sweets.	

INTERJECTORY VERBS IN REPORTED SPEECH		VERB	REPORTED SPEECH
VERB + TO INFINITIVE	Admit (to)	He admitted (to) stealing/having stolen her money.	
	Accuse somebody of	She accused me of breaking the cup.	
	Apologise for	He apologized for shouting/having shouted at me.	
	Complain to s.o. of	He complained to s.o. of being denied to be told the truth.	
FOUR	Deny	He denied murdering/having murdered his wife.	
	Insist on	She insisted on me/my wearing warm clothes.	
	Suggest	She suggested going to the theatre.	
	Complain	She complained that I was always late.	
VERB + THAT	Deny	She denied that she had flown in an aeroplane.	
	Explain	He explained that it was an easy recipe to follow.	
	Exclaim/remark	She exclaimed/remarked that he was a beautiful baby.	
	Promise	She promised that she would call me.	
CLAUSE	Boast	He boasted that he was a brilliant dentist.	

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 to 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 Antropology Museum."  
They            us to visit the Antropology 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	Threatened	Opposed	Admired
Refused	Announced	Begged	Offered
Reported	Commanded	Insisted	Inquired
Instructed	Reminded	Wondered	Ordered
Admitted	Answered	Argued	Pleaded
Repeated	Confirmed	Agreed	Claimed
Considered	Renowned	Estimated	Doubted
Mentioned	Supposed	Remarkd	Observed
Revealed	Recommended	Expected	Decided
Guaranteed	Criticized	Demanded	Believed
Responded	Acknowledged	Blamed	Accused
Recognized	Discovered	Developed	Conceded
Concluded	Allowed	Assumed	Disagreed
Asked	Invited	Denied	Accepted
Said	Warned	Feared	Inferred
Added	Urged	Stated	
Prayed	Boasted	Guessed	
Promised		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, 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 and 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 + infinitiveVerbs: Refuse, decide, promise, demand, agree, threaten, plead with Examples:Charlotte refused to make a cake. (NOT: Charlotte refused making a cake)My boss decided 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) infinitiveVerbs: remind, ask, beg, warn, order, encourage, persuade, advise, urge, agree Examples:Charlotte reminded her mum to make a cake.They asked me to cookHe 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 workThey persuaded me to stay for another drink.The doctor advised me to stopOur new neighbours have invited us to have dinner with them tomorrow.3. Reporting verb + verb +ingVerbs: Deny, suggest, recommend, report, propose, admitThese 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. (or) They denied that they had taken the last biscuit. (long)She admitted stealing the money. (or) She admitted that she had stolen the money. / She suggested taking a taxi because it would be quicker. (or) She suggested that we take a taxi.I recommend 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 + ingVerbs: Blame smbd for, accuse smbd of, insist on, apologise for, complain about, confess to, forbid smbd from, 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 hotel room. / They complained that they didn't have a bigger room.Academic reporting verbsThe reporting verbs we use in academic writing also follow specific grammatical patterns. Again, it is important to know whether the verb needs +ing, the infinitive, or that after it.5. Academic reporting verb + thatVerbs: Point out, find, observe, state, agree, believe, assert, claim, contend, explain, guess, assert, imply, reason, prove, note, report, reveal. Examples:Bosley (2017) found that elderly patients experience fewer symptoms of pain when they have regular access to some form of nature. (or) Bosley (2017) found a link between symptoms and access to nature. (find smth)Martinez (2008) and Zhang (2009) agree that... (or) Martinez (2008) and Zhang (2009) agree with this theory. (agree with + smth/smbd)Persson (2003) claims that a community is impossible without a shared aim.Research conducted by Bradwell in 2017 revealed that there was a considerable difference in the amount of time UK and US teenagers spent with their families. (or) Research conducted by Bradwell in 2017 revealed a considerable difference in the amount of time UK and US teenagers spent with their families.6. Academic reporting verb + smthVerbs: Develop, study, focus on, acknowledge, doubt, contribute to, echo, subscribe to, question, disapprove of, dispute, reject, discuss, investigate, illustrate, analyse, present, outline, put forward, consider, support, emphasise, challenge, analyse, discard, identify, 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. Roberts (2018) identifies three possible factors in early diagnosis.Solara (2015) questions the importance of this approach. (or) Solara (2015) questions whether this approach is important.Barboza (2018) rejects the three factors presented by Solara.Miller (2016) discusses this theory in detail. NOT: Miller (2016) discusses about this theory in detailReporting verbs in academic writingIn 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 this all the time. However, using a range of other verbs can allow you to express your opinion about the author's idea 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. (passive voice)Avoid these common mistakes!It's possible to express someone's opinion using "According to...". 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) suggest that..." (Not: "Liu (2016) suggest that..." )A source written by more than one author will need a plural verb.

## REPORTING SITUATIONS

CHOOSE THE CORRECT WORDS TO COMPLETE THE PARAGRAPH.

Sarah met Neil Martin. He asked her what time she \_\_\_\_\_ Reported her day and if \_\_\_\_\_ to see a film. \_\_\_\_\_ asked what \_\_\_\_\_ going out. She wanted to know \_\_\_\_\_ in a good film on. He promised to phone her and asked her what time \_\_\_\_\_ he was. \_\_\_\_\_ at 8 o'clock.

Read the dialogue and complete the text.

Sarah: What's happened?

Neel: There's been a robbery in the newspaper's.

Sarah: When did it happen?

Neel: It happened just a few moments ago.

Sarah: How did you feel about the police yet?

Neel: No, I haven't.

Sarah: OK, phone the police immediately. I'll see if anyone is injured.

Sarah asked Susan what \_\_\_\_\_ and Susan \_\_\_\_\_ the said that there \_\_\_\_\_ a robbery in the newspaper's. Sarah \_\_\_\_\_ her \_\_\_\_\_ it had happened \_\_\_\_\_ a few moments before. Sarah asked Susan if she had called the police. She said she hadn't so she \_\_\_\_\_ her to call the police. Sarah said she \_\_\_\_\_ see if anyone \_\_\_\_\_

Read the dialogue and then rewrite it in reported speech.

Jane: I've lost my purse.

Police officer: Can you tell me where you lost it?

Police officer: What time did you get the bag?

Jane: I got the bag at quarter past four from the centre of town.

Police officer: What colour is the purse?

Jane: It's red.

Police officer: Do you know what it was made of?

Jane: I don't know much in.

Police officer: Sign this lost property form, please.

Jane told the police office she had lost her purse.

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e.g. "Liu and Helzer (2016) suggest that..." (Not: "Liu and Helzer (2016) suggests that..." )If you use "et al." to indicate multiple authors, this will also require a plural verb as it means "they". e.g. "Rosenberg et al. (2018) argue that..." (Not: "Rosenberg et al. (2018) argues that..." )Reporting verbs: Exercises Exercise 1Choose between say vs. tell to fill the gap in each sentence. V did you \_\_\_\_\_ me that you didn't eat meat? a) say. b) tellI didn't \_\_\_\_\_ anything to you, because I was too worried. a) tell. b) sayWe \_\_\_\_\_ them to meet us in the main square at half past eleven. a) told. b) saidYou should \_\_\_\_\_ her that you don't want to go on holiday. a) say. b) tellAre you going to \_\_\_\_\_ anything to Sue about your good news? a) say. b) tellThey have \_\_\_\_\_ that we will need to bring our own bed linen and towels. a) told. b) saidExercise 2Which of these sentences are right and which are wrong? Choose correct or incorrect. She suggested to study together for the exam. a. Correct b. IncorrectI said you not to do that. a. Correct b. IncorrectI didn't tell anyone anything. a. Correct b. IncorrectWe have decided live in the countryside. a. Correct b. IncorrectMy grandmother always encouraged to learn to cook. a. Correct b. IncorrectExercise 3Choose the correct verb to complete the sentences. She invited me \_\_\_\_\_ to her house for a drink after work. a.

infinitive	gerund	past tense	present tense	past participle	present participle
to go	going	went	go	went	going
to see	seeing	saw	see	saw	seeing
to tell	telling	told	tell	told	telling
to say	saying	said	say	said	saying
to ask	asking	asked	ask	asked	asking
to invite	inviting	invited	invite	invited	inviting
to encourage	encouraging	encouraged	encourage	encouraged	encouraging
to persuade	persuading	persuaded	persuade	persuaded	persuading
to suggest	suggesting	suggested	suggest	suggested	suggesting
to recommend	recommending	recommended	recommend	recommended	recommending
to advise	advising	advised	advise	advised	advising
to warn	warning	warned	warn	warned	warning
to remind	reminding	reminded	remind	reminded	reminding
to inform	informing	informed	inform	informed	informing
to tell	telling	told	tell	told	telling
to say	saying	said	say	said	saying
to ask	asking	asked	ask	asked	asking
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to remind	reminding	reminded	remind	reminded	reminding
to inform	informing	informed	inform	informed	informing
to tell	telling	told	tell	told	telling
to say	saying	said	say	said	saying
to ask	asking	asked	ask	asked	asking
to invite	inviting	invited	invite	invited	inviting
to encourage	encouraging	encouraged	encourage	encouraged	encouraging
to persuade	persuading	persuaded	persuade	persuaded	persuading
to suggest	suggesting	suggested	suggest	suggested	suggesting
to recommend	recommending	recommended	recommend	recommended	recommending
to advise	advising	advised	advise	advised	advising
to warn	warning	warned	warn	warned	warning
to remind	reminding	reminded	remind	reminded	reminding
to inform	informing	informed	inform	informed	informing
to tell	telling	told	tell	told	telling
to say	saying	said	say	said	saying
to ask	asking	asked	ask	asked	asking
to invite	inviting	invited	invite	invited	inviting
to encourage	encouraging	encouraged	encourage	encouraged	encouraging
to persuade	persuading	persuaded	persuade	persuaded	persuading
to suggest	suggesting	suggested	suggest	suggested	suggesting
to recommend	recommending	recommended	recommend	recommended	recommending
to advise	advising	advised	advise	advised	advising
to warn	warning	warned	warn	warned	warning
to remind	reminding	reminded	remind	reminded	reminding
to inform	informing	informed	inform	informed	informing
to tell	telling	told	tell	told	telling
to say	saying	said	say	said	saying
to ask	asking	asked	ask	asked	asking
to invite	inviting	invited	invite	invited	inviting
to encourage	encouraging	encouraged	encourage	encouraged	encouraging
to persuade	persuading	persuaded	persuade	persuaded	persuading
to suggest	suggesting	suggested	suggest	suggested	suggesting
to recommend	recommending	recommended	recommend	recommended	recommending
to advise	advising	advised	advise	advised	advising
to warn	warning	warned	warn	warned	warning
to remind	reminding	reminded	remind	reminded	reminding
to inform	informing	informed	inform	informed	informing
to tell	telling	told	tell	told	telling
to say	saying	said	say	said	saying
to ask	asking	asked	ask	asked	asking
to invite	inviting	invited	invite	invited	inviting
to encourage	encouraging	encouraged	encourage	encouraged	encouraging
to persuade	persuading	persuaded	persuade	persuaded	persuading
to suggest	suggesting	suggested	suggest	suggested	suggesting
to recommend	recommending	recommended	recommend	recommended	recommending
to advise	advising	advised	advise	advised	advising
to warn	warning	warned	warn	warned	warning
to remind	reminding	reminded	remind	reminded	reminding
to inform	informing	informed	inform	informed	informing
to tell	telling	told	tell	told	telling
to say	saying	said	say	said	saying
to ask	asking	asked	ask	asked	asking
to invite	inviting	invited	invite	invited	inviting
to encourage	encouraging	encouraged	encourage	encouraged	encouraging
to persuade	persuading	persuaded	persuade	persuaded	persuading
to suggest	suggesting	suggested	suggest	suggested	suggesting
to recommend	recommending	recommended	recommend	recommended	recommending
to advise	advising	advised	advise	advised	advising
to warn	warning	warned	warn	warned	warning
to remind	reminding	reminded	remind	reminded	reminding
to inform	informing	informed	inform	informed	informing
to tell	telling	told	tell	told	telling
to say	saying	said	say	said	saying
to ask	asking	asked	ask	asked	asking
to invite	inviting	invited	invite	invited	inviting
to encourage	encouraging	encouraged	encourage	encouraged	encouraging
to persuade	persuading	persuaded	persuade	persuaded	persuading
to suggest	suggesting	suggested	suggest	suggested	suggesting
to recommend	recommending	recommended	recommend	recommended	recommending
to advise	advising	advised	advise	advised	advising
to warn	warning	warned	warn	warned	warning
to remind	reminding	reminded	remind	reminded	reminding
to inform	informing	informed	inform	informed	informing
to tell	telling	told	tell	told	telling
to say	saying	said	say	said	saying
to ask	asking	asked	ask	asked	asking
to invite	inviting	invited	invite	invited	inviting
to encourage	encouraging	encouraged	encourage	encouraged	encouraging
to persuade	persuading	persuaded	persuade	persuaded	persuading
to suggest	suggesting	suggested	suggest	suggested	suggesting
to recommend	recommending	recommended	recommend	recommended	



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 ofHe 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 (Johnna 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 complicated to use than 'say' and 'tell', but it's just a question of getting to know the verb patterns (or verb structures). (As I'm sure you know, we can often choose if we want to use 'that' or not in English. I've put it in brackets () to show that it's optional. The meaning is exactly the same if you use 'that' or if you don't use 'that'.) 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. For requests we use the pattern: ask + someone + to + infinitive I asked Lucy to pass 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 on 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 patterns. 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'd advise against leaving early. 5: AGREE Agree + to + infinitive We agreed to meet the following day. Agree + (that) + clause I agreed that the children could do their homework later. 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 confirm 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-INFINITIVE 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 see suggest teach tell think understand wonder VERBS FOLLOWED BY OBJECT + INFINITIVE WITH "TO" advise ask beg command forbid instruct invite teach tell warn