

How to report commands and requests

The following rules are observed when we report commands and requests.

Use a reporting verb like *request*, *order*, *tell*, *advise*, *beseech*, *threaten*, *beg*, *implore*, *ask*, *propose* and *forbid*.

Note that all of these verbs except *propose* must be followed by an object.

Commands and requests are usually reported using a to-infinitive.

That-clauses can also be used. Note that after certain verbs, only to-infinitives are possible. In the same way, after some reporting verbs, only that-clauses are possible.

You will also need to observe the rules for the change of tenses and pronouns.

Direct speech: I said to him, 'Obey your parents.'

Indirect speech: I advised him to obey his parents. OR I advised him that he should obey his parents.

Direct speech: The teacher said to the boys, 'Work hard.'

Indirect speech: The teacher advised the boys to work hard.

Direct speech: Jim said to me, 'Lend me your pen, please.'

Indirect speech: Jim requested me to lend him my pen.

Direct speech: The doctor said to the patient, 'Do not consume too much sugar.'

Indirect speech: The doctor advised the patient not to consume too much sugar.

Direct speech: The father said to the son, 'Put that book back on the shelf when you have finished with it.'

Indirect speech: The father asked the son to put that book back on the shelf when he had finished with it.