





Insert the correct verb on each subjunctive sentence.

finish move wear take be

- 1 It is essential that she _____ at the meeting.
- 2 It is necessary that every student _____ uniform.
- 3 I hope that he _____ his homework on time.
- 4 The doctor recommended that she _____ a holiday.
- 5 The landlord requested that John _____ out of the apartment.



Introduce today's sentences.

Grammar Focus

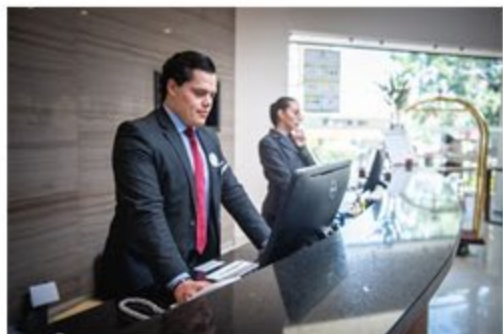
- Direct Speech:
 - reporting clause + reported clause
 - reported clause + reporting clause

Key Expressions

- Let me reiterate your request, “A table for 2 in Ash Café at 10.”
- As our CEO said, “We were built to provide the best service to our customers.”



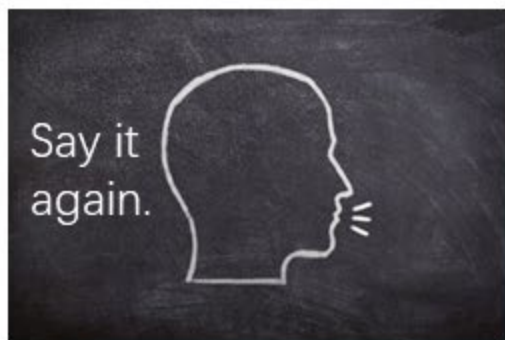
Listen to the teacher and repeat.



receptionist



concierge



reiterate



bellboy

Listen to the audio and repeat.



Bo is checking in at the Jade Chamber in Osaka for his out-of-town business trip.

Receptionist: Welcome to Jade Chamber. How may I help you, sir?

Bo: Hi! I'd like to check in. My company has already made a reservation two days before. I am Bo of Home Gizmos.

Receptionist: You said, "**Bo of Home Gizmos,**" right? Please show me your company ID for identification.

Bo: Here you are. Who can I ask to book a table for 2 in Ash Café at 10?

Receptionist: We don't have a concierge at the moment but I am willing to make the call for you. **Let me reiterate your request, "A table for 2 in Ash Café at 10."** Is that correct?

Bo: Yes, that's right. I would also need a bellboy to help me with my luggage. Thanks for the efficient work.

Receptionist: **As our CEO said, "We were built to provide the best service to our customers."** Have a wonderful stay in our hotel, sir.

Learn the grammar structures.

Reported Speech: Direct Speech

The reporting of speech by repeating the actual words of a speaker.

1st Form

reporting clause + **reported clause**

↓
Jimmy said,
He said,

↓
"Let me have a look."
"I went to school today."

2nd Form


reported clause + **reporting clause**

↓
"Hand it over at once!"
"Bill arrived on Saturday,"

↓
he demanded.
he reported.

Use reporting verbs in the reporting clause.

- say
- ask
- answer
- reply
- suggest
- demand
- answer
- comment
- report
- thank



Learn the grammar structures.



Speech Punctuation Rules:

Speech is opened and closed with speech marks or inverted commas (“ ”).

“Writing is so much fun,” Jess said.

“Close the gates!” He yelled.

Jess said, *“Writing is so much fun.”*

He yelled, *“Close the gates!”*

- If **reporting clause** comes first, put a **comma after the reporting verb**.

Katie **asked,** *“Do we have any cake?”*

Ali **said,** *“Leave the door open.”*

- If the **reported clause** comes first, put the comma or any punctuation marks **within the speech marks**.

“Save me some!” George shouted.

“Be home early,” my mom reminds me.



Learn the grammar.

- **Direct speech** repeats exactly what was said by the speaker with **no changes**.

Present Tenses

Present Simple

"I always **drink** coffee", Martha said

Present Continuous

"I **am reading** a book", he explained.

Present Perfect

John told me, "I **have been** to Spain".

Present Perfect Continuous

They complained, "We **have been waiting** for hours".

Past Tenses

Past Simple

He reported, "The president **died** last night."

Past Continuous

"We **were drinking** in Vegas", they told me.

Past Perfect

"I **had** just **turned out** the light," he said.

Past Perfect Continuous

We told them, "We **had been practicing** here for a week."



Identify the verb tense used in each of the sentences.

1 “We had been queuing for 2 hours now!” they complained.

2 She said, “I am listening to the audio evidence of the case.”

3 “Had you just cooked dinner?” we chorused.

4 The suspects explained, “We were protecting ourselves.”

5 Ana said, “I play the piano in my free time.”



Report what each speaker said using Direct Speech.

1

Andy:

I read novels every day.

2

Parents:

Our complaint is that our children have been studying for a long time!

3

Brenda:

My suggestion is we should hire new employees for this project.

4

Workers:

We demand the board of directors to increase our pay!

5

Joshua:

My only explanation for my tardiness is that the traffic is so heavy.



Situation: You represented your supervisor at a meeting that he couldn't attend. Report what happened at the meeting and what the other supervisors said.

- Direct Speech: reporting clause+ reported clause.
- Direct Speech: reported clause+ reporting clause.



Read what we learned today.



- **Word Focus**
- receptionist concierge
- reiterate bellboy

- **Grammar Focus**
- Direct Speech:
- - reporting clause + reported clause
 - reported clause + reporting clause