

# 70 Reported orders, requests and advice



## 1 Reporting orders

We can report orders, requests and advice with a reporting verb + infinitive with *to*. These reporting verbs all need an object.

We usually report instructions and orders with *tell*:

*The doctor said, 'Stop working so hard.'* → *The doctor **told me to stop** working so hard.*

We use *order* when the meaning is stronger:

*The police officer shouted: 'Get out of the car!'* → *The police officer **ordered us to get out** of the car.*

So what did the doctor tell you?

Well, she **told me to stop** working so hard and she **advised me to go** to a gym. But she **warned me not to do** too much exercise at once ...

## 2 Reporting requests

We usually report requests with *ask*:

*My mother said, 'Will you please tidy your room?'* → *My mother **asked me to tidy** my room.*

We can use *beg* for a strong request:

*'Please – oh, please – give us the sweets.'* → *The children **begged us to give** them the sweets.*

With these verbs, we make the same changes to pronouns and time and place words as for reported statements. We also change the tense if necessary:

*On Monday my mother said, 'Tidy **your** room when **you** get back from school **this** afternoon.'*  
→ *My mother **asked me to tidy my** room when **I** got back from school **that** afternoon.*

⚠ We don't use *say* + *to* to report requests or orders: ~~*My mother said me to tidy my room.*~~

To request information, we use *ask* (+ object) + *if/whether/wh-* word:

*He **asked (me) if I had** everything I needed.*

## 3 Reporting advice

We report advice with *advise*, *tell* or *warn*:

*The doctor said, 'I think you should go to a gym.'*

→ *The doctor **advised me to go** to a gym.*

*The teacher said, 'You should all take the exam.'*

→ *The teacher **told all the students to take** the exam.*

*Dad said, 'Be careful – there's ice on the roads.'*

→ *Dad **warned me to be** careful because there was ice on the roads.*

⚠ We do not use this pattern with *suggest*. We use *suggest* + *should* or *suggest* + *-ing* form:

~~*The doctor suggested me to get some exercise.*~~

✓ *The doctor **suggested (that) I should** get some exercise.*

✓ *My friends **suggested going** to the gym.*

## 4 Reporting negative orders, requests and advice

We report negative instructions, orders, requests and advice with verb + *not* + infinitive with *to*:

*'Please don't bring food into the shop.'* → *The assistant **asked us not to bring** food into the shop.*

*'I wouldn't buy a new car if I were you.'* → *My father **advised me not to buy** a new car.*

We can also use *warn* in a situation where there is some danger:

*'Don't swim beyond the rocks.'* → *He **warned us not to swim** beyond the rocks.*

*'Don't do too much exercise at once.'* → *The doctor **warned me not to do** too much exercise at once.*