

GRAMMAR

B2

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REPORTING VERBS





INTRODUCTION

WHEN WE REPORT WHAT ANOTHER PERSON HAS SAID, WE OFTEN USE VERBS SUCH AS SAY AND TELL:

- SARAH SAID THAT SHE WAS TIRED.
- MY TEACHER TOLD ME TO STUDY HARDER.

HOWEVER, ADVANCED USERS OF ENGLISH RARELY RELY ONLY ON SAY AND TELL. INSTEAD, THEY USE A WIDE VARIETY OF REPORTING VERBS THAT PROVIDE MORE PRECISE INFORMATION ABOUT THE SPEAKER'S INTENTION, ATTITUDE, EMOTIONS, OR RELATIONSHIP WITH THE LISTENER. COMPARE THE FOLLOWING SENTENCES:

- HE SAID HE WAS UNHAPPY.
- HE COMPLAINED THAT HE WAS UNHAPPY.
- HE ADMITTED THAT HE WAS UNHAPPY.
- HE INSISTED THAT HE WAS UNHAPPY.

ALTHOUGH THE BASIC MESSAGE IS SIMILAR, EACH REPORTING VERB CONVEYS A DIFFERENT MEANING AND ATTITUDE.

FOR THIS REASON, REPORTING VERBS ARE AN IMPORTANT FEATURE OF B2 AND C1 ENGLISH. THEY ALLOW SPEAKERS AND WRITERS TO EXPRESS MEANING MORE ACCURATELY, AVOID REPETITION, AND DEMONSTRATE A GREATER COMMAND OF THE LANGUAGE.



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REPORTING VERBS ARE VERBS USED TO INTRODUCE INFORMATION ABOUT WHAT SOMEONE HAS SAID, THOUGHT, SUGGESTED, PROMISED, DENIED, EXPLAINED, ADMITTED, COMPLAINED ABOUT, OR REQUESTED.

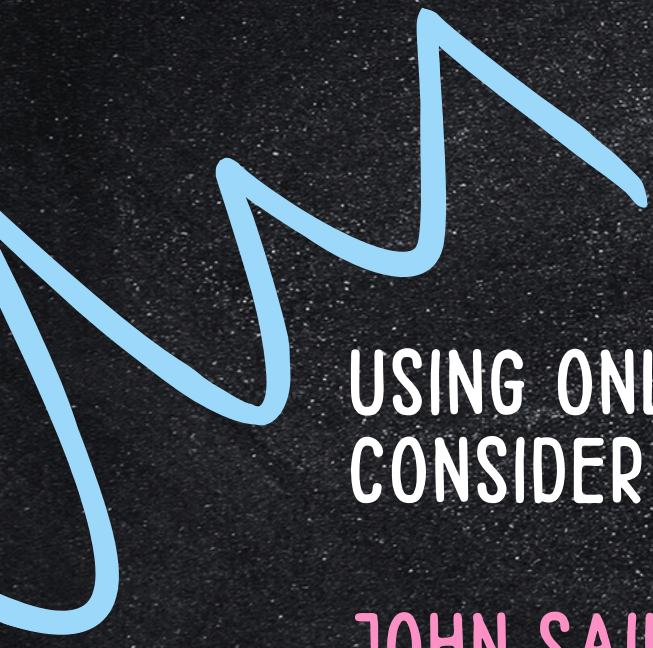
WHAT ARE
REPORTING VERBS?

THEY ARE FREQUENTLY USED IN:

- REPORTED SPEECH
- NEWS REPORTS
- ACADEMIC WRITING
- FORMAL WRITING
- NARRATIVES AND STORYTELLING
- BUSINESS COMMUNICATION
- EVERYDAY CONVERSATION

EXAMPLES:

- THE MANAGER EXPLAINED THAT THE PROJECT WOULD BE DELAYED.
- SHE ADMITTED BREAKING THE VASE.
- THEY SUGGESTED MEETING EARLIER.
- HE WARNED US NOT TO ENTER THE BUILDING.



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USING ONLY SAY AND TELL CAN MAKE LANGUAGE REPETITIVE AND VAGUE. CONSIDER THE FOLLOWING PARAGRAPH:

JOHN SAID THAT HE WAS TIRED. HE SAID THAT THE JOURNEY HAD BEEN DIFFICULT. HE SAID THAT HE WANTED TO GO HOME. HE SAID THAT HE DID NOT FEEL WELL.

ALTHOUGH GRAMMATICALLY CORRECT, THE PARAGRAPH LACKS VARIETY AND PRECISION.

NOW COMPARE:

JOHN COMPLAINED THAT HE WAS EXHAUSTED. HE EXPLAINED THAT THE JOURNEY HAD BEEN DIFFICULT. HE ADMITTED THAT HE WAS STRUGGLING TO STAY AWAKE AND INSISTED THAT HE NEEDED TO GO HOME IMMEDIATELY.

THE SECOND VERSION IS MUCH MORE NATURAL AND INFORMATIVE BECAUSE THE REPORTING VERBS PROVIDE ADDITIONAL MEANING.

WHY ARE
REPORTING VERBS
IMPORTANT?





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REPORTING VERBS ALLOW US TO SHOW:

- CERTAINTY
- DOUBT
- AGREEMENT
- DISAGREEMENT
- REGRET
- CRITICISM
- ADVICE
- PERSUASION
- WARNING
- ACCUSATION
- DENIAL
- APOLOGY

WHY ARE
REPORTING VERBS
IMPORTANT?





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FUNCTIONS OF
REPORTING VERBS

REPORTING VERBS ARE NOT CHOSEN RANDOMLY. WE USE DIFFERENT REPORTING VERBS DEPENDING ON THE SPEAKER'S INTENTION, ATTITUDE, OR COMMUNICATIVE PURPOSE. IN OTHER WORDS, REPORTING VERBS HELP US UNDERSTAND WHAT THE SPEAKER IS TRYING TO ACHIEVE THROUGH THEIR WORDS.

IF WE ONLY USE SAY AND TELL, WE REPORT THE CONTENT OF A MESSAGE, BUT WE LOSE IMPORTANT INFORMATION ABOUT THE SPEAKER'S FEELINGS, BELIEFS, AND INTENTIONS.





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FUNCTIONS OF
REPORTING VERBS

COMPARE:

- HE SAID THAT THE PLAN WAS A BAD IDEA.
- HE COMPLAINED THAT THE PLAN WAS A BAD IDEA.
- HE ARGUED THAT THE PLAN WAS A BAD IDEA.
- HE INSISTED THAT THE PLAN WAS A BAD IDEA.
-

ALTHOUGH THE MESSAGE IS SIMILAR, EACH REPORTING VERB
CONVEYS A DIFFERENT FUNCTION AND ATTITUDE.





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REPORTING
INFORMATION

ONE OF THE MOST COMMON FUNCTIONS OF REPORTING VERBS IS SIMPLY TO PASS ON INFORMATION.

THE SPEAKER'S GOAL IS TO PROVIDE FACTS, EXPLANATIONS, DESCRIPTIONS, OR DETAILS WITHOUT NECESSARILY EXPRESSING STRONG EMOTIONS.

COMMON REPORTING VERBS:

- SAY
- EXPLAIN
- STATE
- MENTION
- REPORT
- ANNOUNCE
- REVEAL





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EXAMPLES:

- SHE EXPLAINED THAT THE MEETING HAD BEEN POSTPONED.
- THE COMPANY ANNOUNCED THAT PROFITS HAD INCREASED.
- HE MENTIONED THAT HE WAS PLANNING TO MOVE ABROAD.
- THE REPORT REVEALED THAT SALES HAD FALLEN DRAMATICALLY.

REPORTING
INFORMATION

DIFFERENCE BETWEEN THE VERBS

SAY IS NEUTRAL AND SIMPLY COMMUNICATES INFORMATION.

- SHE SAID THAT SHE WAS TIRED.

EXPLAIN FOCUSES ON CLARIFYING SOMETHING OR PROVIDING REASONS.

- SHE EXPLAINED THAT SHE HAD MISSED THE TRAIN BECAUSE OF BAD WEATHER.

STATE IS MORE FORMAL AND OFTEN USED IN OFFICIAL CONTEXTS.

- THE SPOKESPERSON STATED THAT THE INVESTIGATION WAS ONGOING.

REVEAL SUGGESTS THAT INFORMATION WAS PREVIOUSLY UNKNOWN.

- THE JOURNALIST REVEALED THAT SEVERAL DOCUMENTS WERE MISSING.



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ONE OF THE BIGGEST CHALLENGES FOR LEARNERS IS THAT REPORTING VERBS FOLLOW DIFFERENT GRAMMATICAL PATTERNS. UNLIKE ORDINARY VERBS, REPORTING VERBS ARE NOT ALL FOLLOWED BY THE SAME GRAMMATICAL STRUCTURE. EACH REPORTING VERB BELONGS TO A SPECIFIC PATTERN, AND USING THE WRONG PATTERN CAN RESULT IN GRAMMATICAL ERRORS, EVEN WHEN THE MEANING IS CORRECT.

GRAMMATICAL
PATTERNS OF
REPORTING VERBS

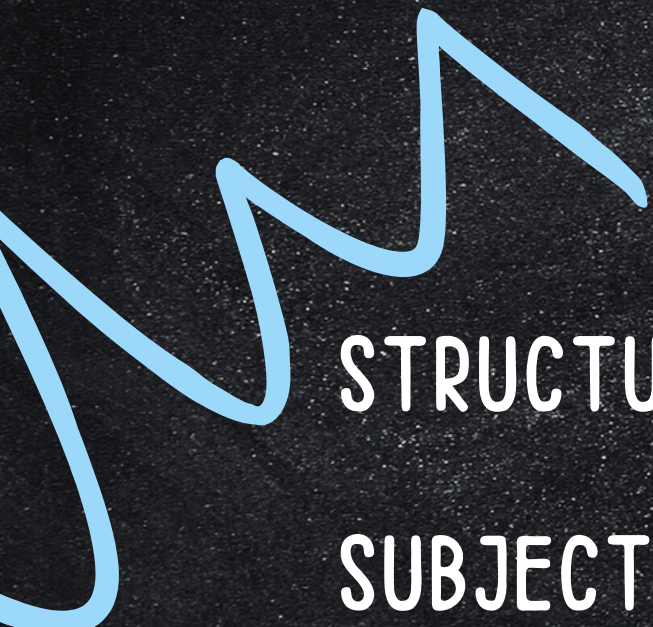
FOR EXAMPLE:

- ✗ SHE SUGGESTED ME TO GO.
- ✓ SHE SUGGESTED GOING.
- ✓ SHE SUGGESTED THAT WE GO.

ALTHOUGH THE STUDENT UNDERSTANDS THE MEANING OF SUGGEST, THE STRUCTURE IS INCORRECT BECAUSE SUGGEST IS NOT FOLLOWED BY AN OBJECT + INFINITIVE. FOR THIS REASON, IT IS ESSENTIAL TO LEARN REPORTING VERBS TOGETHER WITH THE GRAMMATICAL PATTERNS THAT FOLLOW THEM.

THE SEVEN MOST COMMON PATTERNS ARE:

1. REPORTING VERB + THAT CLAUSE
2. REPORTING VERB + OBJECT + THAT CLAUSE
3. REPORTING VERB + TO-INFINITIVE
4. REPORTING VERB + OBJECT + TO-INFINITIVE
5. REPORTING VERB + GERUND [-ING]
6. REPORTING VERB + PREPOSITION + GERUND [-ING]
7. REPORTING VERB + POSSESSIVE/OBJECT + GERUND [-ING]



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STRUCTURE

SUBJECT + REPORTING VERB + [THAT] + CLAUSE

THE WORD THAT CAN OFTEN BE OMITTED IN SPOKEN ENGLISH, ALTHOUGH IT IS COMMONLY RETAINED IN FORMAL WRITING.

HOW IS IT USED?

THIS PATTERN IS USED WHEN WE REPORT:

- FACTS
- INFORMATION
- OPINIONS
- EXPLANATIONS
- CLAIMS
- BELIEFS
- STATEMENTS

THE FOCUS IS ON THE INFORMATION BEING COMMUNICATED RATHER THAN ON INFLUENCING ANOTHER PERSON'S ACTIONS.

REPORTING VERB +
THAT CLAUSE





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COMMON REPORTING VERBS

- SAY
- EXPLAIN
- STATE
- CLAIM
- ARGUE
- MAINTAIN
- INSIST
- ADMIT
- DENY
- ANNOUNCE
- REVEAL
- MENTION
- REPORT

REPORTING VERB +
THAT CLAUSE



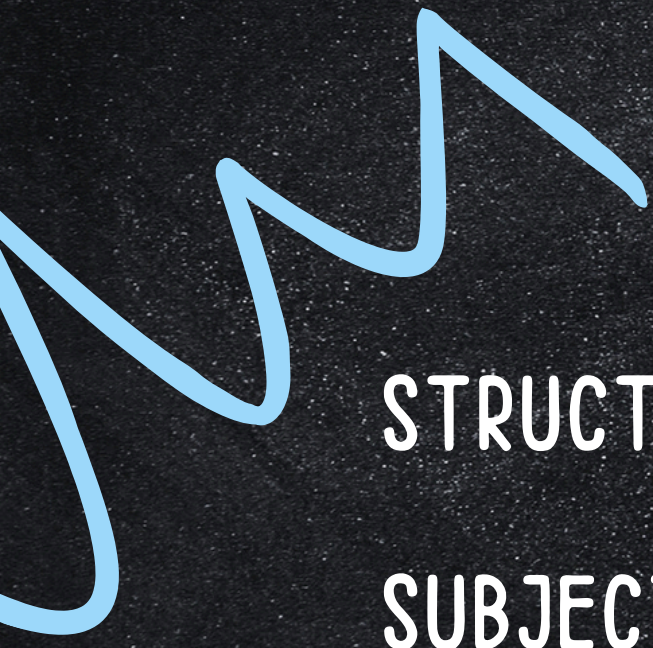


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REPORTING VERB +
THAT CLAUSE

EXAMPLES

- SHE EXPLAINED THAT SHE WAS LATE.
 - HE ARGUED THAT THE PROPOSAL WAS UNREALISTIC.
 - THE COMPANY ANNOUNCED THAT PROFITS HAD INCREASED.
 - THEY CLAIMED THAT THEY HAD NOT RECEIVED THE EMAIL.
 - SHE ADMITTED THAT SHE HAD MADE A MISTAKE.
 - HE DENIED THAT HE HAD STOLEN THE MONEY.
- 



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STRUCTURE

SUBJECT + REPORTING VERB + OBJECT + THAT CLAUSE

HOW IS IT USED?

THIS PATTERN IS USED WHEN THE SPEAKER DIRECTS INFORMATION TO A SPECIFIC PERSON. THE OBJECT INDICATES WHO RECEIVES THE INFORMATION.

COMMON REPORTING VERBS

- TELL
- ASSURE
- CONVINCE
- INFORM
- REMIND
- PERSUADE
- NOTIFY

REPORTING VERB +
OBJECT + THAT
CLAUSE





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EXAMPLES

- SHE TOLD ME THAT SHE WAS MOVING ABROAD.
- THE MANAGER INFORMED EMPLOYEES THAT THE OFFICE WOULD CLOSE EARLY.
- HE ASSURED US THAT EVERYTHING WOULD BE FINE.
- THEY REMINDED ME THAT THE DEADLINE WAS APPROACHING.
- THE TEACHER CONVINCED THE STUDENTS THAT PRACTICE WAS ESSENTIAL.

A VERY COMMON MISTAKE IS FORGETTING THE OBJECT.

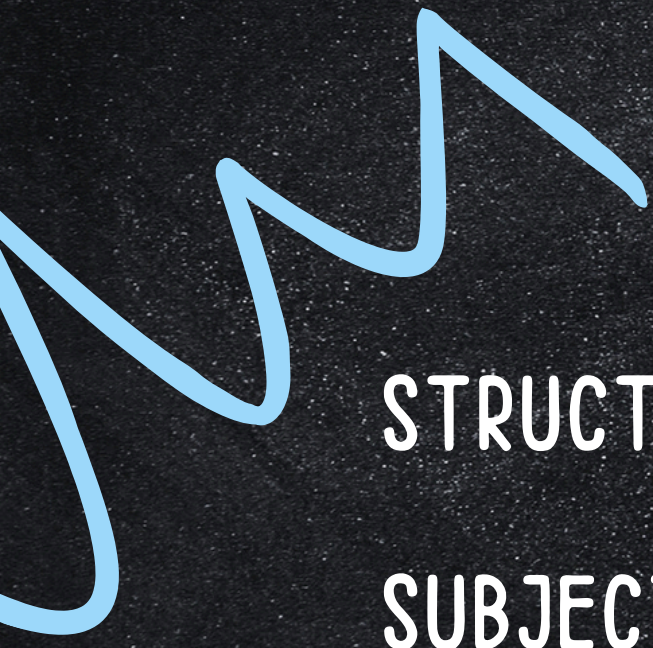
✗ SHE TOLD THAT SHE WAS TIRED.

✓ SHE TOLD ME THAT SHE WAS TIRED.

UNLIKE SAY, TELL ALMOST ALWAYS REQUIRES AN OBJECT.

REPORTING VERB +
OBJECT + THAT
CLAUSE





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STRUCTURE

SUBJECT + REPORTING VERB + TO + VERB

HOW IS IT USED?

THIS PATTERN IS COMMONLY USED WHEN THE REPORTED SPEECH REFERS TO FUTURE INTENTIONS, PROMISES, REFUSALS, OR AGREEMENTS.

THE SPEAKER IS REPORTING WHAT THEY INTEND OR AGREE TO DO.

COMMON REPORTING VERBS

- AGREE
- PROMISE
- REFUSE
- OFFER
- THREATEN
- VOLUNTEER

REPORTING VERB + TO-
INFINITIVE





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EXAMPLES

- SHE AGREED TO HELP US.
- HE PROMISED TO CALL LATER.
- THEY REFUSED TO ANSWER THE QUESTIONS.
- SHE OFFERED TO DRIVE US HOME.
- THE COMPANY THREATENED TO TAKE LEGAL ACTION.

THESE VERBS USUALLY DESCRIBE THE SPEAKER'S FUTURE ACTIONS.

REPORTING VERB + TO-
INFINITIVE





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STRUCTURE

SUBJECT + REPORTING VERB + OBJECT + TO + VERB

HOW IS IT USED?

THIS PATTERN IS USED WHEN ONE PERSON TRIES TO INFLUENCE ANOTHER PERSON'S BEHAVIOUR.

THE SPEAKER GIVES ADVICE, INSTRUCTIONS, WARNINGS, REQUESTS, OR ENCOURAGEMENT.

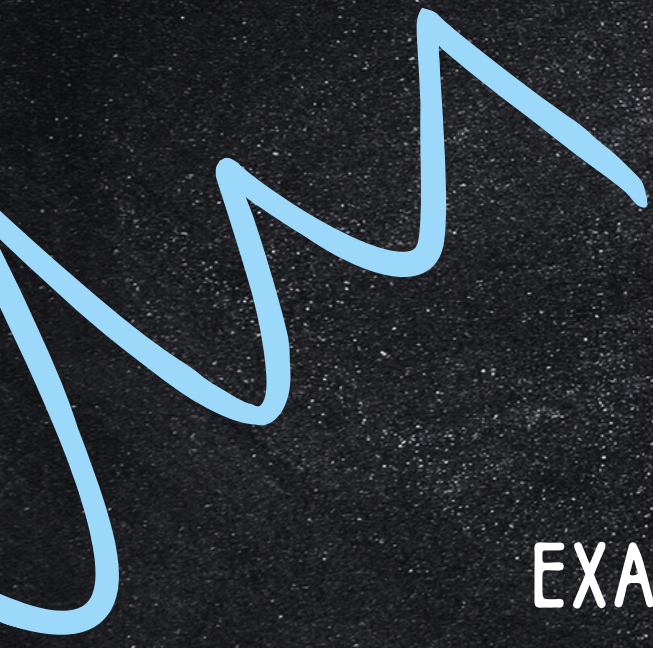
COMMON REPORTING VERBS

- ADVISE
- TELL
- WARN
- REMIND
- ENCOURAGE
- PERSUADE
- INVITE
- ORDER
- INSTRUCT
- URGE



REPORTING VERB +
OBJECT + TO-
INFINITIVE





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REPORTING VERB +
OBJECT + TO-
INFINITIVE

EXAMPLES

- THE DOCTOR ADVISED ME TO EXERCISE REGULARLY.
- SHE WARNED US NOT TO ENTER THE BUILDING.
- THE TEACHER ENCOURAGED STUDENTS TO PARTICIPATE.
- HE PERSUADED HER TO CHANGE HER MIND.
- THEY INVITED US TO JOIN THEM.

THIS IS ONE OF THE MOST IMPORTANT REPORTING VERB PATTERNS AT B2 LEVEL.

COMPARE:

- SHE ADVISED ME TO LEAVE. ✓
 - SHE SUGGESTED ME TO LEAVE. ✗
- 



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REPORTING VERB +
GERUND [-ING]

STRUCTURE

SUBJECT + REPORTING VERB + VERB-ING

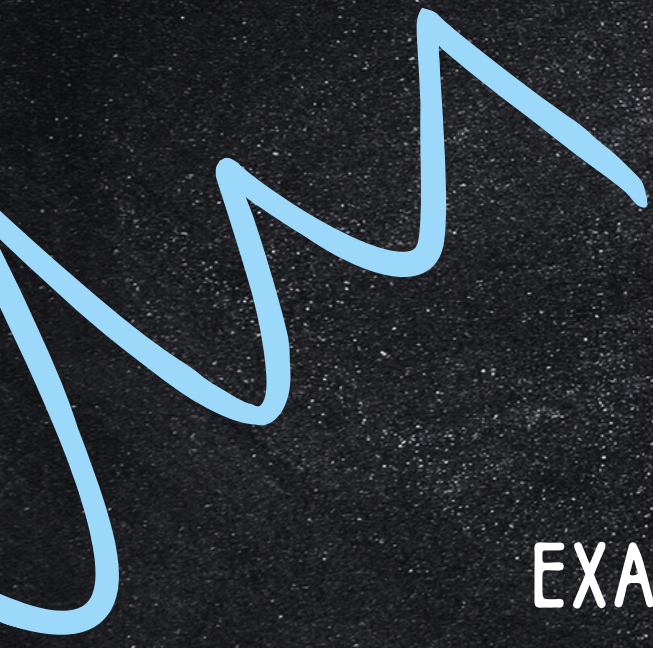
HOW IS IT USED?

THIS PATTERN IS USED WHEN REPORTING ACTIONS, SUGGESTIONS, ADMISSIONS, OR DENIALS.

THE FOCUS IS ON THE ACTION ITSELF RATHER THAN ON A COMPLETE CLAUSE.

COMMON REPORTING VERBS

- ADMIT
 - DENY
 - SUGGEST
 - RECOMMEND
 - MENTION
 - CONSIDER
- 



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REPORTING VERB +
GERUND [-ING]

EXAMPLES

- HE ADMITTED STEALING THE MONEY.
- SHE DENIED BREAKING THE VASE.
- THEY SUGGESTED GOING BY TRAIN.
- I RECOMMEND VISITING THE MUSEUM.
- HE MENTIONED SEEING HER AT THE CONFERENCE.

A COMMON ERROR IS USING AN INFINITIVE AFTER THESE VERBS.

- ✗ SHE SUGGESTED TO GO.
 - ✓ SHE SUGGESTED GOING.
- 



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REPORTING VERB +
PREPOSITION + GERUND
[-ING]

STRUCTURE

SUBJECT + REPORTING VERB + PREPOSITION + VERB-ING

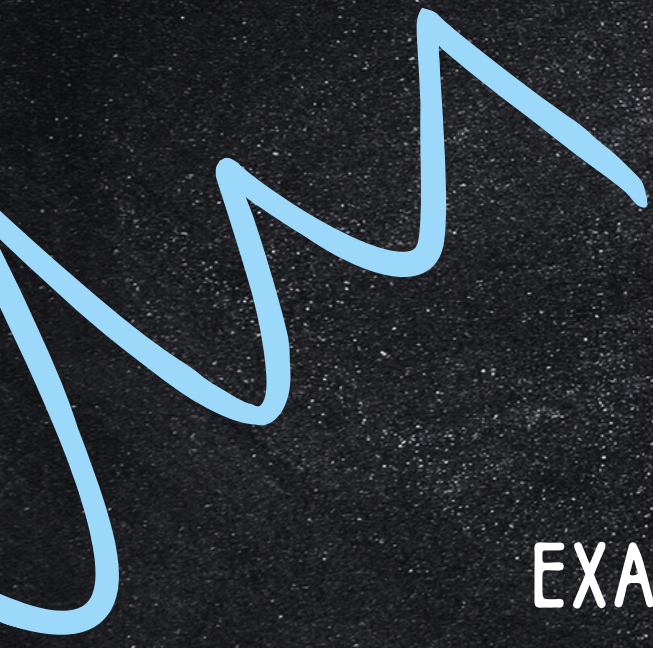
HOW IS IT USED?

SOME REPORTING VERBS REQUIRE A SPECIFIC PREPOSITION BEFORE THE GERUND.

THESE VERBS ARE OFTEN USED TO EXPRESS EMOTIONS, REACTIONS, CRITICISM, APOLOGIES, OR ACCUSATIONS.

COMMON REPORTING VERBS

- APOLOGISE FOR
 - INSIST ON
 - ACCUSE SOMEBODY OF
 - BLAME SOMEBODY FOR
 - COMPLAIN ABOUT
 - CONGRATULATE SOMEBODY ON
- 



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REPORTING VERB +
PREPOSITION + GERUND
[-ING]

EXAMPLES

- SHE APOLOGISED FOR ARRIVING LATE.
- HE INSISTED ON PAYING THE BILL.
- THEY ACCUSED HIM OF CHEATING.
- SHE BLAMED ME FOR LOSING THE DOCUMENTS.
- THE CUSTOMERS COMPLAINED ABOUT WAITING TOO LONG.
- WE CONGRATULATED HER ON WINNING THE COMPETITION.

STUDENTS OFTEN FORGET THE PREPOSITION.

- ✗ HE ACCUSED ME LYING.
 - ✓ HE ACCUSED ME OF LYING.
- 



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REPORTING VERB +
POSSESSIVE OR OBJECT
+ GERUND

STRUCTURE

SUBJECT + REPORTING VERB + POSSESSIVE ADJECTIVE/OBJECT + VERB-ING

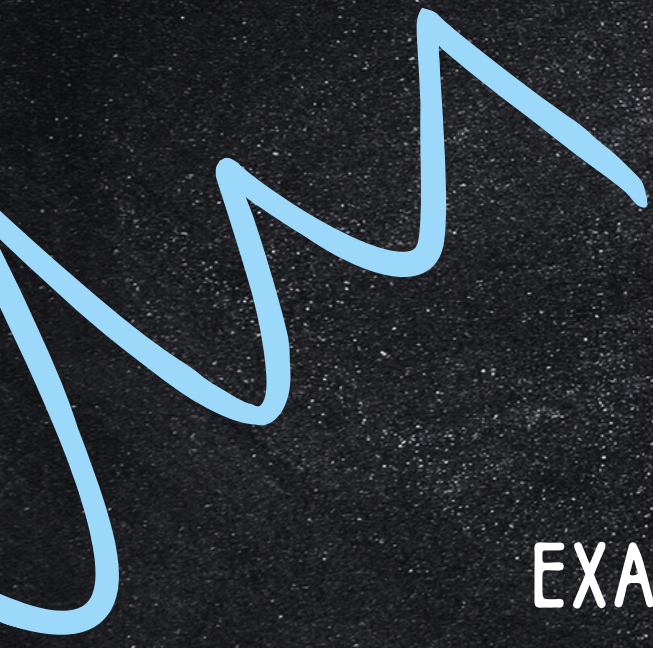
HOW IS IT USED?

THIS ADVANCED STRUCTURE IS OFTEN USED WHEN REPORTING REACTIONS TO ANOTHER PERSON'S ACTIONS.

IT IS PARTICULARLY COMMON IN FORMAL AND ACADEMIC ENGLISH.

COMMON REPORTING VERBS

- OBJECT TO
 - COMPLAIN ABOUT
 - RESENT
 - APPRECIATE
 - FORGIVE
- 



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REPORTING VERB +
POSSESSIVE OR OBJECT
+ GERUND

EXAMPLES

- SHE RESENTED HIS ARRIVING LATE.
- I APPRECIATED THEIR HELPING US.
- HE OBJECTED TO HER SPEAKING DURING THE MEETING.
- THEY FORGAVE HIM FOR MAKING THE MISTAKE.
- WE APPRECIATED YOUR COMING TODAY.

THIS STRUCTURE SOUNDS FORMAL AND IS OFTEN REPLACED BY LESS FORMAL ALTERNATIVES IN EVERYDAY CONVERSATION.

COMPARE:

- I APPRECIATED YOUR HELPING ME. [FORMAL]
 - I APPRECIATED YOU HELPING ME. [INFORMAL]
- 



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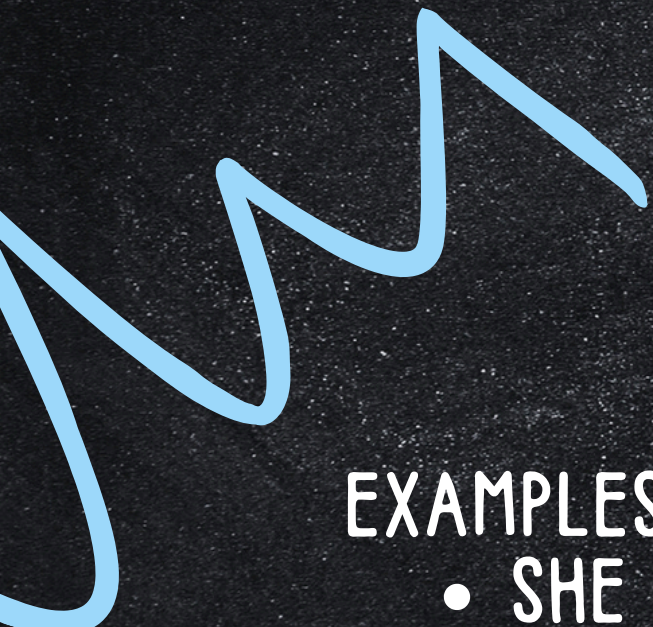


EXPRESSING OPINIONS
OR BELIEFS

SOMETIMES SPEAKERS DO NOT PROVIDE FACTS BUT RATHER OPINIONS,
INTERPRETATIONS, OR PERSONAL BELIEFS.
IN THESE SITUATIONS, SPECIFIC REPORTING VERBS ARE USED TO INDICATE THAT
THE INFORMATION REFLECTS SOMEONE'S VIEWPOINT.
COMMON REPORTING VERBS:

- ARGUE
- CLAIM
- BELIEVE
- MAINTAIN
- CONTEND
- ASSERT





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EXPRESSING OPINIONS
OR BELIEFS

EXAMPLES:

- SHE ARGUED THAT SOCIAL MEDIA HAS CHANGED MODERN COMMUNICATION.
- THE SCIENTIST CLAIMED THAT THE RESULTS WERE RELIABLE.
- HE MAINTAINED THAT HE HAD ACTED CORRECTLY.
- MANY EXPERTS CONTEND THAT CLIMATE CHANGE REQUIRES IMMEDIATE ACTION

DIFFERENCES IN MEANING

ARGUE SUGGESTS THAT THE SPEAKER PRESENTS REASONS TO SUPPORT AN OPINION.

- SHE ARGUED THAT THE POLICY WOULD BENEFIT STUDENTS.

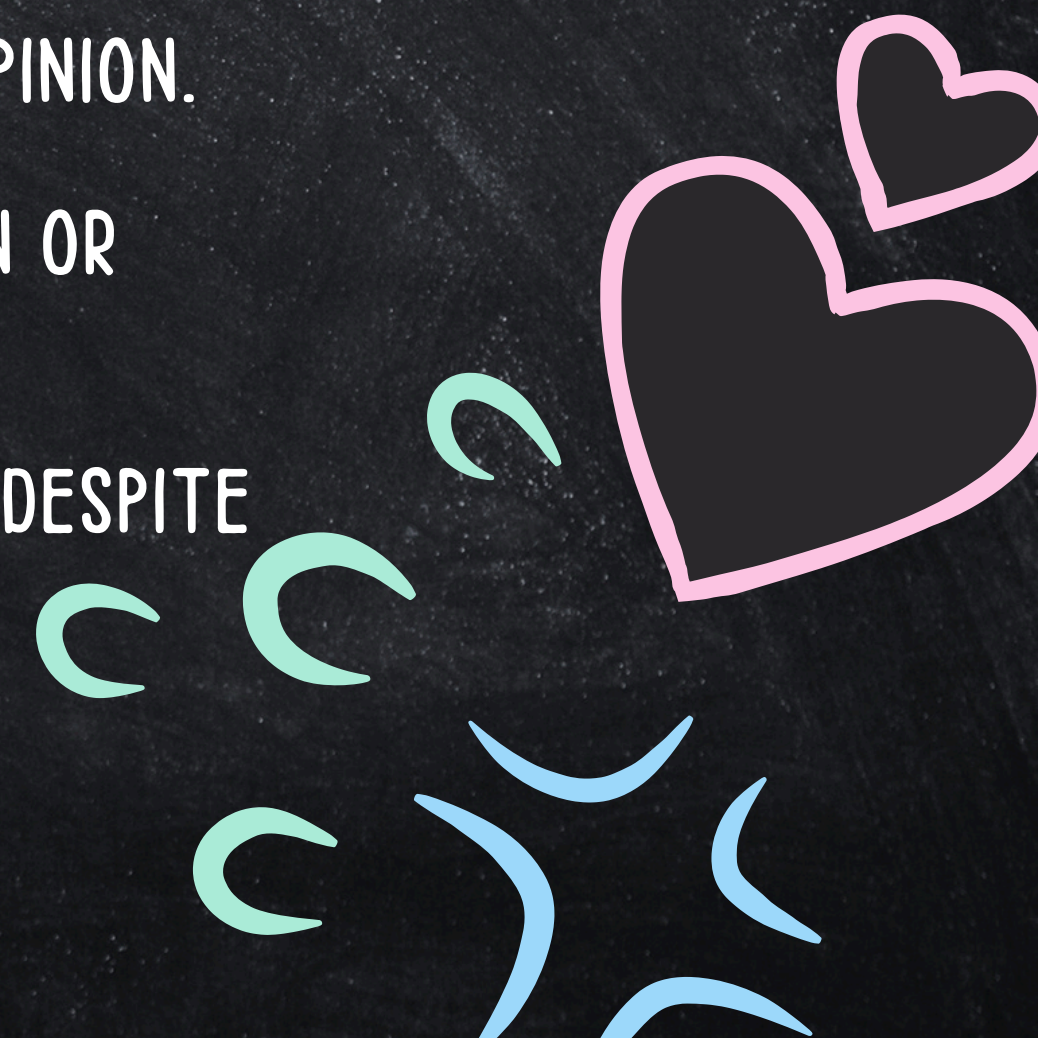
CLAIM OFTEN SUGGESTS THAT THE TRUTH OF THE STATEMENT IS UNCERTAIN OR DISPUTED.

- HE CLAIMED THAT HE HAD NEVER MET THE SUSPECT.

MAINTAIN INDICATES THAT THE SPEAKER CONTINUES TO DEFEND A POSITION DESPITE CRITICISM OR OPPOSITION.

- SHE MAINTAINED THAT SHE WAS INNOCENT.

ASSERT SUGGESTS A CONFIDENT AND FORCEFUL STATEMENT.

- THE MINISTER ASSERTED THAT THE REFORMS WOULD SUCCEED.
- 



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GIVING ADVICE OR
RECOMMENDATIONS

A SPEAKER MAY WANT TO INFLUENCE ANOTHER PERSON'S DECISIONS OR BEHAVIOUR BY OFFERING GUIDANCE OR SUGGESTIONS.
COMMON REPORTING VERBS:

- ADVISE
- RECOMMEND
- SUGGEST
- ENCOURAGE

EXAMPLES:

- THE DOCTOR ADVISED ME TO EXERCISE REGULARLY.
 - SHE RECOMMENDED READING THE ARTICLE BEFORE THE MEETING.
 - THEY SUGGESTED TAKING A DIFFERENT ROUTE.
 - MY TEACHER ENCOURAGED ME TO APPLY FOR THE SCHOLARSHIP.
- 



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GIVING ADVICE OR
RECOMMENDATIONS

DIFFERENCES IN MEANING

ADVISE IS USED WHEN GUIDANCE IS GIVEN, OFTEN BY SOMEONE WITH EXPERIENCE OR AUTHORITY.

- THE LAWYER ADVISED HER TO SEEK LEGAL ASSISTANCE.

RECOMMEND IS USED WHEN PROPOSING THE BEST OPTION.

- THE GUIDE RECOMMENDED VISITING THE MUSEUM IN THE MORNING.

SUGGEST IS OFTEN USED FOR PROPOSING IDEAS.

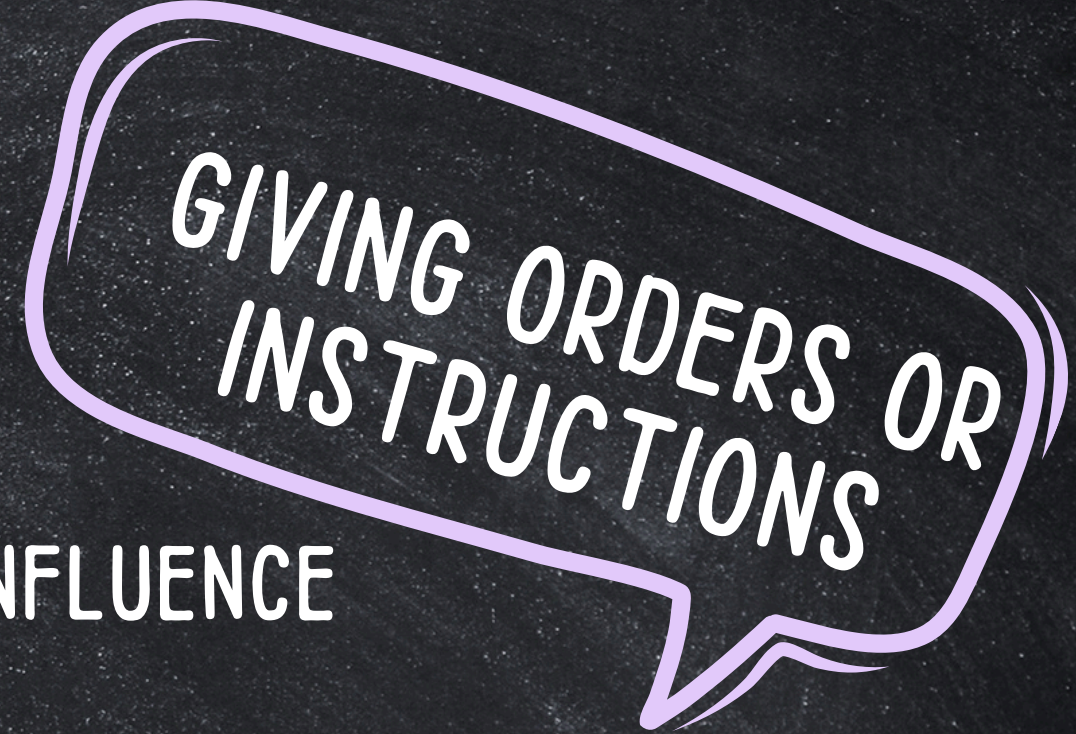
- HE SUGGESTED MEETING EARLIER.

ENCOURAGE FOCUSES ON GIVING SUPPORT AND CONFIDENCE.

- HER PARENTS ENCOURAGED HER TO PURSUE HER DREAMS.
- 



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GIVING ORDERS OR
INSTRUCTIONS

SOMETIMES SPEAKERS USE LANGUAGE TO CONTROL, DIRECT, OR INFLUENCE
THE ACTIONS OF OTHERS.
COMMON REPORTING VERBS:

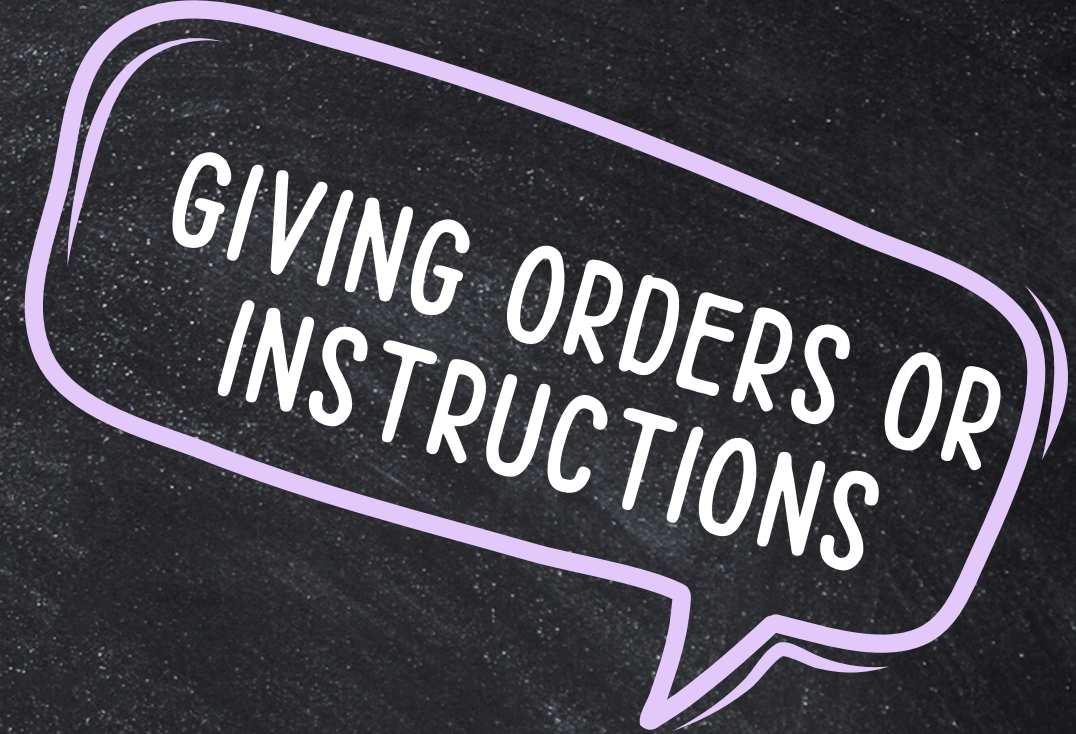
- TELL
- ORDER
- COMMAND
- INSTRUCT

EXAMPLES:

- THE TEACHER TOLD THE STUDENTS TO REMAIN QUIET.
 - THE OFFICER ORDERED THE SOLDIERS TO RETREAT.
 - THE MANAGER INSTRUCTED EMPLOYEES TO COMPLETE THE FORMS.
- 



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GIVING ORDERS OR
INSTRUCTIONS

DIFFERENCES IN MEANING

TELL IS THE MOST COMMON AND NEUTRAL OPTION.

- SHE TOLD ME TO WAIT.

ORDER IMPLIES AUTHORITY AND EXPECTS OBEDIENCE.

- THE JUDGE ORDERED HIM TO LEAVE THE COURTROOM.

COMMAND IS EVEN STRONGER AND IS OFTEN ASSOCIATED WITH MILITARY OR OFFICIAL SITUATIONS.

- THE GENERAL COMMANDED THE TROOPS TO ADVANCE.

INSTRUCT IS COMMONLY USED IN PROFESSIONAL OR FORMAL CONTEXTS.

- THE SUPERVISOR INSTRUCTED STAFF TO FOLLOW SAFETY PROCEDURES.
- 
- 



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A SPEAKER MAY ASK ANOTHER PERSON TO DO SOMETHING.
COMMON REPORTING VERBS:

- ASK
- REQUEST
- BEG
- URGE

EXAMPLES:

- SHE ASKED ME TO HELP HER.
- THE CUSTOMER REQUESTED A REFUND.
- HE BEGGED THEM TO STAY.
- THE ORGANISATION URGED GOVERNMENTS TO TAKE ACTION.

MAKING REQUESTS





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DIFFERENCES IN MEANING

ASK IS NEUTRAL.

- SHE ASKED HIM TO CALL HER LATER.

REQUEST IS MORE FORMAL AND POLITE.

- THE PASSENGER REQUESTED ASSISTANCE.

BEG EXPRESSES DESPERATION OR STRONG EMOTION.

- HE BEGGED HIS PARENTS TO FORGIVE HIM.

URGE IMPLIES STRONG ENCOURAGEMENT.

- DOCTORS URGED PEOPLE TO STOP SMOKING.

MAKING REQUESTS





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SPEAKERS OFTEN MAKE COMMITMENTS REGARDING FUTURE ACTIONS.

COMMON REPORTING VERBS:

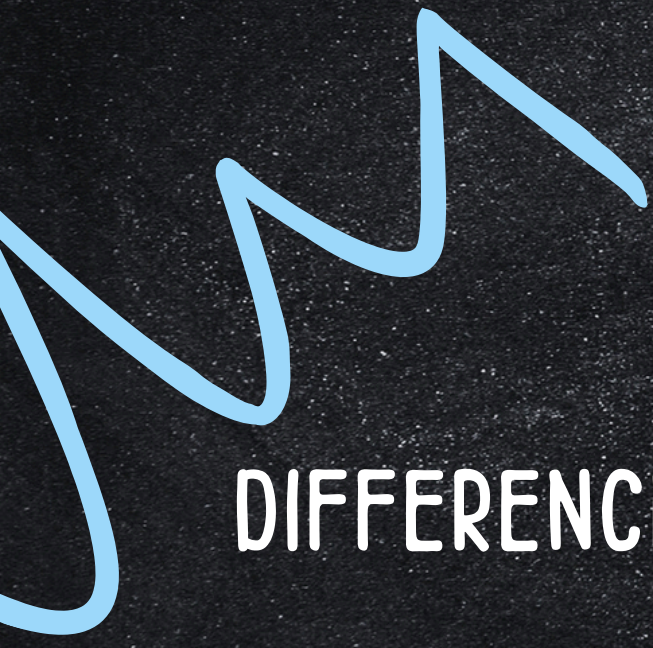
- PROMISE
- GUARANTEE
- ASSURE
- PLEDGE

EXAMPLES:

- SHE PROMISED TO HELP ME.
- THE COMPANY GUARANTEED THAT THE PRODUCT WAS SAFE.
- HE ASSURED US THAT EVERYTHING WOULD BE FINE.
- THE GOVERNMENT PLEDGED TO REDUCE POLLUTION.

PROMISING OR
COMMITTING TO
ACTION





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DIFFERENCES IN MEANING

PROMISE IS THE MOST COMMON VERB.

- SHE PROMISED TO RETURN THE MONEY.

GUARANTEE SUGGESTS CERTAINTY.

- THE MANUFACTURER GUARANTEED THAT THE PRODUCT WOULD LAST FIVE YEARS.

ASSURE FOCUSES ON REMOVING DOUBT OR CONCERN.

- HE ASSURED ME THAT THERE WAS NOTHING TO WORRY ABOUT.

PLEDGE IS OFTEN USED IN POLITICAL OR FORMAL CONTEXTS.

- THE PRESIDENT PLEDGED TO IMPROVE HEALTHCARE SERVICES.

PROMISING OR
COMMITTING TO
ACTION





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PEOPLE SOMETIMES ACKNOWLEDGE MISTAKES, FAULTS, OR EMBARRASSING TRUTHS.

COMMON REPORTING VERBS:

- ADMIT
- CONFESS
- ACKNOWLEDGE

EXAMPLES:

- HE ADMITTED BREAKING THE VASE.
- THE SUSPECT CONFESSED TO COMMITTING THE CRIME.
- THE COMPANY ACKNOWLEDGED MAKING ERRORS.

ADMITTING
RESPONSIBILITY



DIFFERENCES IN MEANING

ADMIT IS THE MOST COMMON.

- SHE ADMITTED FORGETTING THE APPOINTMENT.

CONFESS OFTEN REFERS TO SERIOUS WRONGDOING.

- HE CONFESSED TO STEALING THE MONEY.

ACKNOWLEDGE IS MORE FORMAL AND CAN REFER TO RECOGNISING FACTS OR RESPONSIBILITIES.

- THE ORGANISATION ACKNOWLEDGED ITS MISTAKES.

ADMITTING
RESPONSIBILITY





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DENYING OR REJECTING
ACCUSATIONS

A SPEAKER MAY REJECT RESPONSIBILITY, ACCUSATIONS, OR CLAIMS.
COMMON REPORTING VERBS:

- DENY
- REJECT
- DISPUTE

EXAMPLES:

- SHE DENIED STEALING THE MONEY.
 - THE COMPANY REJECTED THE ALLEGATIONS.
 - THE WITNESS DISPUTED THE CLAIMS MADE BY THE POLICE.
- 



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DENYING OR REJECTING
ACCUSATIONS

DIFFERENCES IN MEANING

DENY MEANS SAYING THAT SOMETHING IS NOT TRUE.

- HE DENIED DAMAGING THE CAR.

REJECT MEANS REFUSING TO ACCEPT AN IDEA, CLAIM, OR ACCUSATION.

- THE COMMITTEE REJECTED THE PROPOSAL.

DISPUTE MEANS QUESTIONING THE ACCURACY OF SOMETHING.

- SCIENTISTS DISPUTED THE FINDINGS.
- 

COMPLAINING OR
CRITICISING

SPEAKERS MAY EXPRESS DISSATISFACTION, ANNOYANCE, OR CRITICISM.
COMMON REPORTING VERBS:

- COMPLAIN
 - CRITICISE
 - OBJECT
 - EXAMPLES:
 - SHE COMPLAINED ABOUT THE NOISE.
 - THE JOURNALIST CRITICISED THE GOVERNMENT'S DECISION.
 - SEVERAL RESIDENTS OBJECTED TO THE CONSTRUCTION PROJECT.
- 



COMPLAINING OR
CRITICISING

DIFFERENCES IN MEANING

COMPLAIN FOCUSES ON DISSATISFACTION.

- CUSTOMERS COMPLAINED ABOUT POOR SERVICE.

CRITICISE INVOLVES EXPRESSING NEGATIVE JUDGMENTS.

- EXPERTS CRITICISED THE POLICY.

OBJECT MEANS EXPRESSING OPPOSITION.

- MANY PEOPLE OBJECTED TO THE NEW REGULATIONS.
- 



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A SPEAKER MAY EXPRESS REGRET FOR AN ACTION OR SITUATION.
COMMON REPORTING VERBS:

- APOLOGISE
- EXPRESS REGRET

EXAMPLES:

- SHE APOLOGISED FOR ARRIVING LATE.
- THE COMPANY EXPRESSED REGRET FOR THE INCONVENIENCE CAUSED.

DIFFERENCES IN MEANING

APOLOGISE IS THE MOST DIRECT EXPRESSION OF REGRET.

- HE APOLOGISED FOR HIS BEHAVIOUR.

EXPRESS REGRET IS MORE FORMAL AND COMMON IN OFFICIAL STATEMENTS.

- THE AIRLINE EXPRESSED REGRET FOR THE DELAY.

APOLOGISING





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A SPEAKER MAY TRY TO PREVENT PROBLEMS BY INFORMING OTHERS ABOUT DANGER OR NEGATIVE CONSEQUENCES.
COMMON REPORTING VERBS:

- WARN
- CAUTION
- ALERT

EXAMPLES:

- THE POLICE WARNED RESIDENTS TO STAY INDOORS.
- EXPERTS CAUTIONED AGAINST INVESTING TOO QUICKLY.
- AUTHORITIES ALERTED THE PUBLIC TO POTENTIAL FLOODING.

DIFFERENCES IN MEANING

WARN IS THE MOST COMMON.

- SHE WARNED HIM NOT TO TOUCH THE WIRE.

CAUTION IS MORE FORMAL AND OFTEN USED IN PROFESSIONAL CONTEXTS.

- DOCTORS CAUTIONED PATIENTS AGAINST SELF-MEDICATING.

ALERT FOCUSES ON INFORMING PEOPLE ABOUT IMMEDIATE DANGER.

- OFFICIALS ALERTED RESIDENTS TO THE APPROACHING STORM.

WARNING





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A SPEAKER MAY TRY TO CHANGE ANOTHER PERSON'S OPINION, DECISION, OR BEHAVIOUR.
COMMON REPORTING VERBS:

- PERSUADE
- CONVINC
- ENCOURAGE

EXAMPLES:

- SHE PERSUADED HIM TO APPLY FOR THE POSITION.
- THE EVIDENCE CONVINCED THE JURY OF HIS INNOCENCE.
- HIS FRIENDS ENCOURAGED HIM TO CONTINUE.

DIFFERENCES IN MEANING

PERSUADE FOCUSES ON SUCCESSFULLY INFLUENCING A DECISION.

- SHE PERSUADED ME TO JOIN THE COURSE.

CONVINCE FOCUSES ON CHANGING SOMEONE'S BELIEFS OR OPINIONS.

- THE DOCUMENTARY CONVINCED MANY PEOPLE THAT ACTION WAS NECESSARY.

ENCOURAGE FOCUSES ON SUPPORT RATHER THAN PERSUASION.

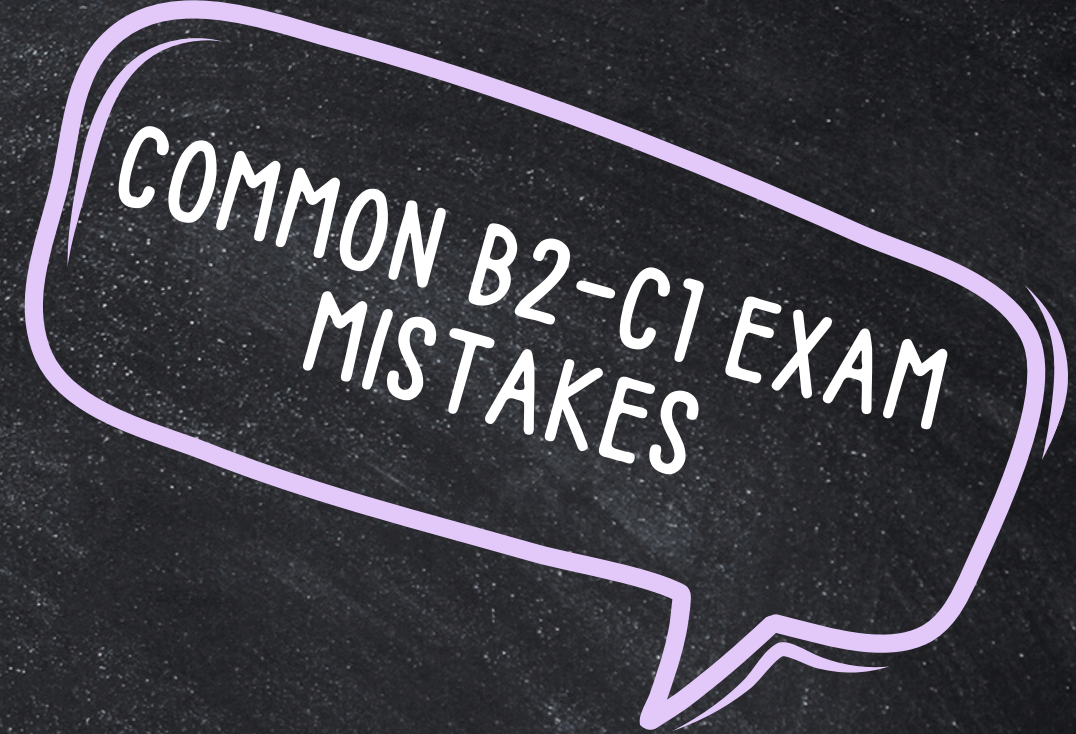
- HER FAMILY ENCOURAGED HER TO STUDY ABROAD.

PERSUADING OR
INFLUENCING





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COMMON B2-C1 EXAM
MISTAKES

MISTAKE 1

- ✗ SHE SUGGESTED ME TO LEAVE.
- ✓ SHE SUGGESTED LEAVING.
- ✓ SHE SUGGESTED THAT I LEAVE.

MISTAKE 2

- ✗ HE SAID ME TO WAIT.
- ✓ HE TOLD ME TO WAIT.

MISTAKE 3

- ✗ THEY ADMITTED TO STEAL THE MONEY.
- ✓ THEY ADMITTED STEALING THE MONEY.





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MISTAKE 4

- ✗ SHE RECOMMENDED ME TO VISIT ROME.
- ✓ SHE RECOMMENDED VISITING ROME.
- ✓ SHE RECOMMENDED THAT I VISIT ROME.

MISTAKE 5

- ✗ HE ACCUSED ME FOR LYING.
- ✓ HE ACCUSED ME OF LYING.

COMMON B2-C1 EXAM
MISTAKES

