3 UNIT 88 **Use Rowan's notes to write Sarah's questions to the sales manager.**

0 Can you tell me *how many bikes we sold last month* ?
1 I'd like to know if ..... .
2 Could you tell me how ..... ?
3 Do you know ..... ?
4 Can you tell me ..... ?
5 I'd like to know ..... .

Sarah
Can you call the sales manager for me?
I need to find out
0 how many bikes did we sell last month?
1 does he have a list of them all?
2 how much discount do we give to important customers?
3 are the sales increasing?
4 has he got enough salespeople in the shops?
5 when can he get to the office for a meeting?
Thanks,
Rowan

4 ALL UNITS **Complete the second sentence so it means the same as the first. Use one, two or three words.**

0 The tourist guide said, 'Put your suitcases into the bus.'
The tourist guide *told us to* put our suitcases into the bus.
1 She said, 'Please wait inside the bus.'
She asked ..... wait inside the bus.
2 She said to us, 'I hope you will have a good holiday in my country.'
She said that she hoped ..... a good holiday in her country.
3 She said to us, 'May is a lovely time of year.'
She told ..... May was a lovely time of year.
4 She said, 'But it can be very hot by the sea.'
She said to ..... be very hot by the sea.
5 She said to us, 'You should be careful in the hot sun.'
She advised ..... be careful in the hot sun.

5 ALL UNITS **Write the words in the correct order to make reported sentences or indirect questions.**

0 advised smoking the doctor stop to me *The doctor advised me to stop smoking.*
1 where is you me could the nearest bank tell ?
.....
2 the builder the stairs dangerous us were told that
.....
3 asked to fill in the hotel receptionist me a form
.....
4 the cinema full said the manager that was
.....
5 like if marked to know my homework you've I'd
.....
6 our teacher the exam said on Friday was us to that
.....