

Reporting Verbs (CEFR B2-C1)

Answer Key

Part 1 – Choose the Best Reporting Verb

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| 1. b) offer | 7. a) warn |
| 2. a) promise | 8. b) remind |
| 3. b) agree | 9. a) encourage |
| 4. a) refuse | 10. b) order (<i>"Tell" is possible in some contexts, but "order" is more appropriate in this context, as it is a formal instruction, and they are not saying "please".</i>) |
| 5. b) threaten | |
| 6. a) advise | |
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Part 2 – Rewrite Using the Reporting Verb

1. He offered to lend me his notes.
2. She promised not to tell anyone what had happened.
3. They agreed to meet us/me outside the station.
4. She refused to eat it/that.
5. He threatened to sue me if I published those photos.
6. She advised me to check the train times before I left.
7. He warned me not to leave my bag unattended.
8. She reminded me to charge my phone that night.
9. He encouraged me to enter the competition.
10. She told me to wait there until she came back.
11. The manager ordered everyone to leave the building immediately.

12. He admitted accidentally deleting / having deleted the file.
 13. She denied ever seeing / having seen him before.
 14. He apologised for interrupting / having interrupted my presentation.
 15. She suggested booking the tickets that day.
 16. He recommended watching that documentary (because it was very interesting).
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Part 3 – Correct the Mistakes

1. She advised us to book the tickets early.
2. He suggested taking a taxi.

OR: He suggested (that) we take a taxi.

3. They recommended visiting the museum.

OR: They recommended (that) we visit the museum.

4. She admitted breaking / having broken the window.
5. He denied stealing /having stolen the laptop.
6. My brother reminded me to buy some bread.
7. Our coach encouraged us to practise every day.
8. The manager ordered the employees to leave the office.
9. She apologised for breaking /having broken my glasses.
10. He threatened to call the police.

Part 4 – Choose an Appropriate Reporting Verb

These are model answers. Other answers may also be appropriate if they accurately report the meaning.

1. He admitted making / having made a terrible mistake.
 2. She reminded me to submit my assignment before Friday.
 3. She suggested inviting Emma to the party.
 4. He encouraged me to become a teacher.
 5. She reminded me to lock the front door.
 6. He warned me not to walk across the ice.
 7. She refused to change her mind.
 8. He offered to pay for dinner.
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Part 5 – Advanced Practice

1. She admitted having forgotten his birthday.
 2. They denied having damaged the fence.
 3. He apologised for having woken everyone up.
 4. She admitted having sent the email to the wrong person.
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Part 6 – Challenge

Many answers are possible. Here are some examples.

1. The teacher advised us to revise for the test.
2. My friend suggested going out for lunch.

OR: My friend suggested that we go out for lunch. (This is more formal and therefore less likely in this context.)

3. The witness admitted seeing / having seen the suspect earlier that day.
4. The receptionist reminded me to bring my passport.
5. My parents encouraged me to apply for the job.
6. The police officer ordered everyone to move back.
7. The doctor warned me not to ignore the symptoms.
8. The company promised to refund all affected customers.