

REPORTED SPEECH – MIXED TENSES – STATEMENTS, QUESTIONS AND REQUESTS 3/2020

Put the following sentences into Reported Speech. Start each sentence with a reporting sentence such as He asked..., or She said..., or They ordered..., or She told me...; or similar.

1. "Can you help me with this workload, please?"
2. "Don't be late!"
3. "Don't do that!"
4. "Don't make a mess!"
5. "Don't shout at the witness!"
6. "Go to the court!"
7. "Help the client fill in this form!"
8. "I was wondering if you could possibly tell me the time?"
9. "Mind your own business!"
10. "Please bring the files tonight?"
11. "Please come on time to work."
12. "Wait here!"
13. "Would you bring me the Johnson file, please?"
14. "Would you mind passing the contract?"
15. "3000 people are viewing the latest You Tube video as we speak."
16. "A Company Director always has a fiduciary duty to make sure they act in the interest of the company."
17. "A force majeure clause covers natural disasters as well as war or revolution."
18. "Am I disturbing you?"
19. "Are we delivering the sales pitch to the client tomorrow?"
20. "Do you ever see your old line manager?"
21. "Does he intend to meet the client today?"
22. "He feels that the candidate is not the right person for that role right now."
23. "He is applying for a transfer to the Madrid office next week."
24. "He is likely to leave Chambers at the end of the month."
25. "He is litigating the case in court."
26. "He is selling his shares in the company to the highest bidder."
27. "He is travelling on a business trip at the end of next month and wants you to be there to meet him."
28. "He usually checks the stock market at least six times a day."
29. "He usually does the heavy-lifting in fraud cases."
30. "He works as an office manager at We Work."
31. "His client is refusing to answer the question."
32. "How long has she been a QC?"
33. "How many staff work on your floor?"
34. "How often do they have a case management meeting?"
35. "I am currently working at a law firm in Kiev but I will be returning to London at the end of the year."
36. "I am meeting a client at the coffee shop on the corner this afternoon."
37. "I work from home at least twice a week."
38. "Mark is acting as Managing Partner until the partners decide who should take over."
39. "Mark is talking to the CEO at the moment."

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40. "Martin sometimes speaks at the Supreme Court."
41. "Michael is shadowing Theresa Jones until she leaves next week."
42. "Miles does not enjoy working on the Katezenberg case."
43. "She does not practise law any longer."
44. "She has the right of audience in the higher courts."
45. "She is appearing at the Employment Tribunal as we speak."
46. "She is currently reading law at Oxford University."
47. "She is not getting any response from the client so we will have to try another tactic."
48. "She is not getting any response from the client so we will have to try another tactic."
49. "She now runs the Sales Division of a multinational company."
50. "She rarely commutes by bicycle."
51. "So you want me to fill you in on the details?"
52. "The Buyer agrees to pay in full and without any deduction on or before September 2020."
53. "The buyer hereby indemnifies the seller against any loss or damage caused in transit."
54. "The CEO usually comes in to work at 7am."
55. "The client is complaining about something that the supervisor said to him."
56. "The client lives in one of those new apartments in the central business district."
57. "The court system in England and Wales is disintegrating at a pace that nobody considered possible."
58. "The court system in England and Wales is evolving at a pace that nobody considered possible."
59. "The interviews are taking place on Monday in Conference Room Four."
60. "The meeting takes place on Monday at 10am."
61. "The other side are claiming that their client was unfairly dismissed by our client."
62. "The paralegal is taking the statement from the witness in one of the meeting rooms."
63. "The partners are discussing the financial statement upstairs."
64. "The partners have already met in a new library."
65. "The presentation has come to an end but he will probably take a few questions before sending everyone home."
66. "They do not want to return to Cuba but will have to find work in Spain."
67. "They own the building that they are based in as it seemed like a good business decision."
68. "They regularly meet their clients away from the office."
69. "They speak Spanish to each other when they are in the office."
70. "Tranton Enterprises is taking over Johnson and Bartholomew."
71. "We are living temporarily in a serviced apartment until we find our own place."

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72. "We understand that a takeover has been agreed between Johnson Enterprises and Microscene."
73. "What do you do for a living?"
74. "When are they concluding the contract negotiations?"
75. "Where does your company export to?"
76. "Why does he come to work so early in the morning?"
77. "You occasionally work in Edinburgh depending on the workload in Manchester."