

Reporting 3

tense changes

There was a board meeting at Jinks' Drinks plc yesterday. Read what everyone said at the meeting.



Now complete the report of what was said at the meeting. Sometimes two answers are possible.

Example:

Mrs Rye said that our customers wanted larger cans and they'd pay more for them. / want larger cans and they'll pay more for them.

- 1 Mr Roberts agreed with Mrs Rye and said that in the survey he _____
- 2 Mr Rose disagreed with Mrs Rye and Mr Roberts and made the point that surveys _____
- 3 Finally, Mr Hollis claimed that it _____

Thirty years later, the largest canned drinks company in the world, Jinks' Drinks, owes its success to the decision to increase the size of its cans. The plan was discussed thirty years ago at a historic meeting where:

- 4 Mrs Rye said that their customers _____
- 5 Mr Roberts agreed and said that in the survey he _____
- 6 Mr Rose disagreed with Mrs Rye and Mr Roberts and made the point that surveys _____
- 7 and Mr Hollis claimed that it _____

- 3 I've read about half this book today.
- 4 I've read this book, but I don't remember exactly when.

C

- 1 present perfect continuous
- 2 present perfect simple
- 3 present perfect continuous
- 4 present perfect continuous
- 5 present perfect simple

55 Present simple and continuous 1

A

- 1a 2b 3a 4b 5b 6a 7b 8a

B

- 1 Does she speak Danish?
- 2 Is she speaking Danish?
- 3 Where do you stay in Manchester?
- 4 Where are you staying in Manchester?
- 5 What time does the plane arrive?
- 6 What time is the plane arriving?

56 Present simple and continuous 2

A

- 1 b iii 2 b i 3 a ii

B

- 1b 2a 3c

C

- 1 c ii 2 b iii 3 a i

D

- 1 present simple
- 2 present continuous
- 3 present continuous

57 Present simple and present continuous 3

- | | | |
|-------------|---------------|---------------|
| 1 are being | 5 enjoys | 9 tastes |
| 2 feels | 6 has | 10 is feeling |
| 3 is seeing | 7 be thinking | 11 thinks |
| 4 am having | 8 is enjoying | 12 see |

The hidden words are: *actions, states.*

58 Relative clauses 1

- 1 ... are the people who came for an interview.
- 2 ... are the people (who) I shortlisted.
- 3 ... is the person who didn't get back in touch.
- 4 ... are the people whose references I asked for.
- 5 ... are the people (who) I rejected.
- 6 ... is the woman/person who got the job.

59 Relative clauses 2

A

- | | | |
|-----------|-----------|----------|
| 1 Jorge | 3 Gotam | 5 Steven |
| 2 Sabrina | 4 Michael | |

B

- | | | |
|--------------|-------------|-----------|
| 1 Frederique | 4 Mrs Singh | 6 Lydia |
| 2 Min Yao | 5 Mrs Roach | 7 David's |
| 3 John | | |

C

- 1a 2b 3a 4b 5a 6b

60 Relative clauses 3

- 1 who came to mend it
- 2 I put up

- 3 Mum and Dad took me to
- 4 I'd invited
- 5 I had asked to my party
- 6 I had sent/I sent
- 7 which makes tea
- 8 who told my fortune
- 9 you sent (me)
- 10 I got.

61 Relative clauses 4

A

- 1b 2a 3a 4a 5b

B

- 1a 2b 3b 4a 5b 6a

C

- 1b 2a 3c 4c 5c

62 Reporting 1

- 1 b ... it/the bench had just been painted.
- 2 a ... I'd missed my/the train.
- 3 f ... I'd run out of petrol.
- 4 e ... I'd been robbed.
- 5 c ... he'd written to me.

63 Reporting 2

A

- 1 ... I could do magic
- 2 ... I would never be able to read and write
- 3 ... I was going to be a doctor

B

- 1 ... I was 10, I promised that I was never going to/would never start smoking
- 2 ... I was 16, I said that I would try it just once
- 3 ... I was 17, I insisted that I only smoked at weekends
- 4 ... I was 18, I boasted that I could give up any time I liked
- 5 ... I was 21, I declared that I had given up
- 6 ... I was 25, I admitted that I couldn't give up
- 7 ... it was a bad idea to start in the first place

64 Reporting 3

- 1 ... conducted last year, 58% of people said/had said they would prefer larger cans. *or* had conducted last year, 58% of people said/had said they would prefer larger cans.
- 2 ... didn't always tell the truth because people often lie/lie *or* don't always tell the truth because people often lie/lie.
- 3 ... was absolutely necessary to go for larger cans if we wanted/want to succeed. *or* is absolutely necessary to go for larger cans if we want/wanted to succeed.
- 4 ... wanted larger cans, and they would pay for them.
- 5 ... conducted the year before 58% of people said/had said they would prefer larger cans. *or* had conducted the year before, 58% of people said/had said they would prefer larger cans.
- 6 ... didn't always tell the truth because people often lie/lie *or* don't always tell the truth because people often lie/lie.
- 7 ... was absolutely necessary to go for larger cans if they wanted to succeed.

65 Reporting 4

A

- 1b 2a 3a 4b 5b 6a 7c 8a 9b