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**Способы передачи
чужой речи
в английском языке**

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лингвистических университетов**

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Настоящая работа представляет собой справочник по вопросам передачи чужой речи в английском языке. В книге рассматриваются такие способы включения в авторское повествование высказываний или мыслей другого лица, как прямая и косвенная речь, несобственно-прямая речь, а также использование различных лексических единиц для выражения содержания и характера процесса общения. Названные языковые средства описываются в грамматическом, лексическом и стилистическом аспектах.

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PREFACE

This is a practical reference handbook, which describes a verbal representation of communication acts. Two major ways of denoting such acts are the use of direct speech and indirect speech; halfway between them is free indirect speech. Apart from these, there are also various lexical elements that are widely used to refer to situations in which people communicate with one another. The emphasis in the handbook is on the correspondences and transformational relationships between the above kinds of speech.

The handbook comprises three parts. The first part deals with general points of grammar and usage. It describes the nature of different types of speech and provides a set of rules for their use in context. The second part contains sample reported versions of a number of conversations, which illustrate the theoretical framework of the preceding part. The third part is concerned with ways of reporting utterances that perform particular functions in situations in which verbal communication takes place. Five categories of functions are analysed. These functions are represented by specific sets of reporting verbs and phrases, which are listed and discussed in the respective sections of the book.

In preparing the handbook, I greatly benefited by the following publications.

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GENERAL POINTS OF GRAMMAR AND USAGE

Direct and indirect speech

There are two major ways of giving someone's words which are said or only thought.

First, we can repeat the exact words of the speaker. These words are usually introduced by verbs like *say*, *ask*, *think*, which can come at the beginning, in the middle or at the end of the sentence. In writing the words are put between quotation marks.

John said, "I've never seen this man."

"I've never seen this man," John said/said John/he said.

"I've never seen this man," John said, "and I don't want to meet him at all."

This way of relating what a person says is called **direct speech**.

The other way of presenting one's utterance is to use your own words to report what someone says. It means that you convey only the idea expressed by the speaker without necessarily resorting to exactly the same words. The words rendering the speaker's idea are not given in quotes.

John said (that) he had never seen the man.

This way of relating what a person says is referred to as **indirect** (or **reported**) **speech**.

Indirect statements

A statement may be reported in one of the following two ways.

First, a statement can be turned in indirect speech into an object clause, in which case the reporting verb is made part of the main clause. The object clause may be a *that*-clause, a *wh*-clause or an *if*-clause. The *that*-clause is used to give a close reporting of what the speaker says. In this case exactly the same words may be employed.

John said, "I'll go there by train."

John said (that) he would go there by train.

The conjunction *that* is often omitted, especially in informal use. Most readily this word is left out after the more common reporting verbs such as *say*, *tell*, *think*, *suppose*, *suggest*, *answer*, *agree*, *admit*, *inform*, *learn*. After the less common and more formal verbs *that* is retained.

He protested that he had never seen the man.

He telegraphed them that the goods had been sent off.

The *wh*-clause and the *if*-clause are used when the reporter does not know the speaker's exact words or does not want to report precisely what is said.

John explained why he hadn't phoned the day before.

John told Peter how he was going to deal with the situation.

Second, a statement can be expressed in indirect speech by a main clause, in which case the reporting verb is placed in a comment clause. The comment clause may occur either in the middle or at the end of the sentence.

While Peter was doing his homework, she said, John was reading a book.

The house was going to be pulled down, he said.

The use of tenses

The tense of a verb in indirect speech is coordinated with that of the reporting verb according to the rule for the sequence of tenses. That is why in some cases there is no tense change from direct speech, whereas in others such a change takes place.

No change of the tense of a verb in indirect speech occurs in the following cases.

1. The reporting verb is in the present, the present perfect or the future tense.

- *"Can I watch television?"* → *Peter asks/has just asked/ will ask if he can watch television.*
- *"I did it yesterday."* → *He says/has just said/will say (that) he did it yesterday.*
- *"I want to have a drink."* → *He says/has just said/will say (that) he wants to have a drink.*

2. The verb in direct speech is in the past perfect, the past perfect progressive or the future-in-the-past tense.

- *"I'd already finished my job when suddenly the phone rang."* → *He says/said (that) he had already finished his job when suddenly the telephone rang.*
- *"I'd been living there for two years when Peter arrived."* → *He says/said (that) he had been living there for two years when Peter arrived.*

- “John told me he wouldn’t come.” → He says (that) John told him that he wouldn’t come.
- “John told me he would be writing his essay the next day.” → He says (that) John told him that he would be writing his essay the next day.

In other cases the tense of a verb in indirect speech is generally different from that of the same verb in direct speech. Here is a pattern of tense correspondences.

Direct speech

- **Present simple**
He said, “I like sport.”
- **Present progressive**
He said, “I’m reading a book.”
- **Present perfect**
He said, “I’ve done everything.”
- **Present perfect progressive**
He said, “I’ve been living here for ten years.”
- **Future simple**
He said, “I’ll go there tomorrow.”
- **Future progressive**
He said, “I’ll be writing the report tomorrow.”
- **Past simple**
He said, “I saw John yesterday.”
- **Past progressive**
He said, “I was playing chess yesterday evening.”

Indirect speech

- **Past simple**
He said he liked sport.
- **Past progressive**
He said he was reading a book.
- **Past perfect**
He said he had done everything.
- **Past perfect progressive**
He said he had been living there for ten years.
- **Future simple in the past**
He said he would go there the next day.
- **Future progressive in the past**
He said he would be writing the report the next day.
- **Past perfect**
He said he had seen John the day before.
- **Past progressive/past perfect progressive**
He said he was playing/had been playing chess the previous evening.

However, there are a number of exceptions to the regular tense shift in indirect speech.

1. The past progressive tense is expected to become the past perfect progressive in indirect speech, but normally it remains unchanged, except when it indicates a completed action. The possible reason for this is that perfect progressive tenses are associated with the idea of precedence in time, whereas progressive tenses are used to convey the notion of temporal simultaneity. As a result, the change to the past perfect progressive tense in this case may misrepresent the original temporal relationship expressed in direct speech.

*He said, "We were playing chess when our friends came."
→ He said they were playing chess when their friends came.*

When a completed action is referred to, the change to the past perfect progressive does occur, otherwise there would be confusion as to the relative times of the corresponding actions.

*He said, "I was planning to go into business but I've made up my mind not to."
→ He said he had been planning to go into business but he had made up his mind not to do so.*

2. Usually the past simple is changed to the past perfect, but in spoken English it is often left unchanged provided this does not create confusion about the relative times of the actions. No confusion generally arises if the reported verb is a terminative one, i.e. a verb denoting a completed action (e.g. *break, open, close, kick*). In this case the change to the past perfect is optional.

*He said, "I got up at eight, had breakfast and left for work."
→ He said he got up/had got up at eight, had/had had breakfast and left/had left for work.*

Confusion is possible if the reported verb is a durative one, i.e. a verb indicating an action of indefinite duration (e.g. *love, live, grow, sleep*). In this case the change to the past perfect is obligatory.

*He said, "John did not love her."
→ He said John had not loved her.*

3. The past simple and the past progressive, when used in time clauses and conditional clauses, do not normally change in indirect speech to the past perfect and the past perfect progressive respectively.

He said, "When Peter dropped in I was reading a book." → He said that when Peter dropped in he was reading a book.

He said, "While John was watching television I was reading a book." → He said that while John was watching television he was reading a book.

If the verb in the main clause is in the past simple, then it either remains unchanged or becomes the past perfect.

He said, "When I was living in London I often called at that museum". → He said that when he was living in London he had often called/he often called at that museum.

4. When the present simple is used to describe a state of affairs which applies to the time of reporting as well as to the time of speaking, it may remain unchanged. It is generally left unchanged if a truth of science is talked about.

The earth revolves around the sun. → Galileo proved that the earth revolves around the sun.

If a statement relating to everyday life is still relevant (e.g., when it is made and reported on the same day), the tense shift is optional.

Peter: I'm wrong.

John: What did you say?

Peter: I said I am/was wrong.

Usually the decision whether or not to change the tense in indirect speech from present to past depends on the reporter's assessment of the available information. The tense shift tends to occur if the speaker is not sure about the truth of the reported statement.

He said, "Jack's arriving on Tuesday." → He told me that Jack was arriving on Tuesday. (The implication is that it may be true as well as may not.)

In contrast, there is no tense change if the speaker is quite certain that he is reporting a fact but not a mere supposition.

He said, "Jack's arriving on Tuesday." → He told me that Jack is arriving on Tuesday. (The implication is that I believe him.)

5. The tense of a verb in a sentence or clause indicating an unreal (i.e. improbable or imaginary) situation is never changed in indirect speech.

John said, "I wish I had more money." → John said he wished he had more money. | John wished he had more money.

John said, "I wish I'd never come here." → John said he wished he had never come there. | John wished he had never come there.

John said, "I wish Peter would mind his manners." → John said he wished Peter would mind his manners. | John wished Peter would mind his manners.

John said, "It's time we started off." → John said it was time they started off.

John said, "If I had a helicopter I'd never be late for work." → John said that if he had a helicopter he would never be late for work.

John said, "If I were you I'd have congratulated her." → John said that if he were in his place he would have congratulated her.

6. Normally the past simple remains unchanged in indirect speech if the exact time of the action is specified in the context.

John said, "She arrived in the city in 1985." → John said she (had) arrived in the city in 1985.

7. If the direct speech consists of a number of sentences all of which refer to actions prior to the moment of speaking, only the verb/verbs in the first sentence is/are put into the past perfect tense in indirect speech, whereas the verbs in the subsequent sentences usually remain unchanged. This takes place on condition that there is only one reporting verb in the whole of the indirect speech and it introduces the first sentence.


John said, "I met Peter in the hotel. We had lunch together and talked about our university days. We arranged to meet the next day but he never turned up." → John said that he had met Peter in the hotel. They had lunch together and talked about their university days. Then they arranged to meet the next day but Peter never turned up.

If other reporting verbs are used in the same indirect speech the rule for the sequence of tenses is to be applied to each of such sentences.

John said that he had met Peter in the hotel. They had lunch together and talked about their university days.

Then John added that they had arranged to meet the next day but Peter had never turned up.

The overall pattern of tense correspondences between direct and indirect speech is as follows.

Tense of reporting verb	Tense of verb in direct speech	Tense of verb in indirect speech
Present simple Present perfect Future simple 	All present tenses All future tenses All past tenses	No change No change No change
Past simple	<ul style="list-style-type: none"> • Present simple • Present progressive • Present perfect • Present perfect progressive • Future simple • Future progressive • Past simple • Past progressive • Past perfect • Past perfect progressive • Future simple in the past • Future progressive in the past 	<ul style="list-style-type: none"> • Past simple • Past progressive • Past perfect • Past perfect progressive • Future simple in the past • Future progressive in the past • Past perfect / Past simple • Past progressive / Past perfect progressive • Past perfect • Past perfect progressive • Future simple in the past • Future progressive in the past

The use of modal verbs and expressions

There are two major cases to distinguish between.

First, if the reporting verb is in the present simple, the present perfect or the future simple tense, modal verbs always remain unchanged.

Second, if the reporting verb is in the past simple tense, modal verbs follow one of two patterns.

(1) Some of them change their form. Here belong the following words.

Can (“present ability”)

John said, “I can do it efficiently.”

Can (“future ability”)

John said, “We can talk about it later.”

Can (“permission”)

John said, “Can I smoke here?”

Can (“possibility”)

John said, “It can be cold there in winter.”

John said, “Peter can’t have gone there alone!”

May (“permission”)

John said, “You may borrow my car.”

May (“possibility”)

John said, “You may be right.”

Will (“intention”)

John said, “I’ll drive you home.”

Will (“insistence”)

John said, “Peter will keep on doing it.”

Could/was capable of/was able to

John said he could do it efficiently.

Could/would be able to

John said they could talk/would be able to talk about it later.

Could/was allowed to/was permitted to

John asked if he could smoke there.

Could

John said it could be cold there in winter.

John said Peter couldn’t have gone there alone.

Might

John said he might borrow his car.

Might

John said she might be right.

Would

John said he would drive him home.

Would

John said Peter would keep on doing it.

Shall (“request for instructions or advice”)

John said, “What shall we do next?”

Is to

John said, “Peter, you are to meet Mr Brown at the airport.”

Has (got) to

John said, “We’ve got to start the engine.”

John said, “I’ve got to see my doctor tomorrow.”

Should

John asked what they should do next.

Was to

John said that Peter was to meet Mr Brown at the airport.

Had to/would have to

John said they had to start the engine.

John said he had/would have to see his doctor the following day.

Note that there may be a difference of meaning between *could/was capable of* on the one hand and *was able to* on the other. The former denote potential ability, i.e. ability which can be displayed any time.

John said, “She can sing beautifully.” → John said she could sing/was capable of singing beautifully.

The latter is generally used to indicate realised ability, i.e. ability which is actually displayed on a particular occasion.

John said, “I can beat him at tennis whenever I want to.” → John said he was able to beat him at tennis whenever he wanted to.

However, sometimes *was able to* can also be used to convey the same meaning as *could/was capable of*.

John said she could sing/was able to sing beautifully.

(2) Other modal verbs do not change their form, but in a number of cases they can be replaced by alternative modal verbs or expressions.

Might (“possibility”)

John said, “She might be very old.”

John said, “Peter might’ve missed the train.”

Used to (“past habit”)

John said, “Peter used to play tennis pretty well.”

Might

John said/supposed that she might be very old.

John said/supposed that Peter might have missed the train.

Used to

John said Peter used to play tennis pretty well.

Would (“probability”)

John said, “That would be the postman at the door, I expect.”

John said, “You would have heard the news yesterday.”

Should

John said, “You should do it regularly.”

John said, “You should’ve done it yesterday.”

Ought to

John said, “Peter, you ought to know how to handle a situation like this.”

John said, “Harry ought to have gone there at once.”

Was to

John said, “We were to attack them in the morning.”

Had to

John said, “I had to do it promptly.”

Needn’t

John said, “You needn’t be in a hurry.”

John said, “You needn’t come to the office tomorrow.”

Could (“past ability”)

John said, “I could swim when I was four years old.”

Could (“future ability in the past”)/**would be able to**

John said, “Peter told me we could talk/would be able to talk about it later.”

Would

John said/supposed that it would be the postman at the door.

John said/supposed that they would have heard the news the previous day.

Should

John said she should do it regularly.

John said she should have done it the day before.

Ought to

John told Peter that he ought to know how to handle a situation like that.

John said that Harry ought to have gone there at once.

Was to

John said they were to attack them in the morning.

Had to

John said he had to do it promptly.

Needn’t/didn’t have to/didn’t need to/wouldn’t have to

John said she needn’t be/didn’t have to be in a hurry.

John said they needn’t come/wouldn’t have to come to the office the next day.

Could/had been able to

John said he could swim/had been able to swim when he was four years old.

Could/would be able to

John said Peter had told him that they could talk/would be able to talk about it later.

Could (“possibility”)

John said, “The pub could still be open.”

John said, “You could’ve come and seen me last week.”

John said, “Peter couldn’t have done it!”

Must (“command”)

John said, “You must stay indoors all the time.”

John said, “You mustn’t open the door to anyone.”

Must (“obligation”)

John said, “We must go there immediately.”

Must (“intention”)

John said, “We must go somewhere for our holidays.”

Must (“deduction”)

John said, “Peter must be happy.”

John said, “Peter must’ve done pretty well in his exams.”

Could

John said/supposed that the pub could still be open.

John said Peter could have come and seen him the previous week.

John said Peter couldn’t have done it.

Must/was to

John said they must stay/were to stay indoors all the time.

John said they mustn’t open/were not to open the door to anyone.

Must/had to/was obliged to/would have to

John said they must go/had to go/were obliged to go there immediately.

Must

John said they must go somewhere for their holidays.

Must

John said/supposed that Peter must be happy.

John said/supposed that Peter must have done pretty well in his exams.

Note that there may be a slight difference in meaning between *would have to* and *had to*. The former is used to indicate that the obligation depends on some future action and therefore there is a kind of uncertainty about its fulfilment. By contrast, the latter is used to refer to a situation in which there is no doubt about the possibility of fulfilling the obligation without delay.

John said, “If Peter gets worse he must go/will have to go to hospital.” → *John said that if Peter got worse he would have to go to hospital.*

John said, "We must build a new house next year." → John said they would have to build a new house the following year.

John said, "I must phone Peter right away." → John said he had to phone Peter right away.

The use of pronouns

Direct speech can be reported by the speaker himself or herself or by some other person. In the former case personal, possessive and reflexive pronouns remain unchanged in indirect speech.

I said, "I'll bring my own racket." → I said I would bring my own racket.

In the latter case first and second person pronouns are replaced by third person pronouns.

John said, "I'll bring my own racket." → John said he would bring his own racket.

The demonstrative pronouns *this* and *these*, when used in time expressions, become *that* and *those* in indirect speech.

John said, "I'm sending off the spare parts this week." → John said he was sending off the spare parts that week.

In other cases *this/that* and *these/those* undergo the following changes in indirect speech.

1. When used as adjectives, they are usually replaced by the definite article.

John said, "I found this/that book (these/those books) under your bed." → John said he had found the book (the books) under his bed.

2. When used as nouns, they become *it*, *they/them* or are replaced by noun phrases.

John said, "We'll talk about this/that tomorrow." → John said they would talk about it/about the matter the next day.

John said, "I found these/those under your bed." → John said he had found them under his bed.

3. When these pronouns are used to distinguish between objects which are close to the speaker and those which are more distant, the statement is reworded and some descriptive phrase is used to refer to the object in question.

John said, "I'd prefer to have this (cake)." → John said he would prefer to have the cake nearer (to) him.

John said, "I'd prefer to have that (cake)." → John said he would prefer to have the cake farther from him. | John pointed to/showed/touched the cake he would prefer to have.

Expressions of time and place

In past reported speech adverbs and adverbial phrases of time change as follows.

Direct speech

Indirect speech

now

then | at the time | at that time | at the moment | at that moment

today

that day

this evening/week/year

that evening/week/year

yesterday

the day before | (on) the day before that | (on) the previous day | (on) the preceding day
(formal)

(on) the day before yesterday

two days before/earlier

last night/week/year

the night/week/year before | the previous night/week/year | (on) the night before that | (on) the preceding night (formal) | the preceding week/year
(formal)

last Sunday

on the Sunday before

a month/two months ago

a month/two months before (that) | a month/two months earlier | a month/two months previously

Direct speech

recently | lately | of late

tomorrow

next morning/evening/week

next weekend

Indirect speech

a short/little time before | a short/little while before

(on) (the) next day | (on) the following day | (on) the day after

(the) next morning/evening/week | (on) the following morning/evening/week | the morning/evening/week after

(the) next weekend | (during) the following weekend

John said, "I saw Peter yesterday." → John said he had seen Peter the day before.

John said, "I'll join them tomorrow." → John said he would join them the next day.

There are, however, adverbs and adverbial phrases of time that remain unchanged in past indirect speech. Some of them are listed below.

already	later	afterwards
in 1980 in May	in the morning/ evening/daytime	at Christmas on New Year's Eve
before/after the war	until midnight/10 o'clock	between 10 and 11 o'clock
all (the) day/night/ week	during the day during the holidays	(for) three days/ weeks/months
at the weekend (BrE) over the weekend (esp. AmE) on the weekend (AmE)	throughout the summer	from April to/till August from April through August (AmE)

The place adverb *here* becomes *there* in indirect speech on condition that there is no doubt about what place is meant. The place adverb *there* does not change in indirect speech.

At the university John said, "I'll meet you here tomorrow."

→ *At the university John said he would meet him there the next day.*

John said, "We'll meet there." → *John said they would meet there.*

However, very often both the adverbs are replaced by noun phrases.

John said, "Come here and tell me everything." → *John told his son to come into his study and tell him everything.*

John said, "The hammer must be somewhere over there."

→ *John said the hammer must be somewhere in the corner of the room.*

Indirect questions

There are two major types of questions: general questions (*Does John go to school?*) and special questions (*What did John do yesterday?*).

General questions have no question words, are characterised by inversion and invite *yes* or *no* as an answer. When they are turned into indirect speech, the interrogative form of a verb is changed to the affirmative form, i.e. inversion is replaced by normal word order, and the conjunction *if/whether/whether or not* is used to introduce a subordinate clause.

John said/asked, "Did you go to the concert last week?"

→ *John asked Peter if/whether the latter had gone to the concert the previous week.*

John said/asked, "Do you want to apply for the job or not?"

→ *John asked him if/whether he wanted to apply for the job or not. | John asked him whether or not he wanted to apply for the job.*

If is more usual than *whether*. *Whether or not* is more emphatic than *if* or *whether*; it implies that an answer is being demanded.

In the majority of cases *if* and *whether* are interchangeable. There are, however, several types of context in which only *whether* is obligatory or advisable.

1. *Whether* is obligatory when the subordinate clause it introduces is the object of a prepositional verb.

John talked about whether it was wise to send children to study away from home.

2. *Whether* is also obligatory if it introduces an infinitive.

John wondered whether to go to college or to university.

3. *Whether* is recommended if the indirect question contains a conditional clause. In this case the repetition of *if* is avoided.

John asked whether Peter would be late for work if he had a helicopter.

Special questions begin with a question word: *how, what, when, where, which, who, whom, whose, why*. We must distinguish between two kinds of special question.

1. The special question of the first kind has the subject as its target. In this case there is no inversion of the subject and the auxiliary verb. Thus this kind of special question has the same word order as the statement, the only difference between them being the use of a question word at the beginning of the question.

Statement: *John broke the window.*

Question: *Who broke the window?*

When converting a question of this type into indirect speech, we retain the original (i.e. normal) word order. The resultant reported question has two parts: the main clause with a reporting verb in it and the subordinate clause representing the question proper.

Who broke the window? → John asked who had broken the window.

What caused the accident? → John inquired what had caused the accident.

2. The special question of the second kind has as its target any other sentence element except the subject. In this case the normal word order is inverted and a question word is placed at the beginning of the sentence.

Statement: *John saw Peter yesterday.*

Question: *When did John see Peter?*

To put this type of special question into indirect speech, we must change the inverted word order to the normal, retain the original question word and add a clause containing a reporting verb.

When did John see Peter? → Mary asked when John had seen Peter.

There is, however, one exception to the above rule. If the target of the question is a subject complement, the normal word order in indirect speech is not always observed.

- The inverted word order is practically always retained in indirect speech if the question contains a fixed phrase.

What's the time? → John asked what was the time.

What's the matter? → John inquired what was the matter.

- The inverted word order is preferred in indirect speech if the subject is somewhat complex.

What's the name of the man sitting in the chair by the window? → John asked what was the name of the man sitting in the chair by the window.

- There are speakers of English who indiscriminately use either normal or inverted word order in this case.

Who is the man? → John asked who the man was. | John asked who was the man.

There is also a kind of indirect question in which, instead of a subordinate clause, an infinitive construction is used.

John asked him what to do/ where to go.

John wondered whether to leave.

In real life conversations there are plenty of elliptical questions and answers to them, i.e. sentences with some parts omitted. Ellipsis is generally used to avoid repetition. But when such fragments of conversation are reported, these parts are introduced to make the sentences in indirect speech structurally and semantically complete.

John: Ever been to China?

Peter: No, never. Had a chance, though. Can't understand how I let it slip by.

John asked Peter if he had ever been to China. Peter replied that he had never been to that country, though once he had had a chance to visit it. He still couldn't understand why he had missed it.

Indirect imperatives

There are different ways of reporting imperatives. The most widespread way is to use a reporting verb followed by a noun

phrase (indicating the person addressed) and an infinitive (conveying the command itself).

John said, "Peter, bring me the book, please." → John asked Peter to bring him the book.

A negative indirect imperative is usually reported by "not + infinitive construction".

John said, "Don't do it, Peter!" → John told Peter not to do it.

If the person addressed is not mentioned in the direct imperative he or she nevertheless must be referred to in indirect speech. In this case the context is to be searched for the addressee.

John said, "Come here!" → John told the boy/the man/him/the girl/her/the people/them to come to him.

There are also other ways of expressing indirect imperatives.

1. After certain reporting verbs a gerund is or may be used, but not an infinitive.

John said, "Let's go there by air." → John suggested going there by air.

2. After certain reporting verbs a subordinate clause is or may be used.

John said, "Let's go there by air." → John suggested that they (should) go there by air.

John said, "Take this report to the boss." → John told them/said that they were to take the report to the boss.

The latter construction is particularly useful in the following two cases:

- when the imperative is introduced by a verb in the present tense

The chairman says, "Brief me on the most recent developments." → The chairman says that we are to brief him on the most recent developments.

(The chairman tells us to brief him... is far less likely.)

- when the imperative is preceded by a clause (usually by a clause of time or condition)

John said, "If he resists, shoot him." → John said that if the man resisted they were to shoot him.

(John told them to shoot the man if he resisted is also possible.)

John said, "If you see Anne tell her to get in touch with me." → John said that if they saw Anne they were to tell her to get in touch with him.

(John told them to tell Anne to get in touch with him if they saw her sounds confusing.)

3. After some reporting verbs an infinitive construction is used with no noun phrase preceding it.

John said, "Could I have a better look at the picture?" → John asked to have a better look at the picture.

(John asked permission to have... and John asked that he might have... are also possible.)

4. After some reporting verbs the noun phrase may refer not to the person addressed but to another person or a thing. In this case the infinitive is put into the passive.

The pirate chief commanded/ordered the prisoners to be shot.

The officer ordered the enemy bridge to be blown up.

(The pirate chief commanded/ordered that the prisoners should be/be shot and The officer ordered that the bridge should be/be blown up are alternative constructions.)

Note that when an indirect command is expressed by the structure "reporting verb + noun phrase (=addressee) + infinitive construction" it is implied that the person who is to carry out the command is addressed directly. But when an indirect command is expressed by the structure "reporting verb + subordinate clause", the recipient of the command need not necessarily be addressed directly. The command may be conveyed to him or her by a third person.

Note also that not all reporting verbs can be used in all the above structures. For details of which verbs enter into which kinds of constructions see the relevant sections of the book.

Free indirect speech

Free indirect speech is halfway between direct and indirect speech and is widely used in fiction, newspaper reports, reports of conferences, minutes of meetings, etc. It is similar to direct speech in that it has no reporting clause and may have direct question forms, vocatives, etc. It is similar to indirect speech in that there are characteristic shifts of tense, pronouns, expressions of time and place, etc.

When reporting a conversation, it is advisable to use both indirect and free indirect speech in combination as this will make the reported version neater: there will be no monotonous repetition of reporting verbs and identical sentence structures. Here is an example.

Mr Stock gave a lecture to some technical representatives. He began by introducing the topic, which was concerned with the technical problems his listeners would face when they started promoting the company's new machine. Mr Stock pointed out that the plastic packaging used was a rather revolutionary process and he expected that the company's technical representatives would have to overcome a lot of sales resistance and prejudice on its account. So his main purpose was to provide all those present with as much technical background as they would need so as to enable them to answer with confidence any questions that might be put to them.

Functions

When we speak, we not only refer to a particular situation but also show why we talk about it. So, in addition to the description of a situation, the words we say have a purpose or function. For example, the sentence *Would you like a cup of tea?* performs the function of an offer, the sentence *Would you like to join us?* is an invitation, the sentence *How about a drink?* is a suggestion, the sentence *If I were you, I'd go to the doctor* is a piece of advice. While reporting a conversation, it is very important to make out the function of every utterance, i.e. to answer the question why this particular utterance is spoken or what communicative purpose it serves. Only in this case will it be possible to choose the right reporting verb to introduce an indirect utterance.

Sometimes it is no easy matter because the surface structure of a sentence may be misleading as to its communicative content. For instance, the first three examples are phrased as questions, i.e. their surface structures are identical. In spite of this they perform three distinctly different functions. The fourth sentence, judging by the look of it, seems to be an expression of one's opinion, but in reality it is a useful bit of advice, which, however, is not as straightforward as the sentence *Go to the doctor* would be.

Thus to work out the function of an utterance, we must thoroughly analyse its communicative content. Once we have got through with this, we can go on to select the reporting verb that signals this function and then put the sentence into indirect speech.

Functions are numerous. The subsequent sections of the book are concerned with a number of them. Listed there are sets of reporting verbs and phrases that are used to represent different functions in speech.

REPORTING A CONVERSATION

Dialogue 1

An immigration officer (O) is questioning a student (S) on his arrival in Britain.

O: May I see your passport please? Thank you. Health Certificate? Right. How long do you intend to stay in England?

S: I don't know yet. It depends on my situation.

O: Have you got a visa?

S: No, but I've got a Home Office Letter of Consent.

O: May I see that please? (he inspects it) Yes, this is all right. Where will you be studying?

S: At the London College of Commerce.

O: Is it a full-time course of study?

S: Yes, it is. I've already been accepted. Here's the letter.

O: Have you sufficient funds for your maintenance in London?

S: I have an account at Barclay's Bank. Here's the letter.

O: (reads the letter) Thank you. I'm giving you a six months' student visa. (stamps the passport) If you want to stay longer, you can apply to the Home Office in four months' time. Here's your passport.

S: Thank you.

(From *Survival English*)

Reported version 1

An immigration officer is questioning a student on his arrival in Britain.

The immigration officer asks to see the student's passport and a minute later his health certificate. After having scrutinised them, the officer inquires how long the student intends to stay in England. The latter answers that he does not know yet, adding that it will depend on his situation. Then the immigration officer asks the new arrival to show him his visa. It turns out that the student has none. Instead he produces a Home Office Letter of Consent. The officer inspects it and says that it is all right. After that the immigration officer inquires where the young man is going to study. The latter replies that he will take a course of study at the London College of Commerce and then, in proof of it, presents a letter from the

college. Finally the immigration officer asks if the new arrival has enough money to pay for his stay in London. In reply to this the young man says that he has an account at Barclay's Bank and shows the officer a letter from the bank. The immigration officer reads the letter and then stamps the student's passport, informing him that he is giving him a six months' student visa. After that the officer adds that if the new arrival wishes to stay longer he can apply to the Home Office in four months' time. The young man thanks the immigration officer and passes on to the customs official.

Dialogue 2

A training manager (T) is talking to a marketing manager (M) about one of their employees.

T: Hello, Malcolm. This is Derek. I'm ringing about your assistant Bill Hurley.

M: Uh huh.

T: It's time for his annual interview. What do you think of his performance?

M: Not a lot really. I don't think he's very good. He just doesn't have the necessary skills. Knowledge but no skills, that's him.

T: Why do you say that? Surely it's not as bad as that.

M: It is. He's supposed to prepare my reports. I want one or two pages setting out the principal ideas. He prepares fifty pages and doesn't even reach a conclusion.

T: What about his contact with the Production Department?

M: They hate him. He spends all his time telling them how to organise their production better. I've told him to speak less and listen more but he continues just the same.

T: Anything else?

M: He's supposed to simplify my life by reading the trade press and finding articles of interest for me to read. He finds so many that I'm doing more reading, not less. And as for leaving him in charge of the office... the last time he made my secretary cry and upset everybody else. He's got no inter-personal skills at all.

T: Can you think of no good points?

M: No. A business school education might train you to be a good marketing director but it certainly doesn't make you a good marketing assistant.

(from *Business Partners*)

Reported version 2

A training manager is/was having a phone conversation with a marketing manager about one of their employees.

The Training Manager, Derek, greeted the Marketing Manager, Malcolm, and told his colleague that he would like to talk about his assistant Bill Hurley. As it was time for that employee's annual interview he wanted to know what his boss thought of his performance. It turned out that Malcolm took a dim view of Bill Hurley's contribution to the company's activities. He believed that his assistant had knowledge but no skills. Derek took his colleague's statement with a pinch of salt, supposing that he was exaggerating (things). But Malcolm kept to his point of view and illustrated it with an example of his assistant's poor performance. Then Derek asked Malcolm about Bill Hurley's contact with the Production Department. The latter replied that they hated him because he was in the habit of advising them how to organise their production better. After that Malcolm went on to tell his colleague that, in addition, Bill Hurley could not make summaries of the trade press for him and, furthermore, he completely lacked inter-personal skills. A little puzzled by such an unfavourable characterisation, Derek inquired whether his colleague's assistant had any good points. But Malcolm answered in the negative. He concluded by saying jokingly that a business school education might train a person to be a good managing director but it did not make him or her a good marketing assistant.

Dialogue 3

A customer (A) is talking with a clerk (B) at the dry cleaner's.

A: No, I'm sorry your laundry hasn't come back yet.

B: But I brought it in a fortnight ago.

A: I know, but there's been a go-slow at the factory and everything's delayed.

B: Well, I'm sorry, but I really don't think that's good enough. I trust my suit is back. Here's the ticket.

- A:** Thank you. I'll go and check for you. (after a few minutes)
Yes, your suit's ready. Here it is.
- B:** Oh good. (inspects the suit carefully) But look, that big stain I told you about is still there. They haven't cleaned it properly.
- A:** (looks at the stain) Well, yes, but I don't think they can remove that kind of stain. It's embedded in the material.
- B:** Oh no, that's no excuse. Why didn't you tell me that before?
- A:** I'm sorry, sir. You can send it back if you like. But it'll take a week.
- B:** A week? But I need it for Saturday evening. No, I'll take it as it is. How much is it?
- A:** £ 1.50.
- B:** £ 1.50? For that job? Oh no, you can't expect me to pay that much.
- A:** I'm sorry, sir, but business is business.

(from *Survival English*)

Reported version 3

A customer is talking with a clerk at the dry cleaner's.

The clerk informs the customer that his laundry hasn't come back yet. The customer is disappointed to hear this and protests that he brought it in a fortnight before. Trying to calm him down, the clerk explains the reason for the delay. But the customer brushes aside her explanation and, producing a ticket, asks her to see if at least his suit is back. She takes the ticket and goes to check for him. After a few minutes she returns and hands him his suit. The man inspects it carefully, finds a big stain on it and complains about it to the girl. The clerk has a look at the stain and makes the supposition that a stain like this cannot be removed as it is embedded in the material. The customer flares up. Seeing his reaction, the clerk hastens to apologise and advises him to send his suit back to be cleaned again, warning him, however, that it will take a week. But the customer refuses because he needs it for Saturday evening and decides to take his suit as it is. He wants to know how much he is to pay. When he is told the charge, which seems to him exorbitant, he completely loses his temper and has a good mind not to pay at all, but in the end has to do so.

Dialogue 4

Susan (S) is talking to her friend Julie (J) about a trip to Canada.

S: Are you looking forward to your trip to Canada, Julie?

J: I can't wait to see Canada, Susan, but I'm scared stiff of the journey. My husband insists on flying, but I want to sail. Planes make me nervous.

S: There's nothing to be frightened of. How many planes fly across the Atlantic every day?

J: I've no idea. Hundreds I suppose.

S: And how often do you hear of a crash?... Once or twice a year?

J: Yes, but aeroplanes fly so high and fast that once is enough.

S: Look, there are more road casualties per day than air deaths per year. Air transport is really safe compared with road transport.

J: I'd still prefer to go by sea. Ships may not travel fast but at least you can relax. I'd love a trip on a luxury liner like the Queen Elizabeth II.

S: It's fine if you're a good sailor, but have you ever travelled far in a rough sea?

J: No. I've only been in a boat once. I sailed down the River Thames on a sightseeing tour... But in any case I'd rather be seasick than dead.

(from *Intermediate English Course*)

Reported version 4

Susan is/was having a talk with her friend Julie about a trip to Canada.

Susan wanted to know if Julie was looking forward to her trip to Canada. The latter answered enthusiastically that she could not wait to see Canada but then she added that she was scared stiff of the journey. She went on to explain that her husband insisted on flying, whereas she wished to sail because planes made her nervous. Susan tried to reassure her friend that there was nothing to be frightened of. She was certain that air transport was safe compared with road transport. However, Julie still felt uneasy about her coming trip and expressed a preference for a sea journey on a luxury liner like the Queen Elizabeth II. At that point Susan wondered (out loud) if her

friend had ever travelled far in a rough sea because, she thought, in order to be able to enjoy a sea trip one was supposed to be a good sailor. Julie replied that she had been in a boat only once when she sailed down the River Thames on a sightseeing tour, but then she added in a joking tone that she would prefer to be seasick rather than dead.

Dialogue 5

Mr Lawson (L), the owner of a language school, talks to his bank manager (M) and later to his colleague (C), Mr Marston.

M: Well, Mr Lawson, it's not very good, you know. Your school has been overdrawn for the last six months.

L: Yes, but that was in winter. Now that summer is coming, things will be much better. I think that student numbers will be up by 20% and I'm sure we'll be able to clear our overdraft by the middle of next month.

M: Next month. I see. Could I see your cash flow forecast for the next three months?

L: My what?

M: Your cash flow forecast. I'll explain. You write down the income you think you'll receive – not the sales, just the money you'll get – and then you anticipate your expenses for the same period. Look, take a copy of this booklet. It will explain everything more clearly than I can.

L: Thank you very much. I'll read it tonight.

M: Good, then prepare a forecast. Come back in on Wednesday and we'll talk about it.

L: Thank you very much. I'll see you on Wednesday.

C: (outside) Well, Paul. How did it go?

L: Not too bad. I'm going back on Wednesday with a cash flow forecast. She's given me this booklet. I'm going to read it tonight.

C: Tonight? You can't. You won't have time. You're taking the students to the theatre.

L: Oh yes. Silly me. Then I'll stay at home tomorrow morning and read it. Could you look after the office?

C: Of course, I will.

(from *Business Partners*)

Reported version 5

Mr Lawson, the owner of a language school, talks/talked to his bank manager about some money matters and later has/had a conversation with his colleague, Mr Marston.

The bank manager informed Mr Lawson that his school had been overdrawn for the previous six months. Mr Lawson tried to explain that it had been in winter, but as summer was coming he hoped that student numbers would be up by 20% and, as a result, they would be able to clear their overdraft by the middle of the following month. The bank manager felt doubtful and asked to see his cash flow forecast for the next three months. Mr Lawson happened to know nothing about a thing such as that. So the manager started to explain what it meant but a minute later gave him a booklet about it. Mr Lawson thanked her and promised to read it that night. In conclusion, the bank manager reminded him that she expected him to prepare a cash flow forecast and invited him to come back on Wednesday to discuss it. When the conversation was over, Mr Lawson left the bank and outside met his colleague, Mr Marston. The latter wanted to know how Mr Lawson had got on at the bank. Mr Lawson answered in a self-assured manner that he had done pretty well there and added that he was to see his bank manager again on Wednesday. Then he showed Mr Marston the booklet he had been given at the bank and said that he was going to read it that night. But Mr Marston reminded Mr Lawson that the latter was taking his students to the theatre that very night and therefore would have no time to read it. Mr Lawson recalled everything and right on the spot decided to stay at home the following morning to read the booklet. Then he asked Mr Marston to fill in for him in his absence and the latter readily agreed.

REPRESENTING FUNCTIONS IN SPEECH

Functions of communication

Speaking and informing

1. = John: *Peter, I'm going away on business for a few days.*
= John told/informed Peter (that) he was going away on business for a few days.

2. = John: *We went to a concert of classical music yesterday. The musicians performed marvellously. I don't remember hearing anything of the kind.*
Peter: *Oh, I also enjoy listening to this sort of music.*
= John told Peter (that) they had gone to a concert of classical music the day before. He thought (that) the musicians had performed marvellously. He did not remember hearing anything of the kind. Peter remarked that he also enjoyed listening to that sort of music.

3. = John (to his class): *The exam is going to be put off till a later date.*
= John announced that the exam was going to be put off till a later date.

Patterns

- I.
 1. John **said** a few words about the matter.
a few words to Peter.
(**to** Peter) (that) he would return the next day.
 2. John **didn't say** when he would come back.
how he would do it.
 3. John **stated** his views (**to** them).
(**to** them) (that) he had never seen the man.
 4. John **didn't state** how he was going to win the game.
whether he was married or not.
 5. John was asked to **state** how he was going to win the game.
whether he was married or not.

6. John **exclaimed** in delight when he saw the presents.
at the size of the bill.
 that he was innocent.
 what weather it was.
7. John **remarked** **(to Peter)** that he would go away for
 two days.
8. John **added** that he would never apply for the job.
9. John **blurted out/blundered out** the news/story/secret.
10. John **spoke** **with/to** Peter **(about/of** the matter).
talked
11. John and Peter **spoke** **about/of** the matter.
talked
12. John **chatted with/to** Peter **(about** the matter).
13. John and Peter **chatted about** the matter.
14. John **had a talk/conversation/chat** with Peter **(about** the matter).
15. John and Peter **had a talk/conversation/chat about** the matter.
16. The children **chattered (away)** in class.
about the coming holidays.
17. John and Peter had little in common and it was difficult for them **to make conversation/small talk.**
18. John **spoke/talked on** the evils of excessive drinking.
19. John **gave** **a speech** **about/on** moral values.
made **to** a receptive audience.
delivered
20. John **gave** **a lecture** **about/on** moral values.
delivered **to** a receptive audience.
21. John **gave a talk** **about/on** moral values.
to a receptive audience.

II.

1. John **told** Peter the story/the news/his name.
 the story/the news/his name **to** Peter.
 (Peter) **about/of** the incident.
 Peter (that) he had never seen the boy.
 Peter what he thought about it.
 Peter when he would come/how he would do it.
2. John **informed** Peter **about/of** their decision.
 (that) the meeting had been postponed.

3. John **informed** Peter where the man was hiding.
how they could contact their customer.
4. John **notified** the police **of** the crime/incident.
the crime/incident **to** the police.
the authorities that he would resign.
the authorities where he could be reached.
Peter to sign the contract. (BrE)
5. John **let** Peter **know** that the meeting had been postponed.
6. John **filled** Peter **in on** the incident.
what had happened.
7. John **passed/handed** the news **on (to)** Peter).
8. John **passed** the information **along**.
9. John **passed** the message **along/down** the line (of people).
10. John **broke** **the (bad) news (to)** Peter).
the news of his father's death **to** Peter.
11. John **briefed** the reporters (**on/about** the case/the recent developments).
12. John **reported** the news **to** the chairperson.
the discovery of a new piece of evidence.
(**to** the manager) **on** his progress.
13. John **reported back** quickly.
to the group.
his findings **to** the committee.
that they had made a profit on the deal.
14. John didn't know what was going on, so he asked Peter **to put him in the picture**.
15. John **kept** his boss **posted about** the company's financial situation.

III.

1. John **announced** the news (**to** the reporters).
(**to** his friends) the date of the wedding.
(**to** his friends) that he would soon
get married.
2. John **made** a public/formal **announcement of/about** his marriage.
3. John **declared** the results of the election.
the meeting open/closed.
4. John **declared** his total opposition to the plan.
himself (to be) their true friend.

5. John **declared** (that) he knew nothing about the matter.
6. John **broadcast** the news **to** all his friends.
7. They **gave** (it) **out** (on the radio) that the President had returned.
8. It **was given out** (on the radio) that the President had returned.
9. The news **was given out** that the President had fallen ill.
10. The date of the election **was given out** after the meeting.
11. The news of/about their marriage **came out** two days ago.
12. It **came out** at the meeting that nothing had been done yet.
13. John **revealed** the secret/truth (**to** Peter).
(**to** Peter) that he was involved in the crime.
14. John **disclosed** the facts (**to** the press).
that Peter had never been there before.
15. John **let out** the date of Peter's arrival.
that Peter was going to arrive the next day.
16. John **leaked** the news/story **to** the press.
17. John **leaked out** the news/story/secret.
18. The news of his appointment **leaked out/got out/filtered out** yesterday.

Vocabulary

1. **say** to express one's ideas in words orally
2. **state** to say something formally, carefully, clearly and fully
3. **exclaim** (formal) to say something loudly and suddenly, as in surprise, strong emotion, or protest
4. **remark** to say something that you have just noticed
5. **add** to say or write further
6. **blurt out | blunder out** to say something suddenly and without thinking, usually because you are nervous or excited
7. **speak | talk** to convey one's ideas in words orally
8. **chat** (informal) to talk in a friendly way
9. **chatter** to talk quickly, continuously and for a long time, usually about something unimportant
10. **tell | let someone know** to give someone information about something

11. **inform** to tell someone something, especially formally or officially
12. **notify** to tell someone something formally or officially
13. **fill in** to tell someone about something that has happened recently
14. **pass on/along/down | hand on** to tell someone something that you have been told by someone else
15. **break** to tell someone some bad news, especially trying to lessen its negative effect
16. **brief** to tell someone everything necessary for them to know about a situation
17. **report** to tell someone about what has been happening as part of your job
18. **put someone in the picture** to tell someone about something so that they can understand it
19. **keep someone posted** to continue telling someone the latest news about something
20. **announce | give out** (BrE) (formal) to tell people about something publicly and usually officially
21. **declare** to tell people about something publicly and officially
22. **broadcast** to tell many people about something

23. **come out** to become publicly known, especially after being kept secret
24. **reveal** to make something known, especially after being kept secret
25. **disclose** to make something publicly known, especially after being kept secret
26. **let out** to allow something to become known
27. **leak (out)** to allow secret information to become publicly known, especially by sending it to the mass media
28. **leak out | get out** (of secret information) to become publicly known, especially through the mass media
29. **filter out** to become known gradually and usually unintentionally

Note.

- *Speak to, talk to* and *chat to* are more usual in British English. *Speak with, talk with* and *chat with* are common to both British and American English.

- *To* is preferred when the idea of addressing someone is to be expressed: *I've often passed him in the street, but I've never spoken to him.* | *The chairman was asked to speak to the meeting.* *With* is used when an exchange of remarks is implied: *May I speak with you for a moment?* | *He spoke with her for an hour.*

Stages of a conversation

1. = John: *Hello, Peter. Nice to see you. I hear you've been promoted. Congratulations. Let me tell you...*
= John struck up a conversation with Peter. He began by congratulating him on his promotion. Then he went on to say...
2. = The speaker: *In conclusion, I'd like to tell you a funny story illustrating the points I made earlier in the lecture...*
= The speaker ended off his speech with an amusing story.

Patterns

I.

1. John **began** to speak/talk.
started speaking/talking.
(his speech/story) **with** a joke.
(his speech/story) by telling a joke.
a conversation with Peter.
2. John **started off** by telling a joke.
3. John **struck up** a conversation with Peter.

II.

1. John **continued** (to speak/talk).
(speaking/talking).
(his speech/story).
(his conversation with Peter).
(**with** his speech/story).
2. John **carried on** (speaking/talking).
(his speech/story).
(his conversation with Peter).
(**with** his speech/story).

3. John **kept on** (speaking/talking).
(**with** his speech/story).
4. John **kept** speaking/talking.
5. John **went on** (speaking/talking).
(**with** his speech/story).
6. John **went on** **to** the next piece of business.
to give details of the meeting.

III.

1. John **stopped/left off** talking to Peter.
his conversation with Peter.
2. John **finished** talking to Peter.
his conversation with Peter.
3. John **was through** **with** talking to Peter.
got through **with** his conversation with Peter.
4. John **brought** his speech **to an end/close/conclusion**.
5. John **ended** (his speech) **with** a joke.
concluded by/with telling a joke.
finished
6. John **ended off** his speech **with** a joke.
his speech by telling a joke.
7. John **concluded** his speech (**with** a joke).
wound up his speech by telling a joke.
by declaring that he would resign his post.

IV.

1. John **interrupted** (Peter) while he was talking to Anne.
(Peter) to say that he didn't believe
the story.
2. John **intervened** to say that he didn't believe the story.
3. John **cut short** the speaker because he had been talking too long.
4. John **cut off** Peter's remarks/speech/story.
the speaker because he had been talking
too long.
5. John **broke in** (very rudely).
cut in **on** them/their conversation.
6. John **broke/cut into** their conversation with demands for attention.
7. John **broke off** in the middle of a sentence/a funny story.

8. John **broke off** to answer the phone.
telling the story to answer the phone.
9. John **put/threw/tossed in** a word or two/his remark/his opinion.
10. John **interposed/interjected** a few comments at that point.
11. John **interspersed** witty remarks **throughout** his speech.
12. John's speech **was interspersed with** witty remarks/telling examples.

Vocabulary

1. **begin | start** to (cause to) go into a state of activity
2. **start off** (informal) to (cause to) begin doing something, such as speaking at length
3. **strike up** to begin a relationship or conversation, usually informal
4. **continue | keep (on)** to (cause to) go on over a longer period of time without stopping
5. **go on** (1) to continue what you have been doing
(2) **pass on | move on** to do something after you have finished doing something else
6. **carry on** (esp. BrE) to continue, especially in spite of an interruption or difficulties
7. **stop | leave off** (informal) to (cause to) no longer continue an activity
8. **finish | end (off) | conclude** (rather formal) to come or bring something to an end
9. **be/get through with** to bring something to an end
10. **wind up** to bring something to an orderly end
11. **interrupt** to stop someone from continuing what they are saying or doing by suddenly speaking or doing something else
12. **intervene** to interrupt, especially to prevent a bad result
13. **cut short** to interrupt someone who is talking
14. **cut off** to interrupt someone or something
15. **break off** to suddenly stop doing something, especially speaking

16. **break in | cut in** (informal) to join a conversation by interrupting someone or saying something suddenly
17. **break into | cut into** to interrupt an activity by saying or doing something
18. **put in | throw in | toss in** to interrupt someone in order to say something
19. **interpose** (formal) to say something between the parts of a conversation or argument
20. **interject** (formal) to interrupt what someone else is saying with a sudden remark
21. **intersperse** to put something in between pieces of speech or writing

Greeting and leave-taking

1. = Mr Fox: *Good morning, Mr Jackson.*
 Mr Jackson: *Good morning. How are you?*
 Mr Fox: *Very well, thank you. And how are you?*
 Mr Jackson: *Quite well, thanks.*
 = Mr Fox and Mr Jackson greeted each other.

2. = Mary: *Hello, Anne. Nice to see you at my place.*
 Anne: *Hello, Mary. Nice to see you, too.*
 = Mary welcomed Anne (to her place).

3. = Lecturer: *Good morning, everyone. Today's lecture deals with recent trends in education.*
 = The lecturer greeted the audience and announced the topic of his lecture.

4. = Brian: *I'm afraid I must be going now.*
 Susan: *Must you really?*
 Brian: *Yes, I'm afraid so. I've got an appointment.*
 Susan: *Well, I won't keep you then.*
 Brian: *Goodbye.*
 Susan: *Goodbye.*
 = Brian and Susan said goodbye to each other.
 Brian took (his) leave (of Susan).
 Brian said goodbye to Susan and left.
 Brian bade Susan goodbye and left.

Patterns

I.

1. John **greeted** Peter (by saying/shouting a friendly hello).
Mary **with** a friendly hello/smile/kiss.
2. They **greeted** Peter **with** loud/polite/enthusiastic applause.
3. John **greeted** Peter but he didn't return his/the greeting.
4. John **said/bade good morning/hello to** Peter.
5. John **bade** Peter **good morning/hello**.
6. John and Peter **greeted** each other.
7. John **welcomed** Peter (**to** his place).
8. They **gave** us a warm **greeting**.
bade cordial **welcome**.
extended hearty
enthusiastic
friendly
sincere
cold
9. They **gave** a warm **greeting/welcome to** us.
bade
extended
10. They **received** a warm **welcome** (**from** the Mayor).
cold (**to** their new country).

II.

1. John **said/bade** (his) **goodbye** to them.
2. John **bade** Peter **goodbye**.
3. John **took** (his) **leave (of** Peter).
4. John **wished** Peter **good night**.
5. John **said goodbye to** Peter and **parted company with** him.
6. They **said goodbye** to one another and **separated/parted/parted company**.

Note. Words of greeting or leave-taking may be preceded or followed by such words as *How are you?*, *How are you getting on?*, *How's life?*, *Nice to see you*, *Haven't seen you for ages*, *I'm afraid I must be off*. These are not necessarily reported.

Vocabulary

1. **greet** to say hello to someone
2. **welcome** to say hello in a friendly way to someone who has just arrived
3. **bid sb. good morning/good afternoon/etc.** (old use) or (literary) to say good morning/good afternoon/etc. to someone
4. **take (one's) leave (of sb.)** (formal) to say goodbye to someone; to go away
5. **separate (from sb.) | part (from sb.) | part company (with sb.)** (rather formal) to move apart; to go in different directions

Introduction

1. = Mr Stiles: *Mr Peacock, I'd like you to meet Mr White, a colleague of mine. Mr White, this is Mr Peacock.*
 Mr Peacock: *How do you do?*
 Mr White: *How do you do?*
 = Mr Stiles introduced Mr Peacock to Mr White.
 Mr Stiles introduced Mr Peacock and Mr White to each other and they shook hands.
2. = Mike: *Hello, my name's Mike.*
 Peter: *Hello. Nice to meet you. I'm Peter.*
 = Mike introduced himself to Peter.
 Mike introduced himself to Peter and they shook hands (with each other).
 Mike introduced himself to Peter and shook his hand.

Patterns

1. Mr Jones **introduced** Mr Smith **to/and** Mr Brown.
2. Mr Jones **introduced** Mr Smith and Mr Brown **to** each other and they **shook hands (with each other)/shook** each other's **hands/shook** each other **by the hand**.
3. Mr Jones **introduced** himself **to** Mr Brown and **shook his hand**.
4. Meeting/Coming up to Mr Brown, Mr Jones **introduced himself**.

5. Mr Jones **made introductions** all round. (= Mr Jones introduced many people to one another.)
6. Mr Jones **made the introductions** and they all **shook hands**.

Vocabulary

1. **introduce** to make known for the first time to each other or someone else, especially by telling two people each other's names
2. **introduction** (often plural) an occasion of telling people each other's names
3. **shake hands (with sb.) | shake sb.'s hand | shake sb. by the hand** to take and hold someone's right hand in one's own for a moment, often moving it up and down, as a sign of greeting, goodbye, agreement, or pleasure

Asking and answering questions

1. = John: *Excuse me, what's your surname?*
Peter: *Brown.*
= John asked the man his surname. The man answered (that) he was Brown.
2. = John: *Excuse me, could you tell me the way to the post office?*
= John inquired the way to the post office.
3. = John: *Have you brought the money?*
Peter: *Yes, I have.*
= John wanted to know if Peter had brought the money. The latter replied in the affirmative.

Patterns

- I.
 1. John **asked** (the man) his name/a question.
(the man) **about** Peter/the missing papers.
after Peter/Peter's health.
a question **of** the man.
(the man) where to go/what to do.
(the man) if/whether he would like to do it.
(the man) what he was doing there.

2. John **inquired** the way to the airport/station/theatre.
about the trains.
after Peter/Peter's health.
 where to go/what to do.
 where the man had come from.
of Peter the reason for his departure.
of Peter what he was doing there.
3. John **inquired/queried** if/whether Peter would come back.
4. John **wondered (out loud/aloud)** if/whether Peter would
 be able to help.
 what Peter knew about the matter.
 why Peter hadn't phoned him.
5. John **wanted to know** if/whether they had agreed
was interested to know to his proposal.
was eager to know
was anxious to know
6. John **raised/brought up** a thorny question/query **about/as to** the current economic crisis.
7. The police **questioned** the man in connection with the robbery.
8. The police **interrogated** the suspect for several hours.
9. They **interviewed** Mr Brown (**for** the job).
10. John **sounded out** the members of the committee.
felt out Peter's views **on/about** the
 new project.
11. John **sounded/felt** the manager **out (on/about** his plans).
12. John **pumped** Peter (**for** details of the other contracts).
 the truth **out (of** Peter).
out of Peter what his plans were.

II.

1. John **answered** nothing/Peter/Peter's question/letter.
 (that) he had no idea about it.
in the affirmative/negative.
2. John **replied** **to** Peter/Peter's question/his letter.
 (that) he had no idea about it.
in the affirmative/negative.
3. John **made/gave** an affirmative / negative / direct / vague
answer/reply to his question/letter.
4. John **gave** Peter an affirmative/negative **answer/reply (to** his request).

5. The **answer** (to his request) was **in** the affirmative/
reply negative.
was a strong affirmative/
negative.
6. John **said** nothing **in reply** (to the man's question).
7. John **said in reply** that he didn't know the man.
8. **In reply/answer to** the man's question John **said** that he had never been to China.
9. John **retorted** (heatedly) (that) he needed no favours.
10. John **made** an insolent/sharp **retort** (to his words/remark/accusation).
11. John **talked back/answered back** (to his boss).
12. John **answered** Peter/him **back**.

Vocabulary

1. **ask** | **inquire/enquire** (esp. BrE) | **want to know** | **be interested to know** to say or write something in order to get information
2. **be eager to know** | **be anxious to know** to express a strong wish to get information
3. **query** to ask a question, especially one raising a doubt about the truth of something
4. **wonder** to ask a question, in words or silently
5. **question** to ask someone questions to find out what they know about something
6. **interview** to ask someone questions, especially in a formal way, in order to find out if they are good enough for a job, course of study, etc.
7. **interrogate** to ask someone a lot of questions for a long time in order to get information, sometimes using threats
8. **sound out** | **feel out** (AmE) (informal) to ask someone questions in order to find out what they think about a plan, proposal or idea
9. **pump** (informal) to ask someone a lot of questions in order to find out something
10. **answer** | **reply** to say or write something to someone after they have asked you a question, made a suggestion, etc.
11. **retort** to answer quickly, in an angry or humorous way
12. **talk back** | **answer back** to answer someone rudely or in defence of yourself

Requesting and ordering

1. = John: *Would you mind waiting a minute?*
Peter: *Not at all.*
= John asked Peter to wait a minute.
2. = The officer: *Fall in!*
= The officer ordered/commanded his men to fall in.
3. = The manager: *Every employee is to be punctual.*
= The manager demanded/required that every employee (should) be punctual.

Patterns

- I.
 1. John **asked** (Peter) **for** a drink/book.
for the taxi/car to come at 10 o'clock.
 2. John **asked** Peter a favour.
a favour **of** Peter.
Peter's advice about it.
Peter to give him a lift to the station.
 3. John **asked** permission (to go/leave).
to see the manager/to go/to get up.
to be excused/to be forgiven.
that they (should) be allowed to leave. (formal)
that he/they might go. (formal)
 4. John **requested** assistance (**from** Peter).
a favour (**of** Peter).
Mr Brown to render them assistance.
(**of** Mr Brown) that he (should) render them assistance.
 5. They **made** an urgent **request** **for** more money.
to the Mayor's office.
with the appropriate authorities.
to be allowed to be present at the meeting.
that he (should) be punctual in the payment of his rent.
 6. The chairman **invited** questions/opinions after his speech.
Peter to comment on the recent events.

II.

1. John **told** Peter to do it quickly/Peter how to behave.
2. John **instructed** Peter to do the job/where to go.
3. John **said** (that) they were to be punctual.
told them (that) they were not to be late.
4. The doctor **said** to stay in bed. (informal)
5. They **required** silence **of** all examination candidates.
all examination candidates to keep silent.
that everyone (should) attend the meeting.
(**of** their staff) that they (should) attend
the meeting.
6. John **demanded** help/an apology/explanation (**from** Peter).
to speak to the manager.
to know where the man lived.
7. John **demanded** to be told the truth.
that Peter (should) help him.
8. The general **ordered** an attack/silence.
his division to the front.
his division to march to the front.
that his men (should) advance.
9. The officer **commanded** his men to fire.
that his men (should) fall in.
10. The doctor **ordered** him (a) complete rest/absolute quiet.
his patient to take a month's rest.
11. The general **gave** **an order** to attack.
received orders for the operation
a command to be resumed.
that the operation
(should) be resumed.

III.

1. John **appealed** (**to** them) **for** help/any information about
the missing child.
for funds to build a school.
to them to help the poor.
2. John **made an appeal** **for** help.
to the public **for** donations.

3. John **begged** (Peter) **for** help/mercy.
(for) forgiveness.
 a favour (**of** Peter).
(of) Peter to help him.
 to come with us/to be allowed to join us.
 money (**from** Peter).
 that he/they (should) be allowed to join us.
 that he/they might come with us.
4. John **entreated** Peter's forgiveness.
implored a favour (**of** Peter).
 Peter to help him/to be merciful.
 the judge **for** mercy.
5. John **pleaded** (**with Peter**) **for** mercy/more time/money.
with Peter to let him have another try (at it).

Vocabulary

1. **ask** (1) to make a request for something or to someone
 (2) to request to be allowed to do something
2. **request** (formal) to ask for something politely or formally
 (If you request something, you usually have the right to get what you are asking for.)
3. **invite** (formal) to politely ask someone to do something
4. **tell** to say that someone must do something
5. **say** (informal) to tell someone to do something
6. **instruct** to officially tell someone what to do
7. **demand** to ask for something very firmly, especially something that someone does not want to give you
8. **require** to officially demand that people do something, because of a law or rule
9. **order** to tell someone to do something, using your authority or power
10. **command** to tell someone officially to do something, especially if you are a military leader, a king, etc.
11. **appeal** to make a strong public request for help, money, information, etc.
12. **beg** to ask for something in an anxious or urgent way, because you want it very much
13. **entreat** (formal) | **implore** (formal) | **plead** to ask for something that you want very much in a sincere and emotional way

Persuasion

1. = John: *You must go there immediately.*
= John persuaded Peter to go there immediately.
2. = John: *You should read more. It'll help you to get a better grasp of the nation's culture.*
= John convinced his son (that) it was necessary to read more because it would help him to get a better grasp of the nation's culture.
3. = The coach: *You have a very good chance of winning the race. You have everything for it. You must have absolute confidence in your ability.*
= The coach assured the sportsman (that) the latter had a very good chance of winning the race.

Patterns

1. John **convinced** Peter **of** the truth of the statement.
persuaded Peter (that) it was necessary
to read more.
2. John **was convinced** that Peter was telling the truth.
3. John **expressed his conviction** that television was harmful to children.
4. John **spoke in the full conviction** that television was harmful to children.
5. John **persuaded/convinced/coaxed** Peter to go to university.
6. John **argued** Peter **into/out of** agreement with them.
reasoned Peter **into/out of** accepting the proposal.
talked
coaxed
7. John **urged** Peter to buy a new car.
that Peter (should) buy a new car.
8. John **won Peter over/(a)round** (by being especially
brought Peter over/(a)round considerate).
gained Peter over (to his point of view).
got Peter (a)round
9. John **came over/(a)round to** Peter's opinion.
went over/across to believing in friendship.

10. The teacher **assured** his pupil **about/of** his progress.
reassured his pupil that he was doing well.
11. The teacher **reassured** his pupil.
12. John **dissuaded** Peter **from** that course of action.
discouraged Peter **from** going to the party.
deterred

Vocabulary

1. **convince** (1) to make someone feel sure about something
(2) to make someone decide to do something by repeatedly telling them reasons why they should do so
2. **persuade** (1) to make someone decide to do something by repeatedly telling them reasons why they should do so
(2) to make someone feel sure about something
3. **reason/talk sb. into/out of sth./doing sth.** to persuade someone to do or not to do something
4. **argue sb. into/out of sth./doing sth.** (esp. BrE) to persuade someone to do or not to do something, often with strong feeling
5. **coax sb. into/out of sth./doing sth.** to persuade someone to do or not to do something by talking to them in a kind, gentle and patient way
6. **win over/(a)round | gain over | bring over/(a)round | get (a)round** to persuade someone to do what you want or to agree with you by being nice to them
7. **come over/(a)round | go over/across** to change your opinion to another point of view
8. **assure** to tell someone that something will definitely happen or is definitely true so that they are less worried
9. **reassure** to make someone feel calmer and less worried or frightened about a problem or situation
10. **dissuade** to persuade someone not to do something
11. **discourage | deter** to persuade someone not to do something by making them realise that it will be difficult or will have unpleasant results

Explanation

1. = The teacher: *Why were you absent yesterday?*
 The schoolboy: *I had a bad headache.*
 = The teacher asked the schoolboy why he had been absent from school the previous day. The latter explained (that) he had missed the classes because of a bad headache.

2. = John: *Why did our local team suffer such a crushing defeat?*
 Peter: *I don't know. It's quite beyond me.*
 = John asked Peter why their local team had suffered such a crushing defeat. But Peter couldn't account for that – it was quite beyond him.

Patterns

1. John **explained** the meaning of the word (**to** Peter).
 (**to** Peter) (that) the plane was delayed.
 (**to** Peter) what the word meant.
2. John **provided/gave/offered an explanation for/of** his absence/behaviour/decision.
3. **In explanation of** his absence, John said that he had been detained at the office.
4. John said a few words **by way of explanation**.
5. **By way of explanation**, John said (that) he had been delayed by the traffic.
6. John couldn't **account for** their defeat.
 losing the game.
 the fact that they had lost.
 why they had lost the game.
7. John **clarified/elucidated** the statement/the causes of the accident.
8. John **spelt out** the meaning of the statement (**for** Peter).
 what he meant.
 (**for** Peter) why he had accepted the offer.
9. John **cleared up** the mystery of Peter's disappearance.
10. John **interpreted** Peter's silence **as** consent/a refusal.
construed Peter's silence **as** meaning consent.
 Peter's remarks **as** offensive.

11. John **attributed/ascribed** his success **to** hard work.
12. John **put/set** his success **down to** hard work.
13. John **illustrated** the meaning of the word with a sentence.
14. John **gave** a typical illustration/a few illustrations
offered of Peter's meanness/cowardice.
15. John **provided** a typical illustration/a few illustrations
of Peter's meanness/cowardice.
16. John **made an interpretation of** Peter's silence.
gave a wrong interpretation to
put a different interpretation on
17. By **illustration**, John told the story of Peter's failure.
18. John **misinterpreted** Peter's silence (**as** a refusal).
(**as** giving consent).

Vocabulary

1. **explain** (1) to make something clear or easy to understand
(2) to give a reason for something
2. **account for** to give a satisfactory explanation of something
3. **clarify** to make something clearer and easier to understand
4. **elucidate** (formal) to explain something that is difficult to understand very clearly by providing more information
5. **spell out** to explain something clearly and in detail
6. **clear up** (1) to find the whole explanation for something that is strange and hard to understand, such as a crime
(2) to make sure that everyone involved in something understands all the facts and agrees, so that there will be no problems
7. **interpret | construe** (formal) to understand or explain the meaning of something in a particular way
8. **attribute to | ascribe to** (formal) | **put/set down to** to explain the reason for something, especially when you are only guessing
9. **illustrate** to make the meaning of something clearer by giving examples
10. **misinterpret** to understand or explain the meaning of something wrongly

4. Mary **caught / clutched / grabbed / jumped / snapped / snatched at** his invitation.
5. Mary was not willing to go but **accepted** the invitation.
6. After some hesitation Mary **accepted** the invitation.
7. Mary **accepted** the invitation but was not enthusiastic about it.

Refusal is reported in the way illustrated below.

1. Mary **refused/declined/spurned** his invitation.
2. Mary **refused absolutely / categorically / completely / outright / point-blank** to go to the theatre.
3. Mary **absolutely / emphatically / flatly / positively refused** the invitation.
4. Mary **gave an emphatic / flat / outright / point-blank / positive refusal**.
5. Mary **declined** his invitation pleading a splitting headache/urgent work.
6. Mary **pleaded** a splitting headache/urgent work.

Vocabulary

1. **invite** to ask someone to come, especially to a social occasion
2. **invite out | ask out** to ask someone to go to a social occasion that is to take place outside your home
3. **invite over/round | ask over/round** to ask someone to come to your home for a short time, usually for a drink or a meal
4. **accept** to say yes to an idea, plan, suggestion, offer, invitation, etc.
5. **catch at | clutch at | grab at (informal) | jump at | snap at (informal) | snatch at** to accept something willingly
6. **refuse** to say no to something that you have been offered
7. **decline** to refuse to accept something, usually politely
8. **spurn** (esp. literary) to refuse to accept something or to have a relationship with someone, especially because you are too proud

Suggestion, offer and advice

1. = John: *Where shall we go in summer?*
 Mary: *Let's go to Spain for a couple of weeks.*
 John: *Yes, let's.*
 = John wanted to know where they should go in summer.
 Mary suggested going to Spain for a couple of weeks and
 John welcomed the suggestion.

2. = John: *Shall I see you home?*
 Mary: *Yes, that would be very nice.*
 = John offered to see Mary home and she willingly accepted
 the offer.
 John offered to see Mary home and she said (that) it
 would be nice of him to do so.

3. = John: *I've got a splitting headache.*
 Mary: *Why don't you take some medicine?*
 John: *I think I should.*
 = John complained that he had a splitting headache. Mary
 advised him to take some medicine and John agreed to do
 so.

I. **Suggestions** may be reported in one of the following ways.

1. John **suggested** a visit to the theatre/an alternative plan.
proposed going to the theatre.
 (that) they (should) go to the theatre.
 (that) they went to the theatre.

2. John **made** a **suggestion** **about/concerning**
offered a **proposal** the trip.
presented **for** a joint project.
put forward to hold a debate.
put forth that they (should)
set forward hold a debate.

Suggestions are either accepted or rejected. If **accepted**, they are phrased in one of the following ways.

1. John **accepted / agreed to / adopted their suggestion / proposal.**

2. John **liked** the idea.
3. John **agreed** to go to the theatre.
4. John **said** (that) he didn't/wouldn't mind going to
the theatre.
(that) he had nothing against it.
5. They **fell in with** the chairman's suggestion/proposal.
the chairman **on** that question.
6. John **responded by saying** (that) he didn't mind going to the
theatre.

An alternative suggestion may be reported as illustrated below.

- But John **said** (that) he would rather go to the cinema.
(that) he would prefer to go to the cinema.
(that) they had better go to the cinema.

If suggestions **are rejected**, it is expressed in the following way.

1. John **refused (absolutely / categorically / completely / outright / point-blank)** (to go to the theatre).
2. John **gave Peter a definite / emphatic / flat / outright / point-blank / positive refusal.**
3. John **declined** Peter's suggestion/proposal/idea.
to go to the theatre.
4. John **turned down / rejected / spurned** their suggestion /
proposal/idea.
5. John **completely / flatly / totally turned down** their
suggestion/proposal/idea.
6. John (strongly) **objected to** (a boat trip up the Thames).
going to the theatre.
their/them going there.
7. John **was (all) against** their visit to New York.
their suggestion/proposal/idea.
going to the theatre.
accepting their suggestion/proposal.
8. John **said** (that) he didn't feel like going to the theatre.
9. John **responded by saying** (that) he didn't want to go
to the theatre.
10. John's suggestion/proposal/idea **met with** a cold **refusal.**
(literary)

II. **Offers** are reported in one of the following ways.

1. John **offered** to help Peter.
Peter his help.
his help **to** Peter.
2. John **volunteered** a statement to the police.
to do the job.
for the job.
3. John **made** (Peter) **an offer** (of \$ 50000 for the house).
4. Peter **had an offer** of \$ 50000 for the house.

Offers are either accepted or rejected. **Acceptance** is reported as follows.

1. John (willingly) **accepted/agreed to** their offer.
2. John (coldly/warmly) **welcomed** Peter's offer.
3. John **liked** Peter's idea.
4. John **had nothing against** it.
5. John **said** (that) it would be very kind/nice of Peter to do so.
(that) he would like to be given help.
6. John **responded by saying** (that) he would be happy to be given help. (formal)

Refusal is reported as illustrated below.

1. John **refused** (to have any more cake).
Peter's offer.
2. John **refused absolutely / categorically / completely / outright / point-blank** (to have a drink).
3. John **declined** the offer.
to take the job.
4. John (completely / flatly / totally) **turned down / rejected / spurned** their offer (of help).
5. John **gave** Peter **a definite / emphatic / flat / outright / point-blank / positive refusal**.
6. John (strongly) **objected to** their help.
Peter's/Peter helping them.
7. John **was (all) against** their help.
Peter's/Peter helping them.
8. John **said** (that) Peter needn't help them.
9. John **responded by saying**(that) he **was against** their help.
(formal)

10. Peter's offer **met with** a cold **refusal**. (literary)

III. **Advice** is reported as follows.

1. John **advised** an early start.
(their) staying at home.
them to stay at home.
(them) that they (should) stay at home.
them what to do/where to go.
2. John **advised** (them) **about/on** their problems.
making the trip.
whether to make the trip.
whether they should make
the trip.
3. John wanted Peter **to advise** him whether he should accept
the offer.
4. John **advised** (Peter) **against** that course of action.
signing the contract.
5. John **said/told Peter** (that) he should drive carefully.
6. John **recommended** caution in dealing with the matter.
(their) staying at home.
them to stay at home.
(to them) that they (should) stay at
home.
(to them) that they stayed at home.
7. John **gave / offered** Peter **his advice / a piece of advice / a
bit of advice / a word of advice / a few words of advice**.
8. John **gave/offered his advice to** Peter.
9. John **gave/offered** Peter some **good/sensible/sound/wise/
unsolicited/misleading advice**.
10. John **gave** Peter **a recommendation** to stay at home.
11. John's **advice/recommendation** (to Peter) was to stay at
home.
12. John's **advice/recommendation** (to Peter) was that they
(should) stay at home.

A response to advice is not always given – and even if it is, it is not normally reported. However, if there is a response to a piece of advice it may be reported in the following way.

1. John **accepted/took his advice** (to stay at home).
(that he should stay
at home).
2. John **agreed** to do so.
3. John **liked** the idea.
4. John **said** (that) he would (gladly) do so.
5. John **had nothing against** it.
6. John **responded by saying** (that) he would follow her advice.
(formal)
7. John **disregarded/ignored/refused/turned a deaf ear to**
her advice.

Sometimes there are actions following the taking of advice and these are reported as illustrated below.

1. John **followed** Peter's advice (to stay at home).
acted on Peter's advice (that they should stay
at home).
2. John **did** as he had been/was advised to.

A request for a piece of advice is reported as follows.

John **asked for/solicited** Peter's advice (**about/on** the matter).

Vocabulary

1. **suggest** (1) to give someone your ideas about what you and he or she should do together
(2) **advise** to tell someone what they should do, especially when you know more about something than they do
2. **propose** (formal) to suggest something as a plan or course of action
3. **offer** (1) to say that you are willing to give someone something
(2) to say that you are willing to do something
4. **volunteer** to offer to do something without expecting any reward, usually something that other people do not want to do

5. **advise** to tell someone what they should do, especially when you know more about something than they do
6. **recommend** to advise someone to do something, especially because you have special knowledge of a situation or subject
7. **accept | agree to** to say yes to an idea, plan, suggestion, offer, invitation, etc.
8. **fall in with** to accept someone's suggestion, decision, etc.
9. **welcome** to accept an idea, plan, suggestion, offer, etc. happily
10. **adopt** to formally approve a proposal, especially by voting
11. **refuse** to say no to something that you have been offered
12. **turn down** to refuse to accept an offer, suggestion, invitation, or request
13. **decline** to refuse to accept something, usually politely
14. **reject** to refuse to accept an offer, suggestion, or request
15. **spurn** (esp. literary) to refuse to accept something or to have a relationship with someone, especially because you are too proud

Reject
Spurn

Refuse
Turn down

Decline

less polite
more firm

more polite
less firm

Asserting

1. = John: *Mr Smith's latest book is his best one. It stands out from all other contemporary fiction and really deserves special praise.*
= John asserted/maintained that Mr Smith's latest book was his best one. It stood out from all contemporary fiction and really deserved special praise.
2. = Peter: *I'm the best tennis player in the class.*
= Peter claimed to be the best tennis player in the class.

3. = Newspaper article: *Mr Jones was seen near the scene of the crime shortly after 22.00.*

= The author of the newspaper article alleged (that) Mr Jones had been seen near the scene of the crime shortly after 22.00.

Mr Jones was alleged to have been seen near the scene of the crime shortly after 22.00.

Patterns

1. John **asserted** his opinions/views/innocence.
maintained his statement to be true.
that he was innocent.
2. John **declared** his total opposition to the plan.
himself (to be) responsible for everything.
himself (to be) a supporter of the cause.
(that) he knew nothing about their plans.
3. John **protested** his innocence.
that he had never seen the man.
4. John **affirmed** the truth of the statement.
(to Peter) that the statement was true.
5. John **alleged** (that) he had seen Peter at the races.
6. Peter **was alleged** to have been seen at the races.
7. John **made an/the assertion/statement** that he was innocent.
8. John **made a solemn declaration** that he was innocent.
9. John **made allegations of** fraud against Peter.
10. John **made an/the allegation** that Peter was responsible for it.
11. John **claimed** to be the best singer in the class.
to have solved the problem.
(that) he had solved the problem.

Vocabulary

1. **maintain** to state your opinion firmly
2. **assert** to state your opinion firmly, but often without proof to support it
3. **claim** to state your opinion, but without proof to support it
4. **declare** to state your opinion officially and publicly

5. **affirm** (formal) to state your opinion firmly and publicly, usually again or in answer to a question or doubt
6. **protest** to state your opinion very firmly, especially when other people do not believe you
7. **allege** to state that something is true or that someone has done something wrong, but without proof to support it

Admitting and denying

1. = John: *You were quite right, Peter. Now I see that I must've made a mistake.*
= John admitted having made a mistake and recognised (that) Peter had been right.
2. = John: *I don't know this man. I've never met him before.*
= John flatly denied knowing the man.

Patterns

- I.
 1. John **admitted (to)** his mistake/defeat/guilt.
confessed to stealing/having stolen the watch.
 2. John **admitted** (to the police) (that) he had stolen
confessed the watch.
 3. John **acknowledged** his mistake/defeat.
himself defeated.
being ignorant of the facts
having made a mistake.
Peter's being a superb tennis player.
Peter to be a superb tennis player.
(to Peter) that he had made a mistake.
 4. John **made an admission of** guilt/failure.
that he had done it all wrong.
 5. John **made a full / forced / public / voluntary / deathbed confession** (of his guilt)/that he had accepted bribes.
 6. John **forced/extorted a confession from** Peter.
 7. John **recognised** the difficult position he was in.
Peter **as** an authority on the subject.
Peter to be an authority on the subject.
(that) the situation was hopeless.

8. John **accepted** the fact of Peter's disappearance.
the claim that Peter had succeeded in it.
that their plan might be shelved.
9. John **conceded** defeat/a point in the argument.
(**to** them) that Peter was a good player.
10. John **granted** the logic of her argument.
(Peter) (that) Peter/the latter was honest.

II.

1. John **denied** all allegations/any knowledge of their plans.
knowing anything about it.
ever having met Peter.
that he had ever met Peter.
it to be true. (formal)
2. John **categorically / emphatically / fervently / flatly / strongly / vehemently denied** all allegations.

Vocabulary

1. **accept | acknowledge** to agree that something is right or true or that a situation exists
2. **admit** (1) to agree unwillingly that something is true or that someone else is right
(2) **confess** to say that you have done something wrong or illegal, especially to the police
3. **confess** (1) to say that you have done something wrong or illegal, especially to the police
(2) to admit something that you feel embarrassed about
4. **recognise** to agree, often unwillingly, that something is true
5. **concede** to agree unwillingly that something is right or true
6. **grant** to agree that something is true although it does not make much difference to your opinion
7. **deny** to say that something someone has said about you is not true

Agreeing and disagreeing

1. = Mr Jones: *Mr Brown seems to be the best candidate for the job.*
Mr Smith: *That's just what I think. We must give him a chance.*
= Mr Jones expressed his opinion that Mr Brown seemed to

be the best candidate for the job and Mr Smith agreed with him about it.

2. = John: *I liked Mr Brown's performance. He was superb yesterday.*

Peter: *Do you really think so? Personally I think he overacted his part in the play.*

= John said (that) he had liked Mr Brown's performance the night before. But Peter disagreed with him on the point, he thought (that) Mr Brown had overdone his part in the play.

John and Peter disagreed about Mr Brown's performance the previous night. John had enjoyed his acting, whereas Peter had got the impression that he overdid his part in the play.

Patterns

- I.
1. John thought it was a good idea, but Peter **didn't agree**.
 2. John **agreed with** Peter (**about/on** the matter/point).
 3. They **agreed about/on** the matter/terms/price.
to stay at home/to go to Spain on holiday.
on a trip to Spain/**on** Spain for their holidays.
 4. They **agreed on** making a trip to Spain.
(that) they should go to Spain on holiday.
(that) James was the best tennis player
in the country.
 5. They **agreed (as to)** how it should be done.
 6. They **were all agreed on** going to Spain for their holidays.
(that) the plan was feasible.
 7. They **completely / entirely / fully / wholeheartedly agreed about** the matter.
 8. John **agreed to** Peter's suggestion/proposal/offer/idea.
Peter's marrying Jane.
 9. John **readily/willingly/reluctantly/unwillingly agreed to** the plan.
 10. They **expressed / reached** (complete / full / mutual / solid) **agreement about/on** all points.
 11. They **were in** (full) **agreement with** them (**about/on** all points).
with their decision.
about/on/over that point.
with what he said.

12. They **came to/arrived at/made/reached an agreement with** their business partners.
13. John asked Mary if she was ready to start off and she **nodded/nodded (her) agreement**.
14. The committee members **nodded in agreement with** the chairperson.
15. There was **no agreement about/on** what should be done.
16. John **consented to** Peter's marriage/their proposal.
to Peter's marrying Jane.
to do the job.
17. John **gave / refused his consent (to** the plan / his daughter's marriage).
18. John **fell in with** Peter (**on** that point/question).
went (along) with Peter's suggestion/proposal/idea.
played along with
19. They were all **of one mind/of the same mind/of like mind (about/on** the matter).
20. They **were/operated/worked on the same wavelength**.
21. John **saw eye to eye/was eye to eye with** Peter (**on** that vital issue).

II.

1. John and Peter **disagreed** (completely/sharply).
2. John (strongly) **disagreed with** Peter (**about/on/over** the teacher/question).
with his statement/opinion.
about/on/over the teacher/matter.
about/on/over what should be done.
3. John **expressed his/a disagreement with** Peter (**about/on/over/as to** the problem).
4. John **expressed his/a disagreement with** Peter's decision.
5. They **resolved their/the disagreement about/on/over** the problem.
6. John **was in** (total) **disagreement with** Peter (**about/on/over** the matter).
with Peter's decision.
with what Peter said.

7. John and Peter **were in disagreement about/on/over** that point.
8. John **differed from/with** Peter (**about/on/over** the point).
Peter's opinion (**about/on/over** the matter).
9. They **differed about/on/over** the question of cost/pay.
10. They **had a difference of opinion over** the matter.
over who should do it.
11. John **clashed with** Peter (at the meeting).
(**with** Peter) **on/over** the question of cost.
12. They **clashed** at the meeting.
13. There was a (**wordy**) **clash/conflict between** the two opponents at the meeting.
14. There was a (**wordy**) **clash/conflict of opinions/views between** them/at the meeting.
15. John **parted company with** Peter **on/over** that point.
16. John **contradicted** Peter.
Peter's statement.
17. John **pointed out** an apparent / basic / glaring / inherent **contradiction** in Peter's story/**between** the two statements.
18. They **were/operated/worked on different wavelengths**.

Vocabulary

1. **agree** (1) to have the same opinion about something as someone else
(2) to make a decision with someone after a discussion with them
(3) to say yes to an idea, suggestion, offer, invitation, etc.
2. **consent** to give your permission for something or agree to do something
3. **fall in with | go along with** to agree with someone or someone's ideas, suggestions, decisions, etc.
4. **play along (with)** to pretend to agree with someone or someone's ideas because you want to gain an advantage for yourself or to avoid a quarrel
5. **be/see eye to eye (with)** to agree completely with someone; to have the same opinion as someone else
6. **be of one mind/of the same mind/of like mind** to agree with someone about something

7. **be/operate/work on the same wavelength** (informal) to have the same opinions and feelings as someone else
8. **disagree** to have or express a different opinion from someone else
9. **differ** to have or express an opposite opinion to someone else
10. **clash** to express, by way of argument, very different opinions and beliefs from someone else
11. **part company (with)** to no longer agree with or think the same as someone else
12. **contradict** (1) to express a complete disagreement with someone
(2) to disagree with something written or spoken by saying that it is wrong or not true, especially by saying that the opposite is true
13. **be/operate/work on a different wavelength** (informal) to have different opinions and feelings from someone else

Objecting

1. = John: *I'm all against this plan. It's unrealistic.*
= John strongly objected to the plan on the grounds that it was unrealistic.
2. = The police sergeant: *Of course you know this man.*
John: *But I don't. I see him for the first time.*
= The police sergeant was sure that John knew the man but John protested that he had never seen him.

Patterns

1. John (strongly) **objected to** the new plan/airport.
(violently) **to** the plan being implemented.
to being treated like a child.
to Peter's/Peter treating him like a child.
in strong language.
2. John **objected (against Peter) (that)** he was too old to do the job.

3. John **had/made/raised/voiced/lodged** a serious/strong/strenuous/valid/violent **objection to** the new plan/starting early/their starting early.
4. John **took** (great) **exception / objection to** Peter's rude remarks/what Peter said.
5. They (strongly/strenuously/vehemently/vigorously) **opposed** the government/their plans/doing business with them/his leaving the country.
6. John **was opposed to** Peter's idea/suggestion/proposal.
Jim's/Jim applying to the university.
7. Their proposal **aroused** determined **opposition.**
stirred up fierce
came across stiff
met with strong
was up against unbending
came up against unyielding
ran up against vehement
8. They **put forward/offered** a lot of **opposition to** that proposal.
9. They **crushed/overcame their opposition on** the question.
10. They **protested** (bitterly) **against** the war/new factory.
(loudly) **against** the new factory
(strongly) being built.
(vigorously) **against** (his) being maltreated.
the war. (AmE)
to the manager (**about** his
decision).
when the manager's decision
was announced.
11. John **protested** his innocence.
(**to** the police) that he had never been
near the scene of the crime.
12. They **made** a strong **protest to** the manager about his decision.
13. They **filed/registered** a strong **protest with** the minister about the new airport.
14. They **expressed / voiced** a strong **protest against** the manager's decision.
15. The people **cried out against** the unjust imprisonment of the honest doctor.

16. They **made / raised an outcry against / for** the railway closure.
17. John **stood/stuck out against** Peter's idea.
18. John **was/went (all) against** Peter.
his idea/suggestion/proposal.
(Peter) going abroad.
19. John **sided/took sides against** Peter in the argument.
20. John **sided/took sides with** Peter in the argument.

Vocabulary

1. **object** to feel or express disapproval of something, especially by presenting arguments against it
2. **take exception/objection to** to object to something and to be angry or upset because of it
3. **oppose** to disagree with something such as a plan or idea and try to prevent it from happening or succeeding
4. **be opposed to** to dislike and refuse to accept something or doing something
5. **protest** (1) to say or do something publicly to show that you disagree with or are angry about something that you think is wrong or unfair
(2) to state very firmly that something is true, especially when other people do not believe you
6. **cry out against** to complain strongly or protest strongly about something
7. **stand out against | stick out against** (informal) to be strongly opposed to an idea, plan, etc.
8. **take sides** to choose to support a person or group against the other in a quarrel, fight, etc.
9. **side against | take sides against** to argue against a person or group in a quarrel, fight, etc.
10. **side with | take sides with** to support a person or group in a quarrel, fight, etc.

Complaining

1. = John: *I'm sorry to complain, but the video I bought from you two days ago is damaged. I want it replaced.*
= John complained (to the salesman) about the video he had

bought two days before. It happened to be damaged and he wanted it replaced.

2. = John: *I wish you wouldn't have your radio on quite so loud.*
 = John grumbled to his son that he/the latter had his radio on much too loud.

Patterns

1. John **complained** **to** the shop (**about/of** the television).
about/of Peter/his behaviour.
(to the manager) that there was no hot water.
2. John **expressed** a (bitter) **complaint** **against** Peter.
voiced (legitimate) **about** the
made (loud) service.
filed (justified)
lodged (unjustified)
submitted
3. John **filed** a **complaint** (**with** the manager).
lodged
4. John **submitted** a **complaint** (**to** the manager).
5. John **grumbled** **about/over** the weather/Peter's work.
at Peter/his work/new taxes.
(out) a reply.
(to Peter) that he was overworked and underpaid.
6. John **grouched** **about** the weather.
7. John always **had a grouch** **about** something. (informal)
8. John **whined** **about** his bad luck.
(out) a few words to them/requests for help.
(to Peter) that he had been cheated.
9. John **murmured** **against/at** the government/new taxes.
10. John **reported** the boy (**to** the head teacher) (**for** smoking in school).
11. John **informed** **against/on** Peter.
12. John **told/sneaked on** Peter.

Vocabulary

1. **complain** to say that you are annoyed, dissatisfied, or unhappy about something or someone

2. **make a complaint** | **file/lodge/submit a complaint**
(formal) to complain officially to someone
3. **grumble** to complain in a quiet but bad-tempered way
4. **grouch** (informal) to complain in an angry way
5. **whine** to complain in a sad, annoying voice about something
6. **murmur** to complain to friends and people you work with,
but not officially
7. **report** to complain about someone to people in authority
8. **inform against/on** to tell the police or an enemy
information about someone that will harm them
9. **sneak on** (informal) | **tell on** (informal) to tell someone,
such as a parent or teacher, about something that another
person has done wrong, because you want to cause trouble
for that person

Warning and threatening

1. = John: *Look out! There's a crocodile on your left!*
= John warned Peter of a crocodile on his left.
2. = John: *Keep away from her! You touch her and I'll kick your teeth in!*
= John threatened to kick Peter's teeth in if he didn't keep away from Mary.

Patterns

- I.
 1. John **warned** (Peter) **about/of** the danger.
Peter **against** pickpockets/bad roads.
Peter **against** travelling round the world.
Peter **off** (his land/going out with her).
Peter to be careful/not to go near the dog.
(Peter) (that) there were pickpockets there.
 2. John **gave** Peter **a warning** to stay away from the house.
 3. John **cautioned** Peter.
Peter **about** bad roads.
Peter **against** going there alone.
Peter not to go there alone.
(Peter) that it would be a difficult job.

II.

1. John **threatened** revenge.
Peter (**with** a gun/dismissal).
to resign.
that he would resign.
2. John **made a threat** (**against** Peter).
uttered (to resign).
(that he would resign).
3. John **said it in a threatening tone/voice/manner.**
threateningly/menacingly.
4. John **spoke with menace.**
5. John's speech/words **was/were filled with menace.**

Vocabulary

1. **warn | caution** to tell someone that something bad or dangerous may happen, so that they can avoid it or prevent it
2. **warn against** to advise someone not to do something because it may have dangerous or unpleasant results
3. **warn off** to tell someone, using threats, to go away, or not come near something, or avoid something
4. **threaten | menace** (formal) to say that you will cause someone pain, unhappiness, or trouble if they do not do what you want

HintingPatterns

1. John **hinted** **at** Peter's meanness/the possibility of an early election.
to Peter nothing of his intention.
(**to** Peter) (that) they should try to reach a compromise.
2. John **dropped** a (broad) **hint** **about** his possible early arrival.
(obvious)
(delicate) that he would like to go
(subtle) to the theatre.

3. John **took the hint** (**about** Peter's possible early arrival).
(that he would like to go to the theatre).
4. John **intimated** a wish to go by saying (that) it was too late.
his wishes **to** Peter.
to Peter his intention to go into business.
(**to** Peter) that he should work harder.
how he was planning to tackle the problem.
5. John **gave** (Peter) **an intimation** that he was going to start up
a business of his own.
6. John **implied/insinuated** (**to** Peter) that she was not telling
the truth.
7. His remarks **implied** (that) he hadn't enjoyed the holiday.
8. John **made** unpleasant **insinuations** that Peter took bribes.
9. John **made** **an innuendo** **about** Peter/his past life.
cast **against** the President.
threw out that Peter had lied.

Vocabulary

1. **hint | intimate** (formal) to say something in an indirect
way, but so that someone can guess what you mean
2. **imply** to say in an indirect way that something is true
3. **insinuate** to say something which seems to mean
something unpleasant without saying it directly
4. **innuendo** an indirect remark about something bad that
someone has done

Concealing information

Patterns

1. John **concealed** his thoughts (**from** his wife).
hid the fact that he hadn't been to Italy.
2. John **concealed** what he thought about it.
3. John **held back/kept back** the secret/bad news (**from** Peter).
4. John **kept** the secret/bad news **from** Peter.
5. John **kept** his plan/ideas **secret/a secret** (**from** Peter).
6. John **suppressed/repressed** the truth about the accident.
7. They **covered up** the scandal.
hushed up the fact that Peter had lied.
smothered up

Vocabulary

1. **hide | hold back | keep (back)** to deliberately not tell people information
2. **conceal** (formal) to hide something carefully
3. **cover up | hush up | smother up** (informal) to prevent the public from knowing about something dishonest or immoral

Functions of thinking and reasoning

Forming and expressing opinions

1. = John: *I think Peter's a reliable chap.*
 = John thought (that) Peter was a reliable person.
 John expressed his opinion that Peter was a reliable person.
2. = The speaker: *I'm convinced that what the country needs is a market economy. It's absolutely necessary for a country like ours. Here are some of the arguments in support of this view.*
 = The speaker argued the case for a market economy.
 The speaker argued that their country needed a market economy.

Patterns

- I.
 1. John **thought / believed / supposed / assumed / presumed** (that) Peter was right.
 2. John **was** **thought** (to be) very clever.
believed (to be) a clever man.
supposed to be able to do it.
considered to be planning to go into business.
assumed to know the truth.
presumed to have done the job properly.
 3. John **expressed/presented a/the thought** that they would be a success.
 4. John **expressed/held a/the belief** that Peter would cooperate with them.

5. John **made** **the assumption** that Peter would
proceeded on **the presumption** resign.
went on **the supposition**
was going on
acted on
6. John **had a good/bad/high/low opinion of** Peter/his work.
7. John **had** **an opinion** that no revolution
held **a view** was feasible.
entertained **a firm conviction**
harboured
8. John **expressed** **the opinion** that no revolution
offered **the view** was feasible.
presented **the conviction**
put forward
voiced
advocated
ventured
9. John **formed an opinion of** all the candidates.
10. John **had strong opinions/views/feelings on/about** the
issue of war and peace.
11. John **took the view/position** that the compromise was
unacceptable.
12. John **took a cheerful/optimistic/rosy/dim/pessimistic/
poor view of/point of view about** the matter/situation.
13. John **was of the opinion** that sweeping reforms were
necessary.
14. John **regarded** Peter **as** very clever.
looked at Peter **as** a very clever man.
looked on Peter **with** disapproval/contempt/the
greatest admiration.
15. John **guessed** Peter's age.
at Peter's age.
Peter to be thirty.
(that) Peter was thirty.
how old Peter was/what Peter's weight was.
16. John **conjectured** Peter's age.
17. John **conjectured** Peter to be thirty.
that Peter was thirty.
18. John **surmised** Peter's age.
(that) Peter was thirty.

19. John **made** a **guess** at Peter's age.
expressed that Peter would win the match.
had (BrE)
took (AmE)
ventured
hazarded
20. John **made** a **conjecture** that Peter would be
expressed a **surmise** given the job.
ventured a **supposition**
hazarded

II.

1. John **argued** soundly/logically.
the matter pro and con/for hours on end.
for/against the new policy.
the case **for** a market economy.
that poverty was a virtue.
2. It **was argued** that poverty was a virtue.
3. John **reasoned** that poverty was a virtue.
4. John **presented** **arguments** **for/against** the proposal.
offered **for/against** accepting the
put forward proposal.
pressed
drove home
5. John **made** / **presented a convincing** / **strong argument**
for/against the new policy/rejecting the proposal.
6. John **refuted** **the argument** that driving was dangerous.
confuted
rebutted
7. John **countered** the bribery allegations.
8. John **countered (his argument) with** an even stronger
argument.
9. John **countered** that his proposal had been ignored.
10. John **weighed (up)** / **considered** (all) the pros and cons /
advantages and disadvantages (of the matter).
11. The minister declined/refused **to comment on** the rumours
of his resignation.
12. Critics **commented favourably on** Peter's book.
13. John **commented** that he was happy to be at work/home.
14. John **observed** (that) Peter should take up music.

15. John **made** complimentary **comments** **on/about**
passed favourable **remarks** Peter.
dropped shrewd **on/about**
shouted out casual his story.
repeated critical
heard rude
 ironic

16. John **made** some interesting / keen / penetrating / astute **observations on/about** the current political scene.

17. John **remarked on** Peter's absence. (formal)

18. John **made a/the remark** that he would prefer to stay at home.

III.

1. John **thought about/of** Peter/Peter's offer.
 accepting Peter's offer.
 whether Peter should be invited.
2. John **speculated about/on** the world's future.
about/on/as to what might happen.
about/on why Peter had done it.
(about/on) whether there would be a war.
 that the two events might be linked.
3. We don't know all the circumstances, so it would be pointless **to speculate.**
4. John **reflected on** the problem.
 what to do/how to do it.
 how it might have happened.
5. John **pondered (on/over)** the problem.
(on/over) rejecting the offer.
 whether to reject the offer.
6. John **meditated (on)** the matter).
 (revenge).
 (taking revenge on Peter).
7. John **brooded about/on/over** Peter/his misfortunes.
 how it might have happened.
 whether it was true.
8. John **considered** Peter's suggestion.
 making a trip to London.
 how to do it/where to go.
 how it should be done.
 the fact that Peter might not come back.

9. John **contemplated** revenge/sweeping reforms.
 reforming the health-care system.
 a great deal of opposition from Peter.
10. John **was deep in** thought/contemplation.
absorbed in sad thoughts.
engrossed
immersed
lost
11. An idea/thought **suggested itself** to John.
came to mind.
crossed John's mind.
12. The idea/thought **went through / flashed across/into/**
through his mind (that she could be dead).
13. An idea/thought suddenly **occurred to/struck** John.
14. It **struck** Peter that it applied to him too.
15. John **had an idea** that Peter would phone him the next day.

Vocabulary

1. **think** (1) to have an opinion or belief about something
 (2) to use your mind to solve something, decide something,
 etc.
2. **think about/of** to consider the possibility of doing
 something
3. **believe** to think that something is true, although you are
 not completely sure
4. **suppose** to think that something is probably true, based
 on what you know
5. **assume | presume** to think that something is true,
 although you have no proof of it
6. **consider** (1) to think about something, especially about
 whether to accept something or do something
 (2) **regard** to think of someone or something in a particular
 way
7. **look at/on** to think about something in a particular way,
 or as a particular thing
8. **guess** (1) to try to answer a question or make a judgement
 about something without having all the necessary facts, so
 that you are not sure whether you are correct
 (2) **conjecture** (formal) | **surmise** (formal) to guess
 something correctly

9. **argue** to state, giving clear reasons, that something is true, should be done, etc.
10. **reason** to form a particular judgement about a situation after carefully considering the facts
11. **refute** (formal) to prove that a statement or idea is wrong or unfair
12. **confute** (formal) to prove that a person or idea is completely wrong
13. **rebut** (formal) to prove that a statement or charge made against you is false
14. **counter** to try to prove that what someone has said is not true

15. **comment (on)** to express an opinion about someone or something
16. **remark on** to notice that something has happened and say something about it
17. **observe** (formal) to say what you have noticed about a situation
18. **speculate (about/on)** to think or talk about the possible causes or effects of something without knowing all the facts or details; to make guesses
19. **reflect on** to think carefully about something, or to express your thoughts
20. **ponder (on/over)** (formal) to think carefully and seriously about something for a long time
21. **meditate (on)** to think seriously and deeply about something
22. **brood about/on/over** to think for a long time about something that you are worried, angry, or upset about
23. **contemplate** (1) to think about something that you intend to do in the future
(2) to think seriously about something for a long time, especially in order to understand it better
24. **deep | absorbed | engrossed | immersed | lost in** a state in which all your attention is given to something and nothing else is noticed
25. **flash across/into/through** to suddenly think of or recall something
26. **occur to** to come suddenly into your mind

27. **strike** to suddenly realise that a thought or idea is important, interesting, surprising, bad, etc.
28. **weigh (up)** to consider something carefully so that you can make a decision about it
29. **venture** to say something although you are afraid of how someone may react to it
30. **hazard** to say something that is only a suggestion or guess and so might not be correct
31. **advocate** to publicly support a particular way of doing things

Understanding and misunderstanding

1. = John: *Oh, I see. Now I understand what Peter meant by saying that.*
 = Suddenly John understood what Peter had meant by saying that.
 It suddenly dawned on John what Peter's words had meant.
2. = John: *What does this statement mean? I'm completely at a loss.*
 = John failed to work out the meaning of the statement.
 John couldn't make head or tail of the statement.

Patterns

- I.
1. John **understood** Peter/his anger/the problem.
about money.
 (that) Peter was not going to do the job.
 why Peter was angry/how Peter felt.
 Peter to say/mean (that) he would do it.
 2. John **gave** Peter **to understand** (that) he would never return.
 3. As John **understood** it, there was no hope of recovery.
 4. John didn't know what Peter **understood** by that term.
 5. John **was understood** to have raised the required sum of money.
 6. John **had** a clear / better / limited / little **understanding of** politics/economics/the causes of the tragedy.

7. John **realised** his mistake/error.
 (that) he was wrong.
 how Peter had managed to do the job.
8. John **had (a) full realisation of** his error/all the difficulties.
9. John **came to the realisation** that they were doomed to failure.
10. It (suddenly) **dawned on** John that he had left his
 (gradually) ticket behind.
 where he had lost his
 ticket.
11. The answer **dawned on** John when he was not thinking about the matter.
12. John **made out/figured out** Peter.
13. John **made out** the meaning of the statement quickly.
worked out what to do next/how to do it.
figured out what Peter was trying to say.
puzzled out
14. John **worked out** that Peter had lied to him.
15. John couldn't **make out/work out** whether Peter was right.
16. As far as John **could make out**, he was the only one left in the house.
17. John **got** Peter's meaning/joke/the message/idea.
caught it right/wrong.
18. John **didn't get** Peter.
19. John **grasped** Peter's meaning/argument/the main points of his speech/the full significance of the events.
20. John **had a** good/thorough **grasp** of the subject/problem.
21. Peter spoke so fast that John **couldn't/didn't quite follow** him/what he was saying.
22. John **saw** Peter's joke/the point of the story.
didn't see (that) the idea was excellent.
23. John **saw** what Peter meant.
didn't see why Peter was all against it.
couldn't see
24. John **was** (fully) **aware** **of** the gravity of
became (well) **conscious** the situation.
 (acutely) **(of)** how risky the
 investment was.
 that they would
 never do it.

25. John **was** (fully) **aware** **of** being watched.
became (well) **conscious** **of** having offended
 (acutely) him.
26. It **was** **clear** (to John) that Peter wouldn't
became **apparent** cooperate.
evident
obvious
plain
27. It **wasn't** yet **clear/plain** whether everything would turn out well.
28. John **was/became clear about/on** that point.
29. John **made** his point **clear/plain** (to everyone).
30. John **made it clear/plain** (to Peter) that he would never put up with it.
31. At last the real problem **came home to** John.
32. At last it **came home to** John that he was in danger.
 what the problem was.
33. John **brought/drove/got** the difficulty **home to** Peter.
34. John **brought home to** John what the problem was.
drove where the difficulty lay.
got
35. John **drove** his argument/point **home** with plenty of facts.
36. John asked Peter to repeat his joke, because he hadn't quite **caught on/latched on** (to it).

II.

1. John **misunderstood** Peter/Peter's words/his statement.
 what Peter said.
2. John's remark **caused/led to a misunderstanding** (about/
over the matter).
3. John **mistook** Peter **for** his twin brother.
took Peter's silence **for** lack of interest.
4. John **was** (very much) **mistaken about** it/ seeing him there.
5. John **made a mistake** (about it).
 (in counting on his help).
6. John **couldn't make head or tail of** it.
7. John **was beyond/out of his depth** in that argument.
8. When Peter started talking about geography John **was**
beyond/out of his depth.

Vocabulary

1. **understand** (1) to know the meaning of what someone is telling you
(2) to know how a process, situation, etc. works, especially through learning or experience
2. **realise** (1) to know and understand the importance of something
(2) to start to know something that you did not notice before
3. **dawn on** to realise something for the first time
4. **make out** to understand something or someone
5. **figure out** to understand something or someone with difficulty
6. **work out** (esp. BrE) to think about something and manage to understand it
7. **puzzle out** to solve a confusing or difficult problem by thinking about it carefully
8. **get** (informal) to understand someone or something
9. **catch** to hear and understand what someone says
10. **grasp** to completely understand a fact or an idea, especially a complicated one
11. **follow** to understand something such as an explanation or story
12. **see** to understand or realise something
13. **aware | conscious** to notice or realise that a problem or a dangerous situation exists
14. **clear** easy to understand or recognise
15. **apparent | evident | obvious | plain** very easy to understand or recognise
16. **come home to sb.** to be clearly understood by someone
17. **bring/drive/get sth. home to sb.** to make you realise how serious, difficult or dangerous something is
18. **catch on | latch on** (informal) to begin to understand or realise something

19. **misunderstand** to understand that something means one thing when in fact it means something different
20. **mistake/take sb./sth. for sb./sth.** to think that one person or thing is someone or something else
21. **be mistaken (about)** to be wrong about something

22. **not be able to make head or tail of** to be unable to understand or to be completely confused by something
23. **beyond/out of your depth** beyond your ability to understand

Remembering and forgetting

1. = John: *Yes, now I remember who wrote the letter.*
= John remembered/recalled who had written the letter.
2. = John: *Do you know where Mary lives?*
Peter: *I knew it, but it's gone clean out of my mind.*
= John asked Peter where Mary lived. Peter answered that he had known her address but had forgotten it.
John asked Peter where Mary lived but Peter failed to recall her address.

Patterns

1. John **remembered** Peter (**as** a young man).
recalled the first day of the journey.
recollected reading/having read the book.
Peter(?'s) being very conscientious.
(that) he had read the book.
where Peter worked.
how to play poker.
2. John searched his memory but **couldn't remember** the name.
3. John **had** a vague **recollection** **of** the events.
hazy **of** meeting Peter.
patchy **of** what had happened.
vivid
painful
4. The old photo **brought** numerous **recollections to his mind**.
5. John and Peter **were reminiscing** (**about** the old days).
6. The scene **aroused** **memories** **of** his youth.
awakened **recollections**
evoked **reminiscences**
stirred

7. John **reminded** Peter **about/of** the coming meeting.
to take his umbrella.
(that) the meeting was to be held in
the afternoon.
8. The sight of the wrecked car **reminded** Peter **of** the accident
/that he should drive more carefully.
9. John failed **to call/summon up** any ideas on the subject.
10. John **couldn't call/bring** the man's name **to mind**.
11. Her name **came back** (to him) in the long run.
12. It **came back to him** where they had met before.
13. The story **carried/took him back** (to his childhood).
14. The letter **brought back** memories of his childhood.
to him his childhood.
15. The melody **called up** his childhood.
16. His memory **went back to** his younger days.
17. John recognised the man but **couldn't place** him.
18. That day **was firmly fixed** in his memory.
19. John **forgot** Peter/his face/his name.
Peter('s) writing the article.
inviting/having invited Peter.
how to do it/where to go.
(that) he had invited Peter.
who had done it/where Peter lived.
whether Peter had agreed to do the job.

Vocabulary

1. **remember** (1) to have a picture in your mind of people, events, places, etc. from the past
(2) to bring information that you know into your mind
2. **recall | recollect** (old-fashioned) to deliberately remember a particular fact, event, or situation from the past, especially in order to tell someone about it
3. **reminisce** to talk or think about pleasant events in your past
4. **remind** (1) (**about/of**) to make someone remember something that they must do
(2) (**of**) to make someone remember someone that they knew or something that happened in the past
5. **call up** to bring something such as a memory to your mind

6. **summon up** to make an effort to bring to mind something such as a memory
7. **come back (to)** to return to your memory
8. **go back (to)** to return in time, in your thoughts
9. **bring back (to)** to make you remember something
10. **carry/take back (to)** to make you remember a time in the past
11. **place** (usually in questions and negatives) to be able to remember why you recognise someone, what their name is, etc.
12. **forget** to be unable to remember facts, information, or something that happened in the past

Expectation

1. = John: *I suppose Peter will pass the exam.*
= John expected Peter to pass the exam.
2. = John: *I feel something disastrous is going to happen.*
= John had a premonition of (a) disaster.

Patterns

1. John (fully) **expected** to pass the exam.
a letter/cooperation **from** Peter
too much **of/from** Peter.
Peter to pass the exam.
(that) Peter would pass the exam.
2. Peter's article **came/fell short of** his expectations.
3. John **was cheated (out) of** his expectations.
4. They **thought** (that) Peter would pass the exam but **against/contrary to (all) expectation(s)** he didn't.
5. They **hoped for** a big order.
to go to Spain on holiday.
(that) the weather would be fine.
6. They **hoped against hope** that he would come back.

7. John **waited for** Peter/the news **in keen anticipation**.
their decision **with** (a great deal of)
apprehension.
8. John **looked forward to** that event (**with eager/keen anticipation**).
seeing her again soon.
9. John **anticipated** trouble/a fall in demand.
forecast running into debt.
foresaw Peter('s) running into debt.
foretold that demand would fall.
predicted what would happen.
prophesied when it would happen.
10. John **made/gave** an accurate / inaccurate / economic /
long-range / short-range **forecast**.
11. John **made a prediction** that their team would win the
championship.
12. John **expressed his/the hope** that they would be all right.
voiced
cherished
nursed
13. John **pinned his hopes on** the new coach/Peter's arrival.
placed
put
14. John **had** a (strange/gloomy) **premonition/presentiment of**
danger/failure.
15. John **had** (some/deep/serious) **misgivings about** their
round-the-world journey/going on a round-the-world journey.
16. John **had** **a premonition** that there would be a storm.
a presentiment
a foreboding
misgivings
17. John **felt** (grave) **apprehension(s) of** failure.
entertained (some) **apprehension(s) for** her
was filled with safety.
showed
expressed

18. John **was apprehensive about/of** further troubles.
looked apprehensive for Peter's safety.
 that Peter would/might get lost.
19. John **was in suspense (over** the exam results).
 (waiting for the exam results).
20. John **waited in (great) suspense for** the exam results.
 to hear the exam results.
21. John **kept Peter in suspense (over** the exam results).

Vocabulary

1. **expect** to think that something will happen because it seems likely or has been planned
2. **hope** to want something to happen or be true, and to believe it is possible
3. **wait** (1) not to do something or go somewhere until something else happens, someone arrives, etc.
 (2) to expect something to happen that has not happened yet
4. **look forward to** to expect something with excitement and pleasure
5. **anticipate** to expect that something will happen and be ready for it
6. **foresee** to know that something is going to happen before it actually happens
7. **predict** to say that something will happen or that something will happen in a particular way
8. **forecast** to say what is likely to happen in the future, based on information that is available now
9. **foretell | prophesy** to say what will happen in the future, especially by using special religious or magical knowledge
10. **apprehension** anxiety about the future, especially the worry that you will have to deal with something unpleasant
11. **premonition | presentiment** (formal) a strange and unexplainable feeling that something, especially something unpleasant, is going to happen
12. **foreboding** a feeling that something very unpleasant is going to happen
13. **misgiving** a feeling of doubt, distrust, or fear about what might happen or about whether something is right

Comparison

1. = John: *I'd like to make a couple of quick comments about these two essays. Mr Brown's essay seems... Mr Johnson's essay is certainly...*
= John compared Mr Brown's essay with Mr Johnson's.
2. = The speaker: *Today's economic situation is very similar to that of the 1930s.*
= The speaker drew a parallel between the current economic situation and that of the 1930s.

Patterns

1. John **compared** Peter's essay **with/to/and** Mary's.
2. John **compared** their essays/two speakers.
3. John **made a comparison of** British literature **with/and** American literature.
4. John **drew a comparison between** British **and** American literature.
5. In his speech John **contrasted** Peter's stated principles **with/and** his behaviour.
6. John **contrasted** their essays/two speakers.
7. The poet **compared** sleep **to** death.
likened her eyes **to** the sky.
8. John **made a comparison of** New York **to** a beehive.
9. John **drew a parallel between** the current economic situation **and** that of the 1930s.
10. John **equated** wealth **with/and** happiness.
11. John **balanced** one argument **against/with** the other.
his good qualities **against/with** his faults.
the advantages of the scheme **against/with** its disadvantages.

Vocabulary

1. **compare** (1) (**with/to**) to examine two or more things, people, ideas, etc. in order to show how they are similar to or different from each other
(2) (**to**) | **liken to** (formal) to say that someone or something is like someone or something else

2. **contrast** to compare two things, people, ideas, etc. to show how different they are from each other
3. **equate** to consider two or more things as being similar or connected

Conclusion

1. = The chairman: *So what follows from the discussions held in the past week is that the merger with our parent firm is undesirable.*
= The chairman concluded/drew the conclusion that the merger with their parent firm was undesirable.
2. = John: *From Peter's garbled story I can gather (that) he's not very happy with his new job.*
= From Peter's garbled story John deduced that he was not satisfied with his new job.

Patterns

1. John **concluded** that Peter was not to blame.
2. John **deduced/inferred/gathered** (**from** his statement / excitement) that Peter knew something about the matter.
3. John **deduced/inferred** (the fact) that Peter was not guilty.
4. John **deduced/inferred** little **from** Peter's garbled story.
5. John **deduced/inferred** what had happened/where Peter was hiding/who was to blame.
6. John **arrived at/came to/jumped to/drew/reached the conclusion** that Peter had done nothing wrong.
7. John **drew/made** a correct / reasonable / tenable / valid / erroneous / invalid / wrong **conclusion / deduction / inference from** the facts/evidence.
8. John **drew/made a/the deduction/inference** that Peter was not guilty.
9. John **confirmed** Mary's **deduction/inference** that Peter was not guilty.
10. John worked out the answer / conclusion **by deduction/inference**.
11. John **generalised about** education systems in different countries.

12. John **generalised a rule/a valid conclusion from** this collection of instances/facts.
13. John **made** a broad **generalisation about** (taking) sweeping exercise. valid that the economy is quite healthy.
14. It **followed (from** what John said) (that) Peter couldn't be relied on.
15. John warned Peter not **to jump to conclusions**.

Vocabulary

1. **conclude** to decide that something is true after considering all the information you have
2. **deduce** (formal) | **infer** to form an opinion (by the process of reasoning) that something is probably true, on the basis of a careful examination of all the information you have
3. **gather** to form an opinion that something is probably true, because of something that you have heard or seen
4. **generalise** to make a general statement about a number of different things or people without mentioning any details
5. **follow** to be true as a result of something else that is true
6. **jump to conclusions** to form an opinion about something before you have all the facts

Functions of showing attitude

Approval and disapproval

1. = John: *Peter has a nice hobby now – it's harmless and keeps him busy all the time.*
= John approved of Peter's hobby because it was harmless and kept him busy all the time.
2. = John: *The way Peter treats his wife is disgusting.*
= John disapproved of the way Peter treated his wife.

Patterns

I.

1. John **approved of** Peter/Peter's choice.
2. John **gave a nod of approval**.
3. The president **favoured** further tax cuts.
cutting taxes.
4. They **were/came out (all) in favour of** his proposals.
5. They **applauded** the decision to go ahead with the new plan.
6. John **didn't hold with** these modern ideas.
letting pupils do such things.
7. John **was (all/strongly) for/against** her suggestion.
accepting the offer.
8. The city council **approved** the building plans.
9. John **gave** their plans **his approval**.
10. John **gave his approval to/for** their plans.
11. John **received their approval** to carry on with his plans/work.
12. John **expressed (his) approval (of the plan)**.
voiced
nodded
13. The new proposals **won the approval** of the board.
met with their approval. (formal)
14. The president (fully) **endorsed** his candidacy.
15. The president **gave his endorsement to** them/their plans.
16. The president **gave** them/their plans **his endorsement**.
17. They **okayed/OKed** John's request for a loan.
18. John **gave** them **his okay/OK** (to go on with their plans).
19. John **gave his OK/okay to** them.
20. John **got the okay/OK** (to go on with his plans).
21. The government **gave its/their blessing** to the new plan.

II.

1. John **disapproved of** Peter/his intentions.
Peter('s) playing cards.
2. John **expressed/voiced (his)** (strong) **disapproval of** Peter's behaviour.
3. John **remonstrated (with Peter) about/against** his foolish behaviour.
4. They (deeply/thoroughly) **deplored** their violent behaviour.
their taking drugs.

5. John **frowned on/at** Peter's idea/any disobedience.
on smoking in public.
6. John **took a dim/poor view of** Peter's conduct.
7. John **shook his head/finger (at Peter) (in disapproval)**.
8. Congress **disapproved** the legislation.

Vocabulary

1. **approve of** to think or say that someone or something is good, right, or suitable
2. **approve** to officially accept a plan, proposal, etc.
3. **favour** to think that a plan, idea, etc. is better than other plans, ideas, etc.
4. **applaud** to express strong approval of an idea, plan, etc.
5. **hold with** to approve of or agree with something
6. **endorse/indorse** to express formal support or approval for someone or something, often by public statement
7. **okay/OK** (informal) to say officially that you will agree to something or allow it to happen
8. **blessing** someone's approval or encouragement for a plan, activity, idea, etc.
9. **disapprove of** to think or say that someone or something is bad or unsuitable
10. **disapprove** to refuse to officially accept a plan, proposal, etc.
11. **remonstrate** (formal) to tell someone that you strongly disapprove of something they have said or done
12. **deplore** to disapprove very strongly of something and criticise it severely, especially publicly
13. **frown at/on** to disapprove of someone or something, especially someone's behaviour
14. **take a dim/poor view of** to disapprove of something
15. **shake your head (at)** to move your head from side to side as a way of saying no or showing disapproval
16. **shake your finger (at)** to indicate disapproval or warning

Trust and distrust

1. = John: *Her story sounds plausible.*
= John believed her story.
2. = The teacher: *I don't have much trust in this approach to education.*
= The teacher doubted the value of that approach to education.

Patterns

I.

1. John **believed** Peter/Peter's story.
Peter to be innocent.
Peter to have done nothing wrong.
(that) Peter was innocent.
2. It was John's **belief** that Peter was innocent.
3. John **trusted** Peter/Peter's judgement.
Peter to do the job by himself.
4. John **had no great belief in** Peter/his honesty.
didn't have much trust in
5. John **placed/put his trust**/much trust/absolute trust/blind trust / perfect trust / unquestioning trust **in** Peter / his judgement/promises.

II.

1. John **disbelieved** Peter/Peter's statement.
what Peter said.
2. John **distrusted/mistrusted** Peter/his practices.
3. John **had** a (great/strong) **distrust/mistrust of** foreigners.
4. John **doubted** Peter's honesty/the truth of his statement.
if/whether/that they would benefit by
further study.
5. John **didn't doubt that** they would succeed.
6. **Did** John **doubt that** they would succeed?
7. John **had no/little doubt that** they would succeed.
8. **Did** John **have any/much doubt that** they would succeed?
9. John **had/felt/entertained/harboured doubts** about it.

10. John **had a doubt about/of/as to** their success.
some doubt about/of/as to that being true.
(his) doubts about/of/as to whether they would succeed.
about/of/as to who did it.
if/whether they would succeed.
11. John **expressed doubts about** the matter.
(a) doubt that they would succeed.
a deep doubt
a reasonable doubt
a serious doubt
a slight doubt
a strong doubt
12. John's proposal/words **raised (a) doubt/serious doubts** in Peter's mind.
13. John's explanations **dispelled/resolved all doubts.**
14. John **was doubtful (about/of** the matter).
felt doubtful (about/of whether they would succeed).
(about/of who did it).
(if/whether/that they would succeed).
15. John **wasn't doubtful that** they would succeed.
16. **Was John doubtful that** they would succeed?
17. John **questioned** his honesty/the truth of his statement.
queried if/whether they would succeed.
18. John **suspected** his motives/the truth of his statement.
him **of** murder/robbery.
him **of** giving false evidence.
(that) he was the murderer.
19. John **had a suspicion about/of** his motives.
entertained that Peter was dishonest.
harboured
20. John's behaviour/words **aroused/caused/created / stirred (a) suspicion/their suspicions.**
21. John's behaviour **confirmed** Peter's **suspicion(s).**
words **cast suspicion on** Peter.
allayed/dispelled suspicion(s).
22. John **was/felt suspicious about/of** Peter/his intentions.
23. John **was sceptical about/of** their success.
24. John **took** Peter's statement **with a grain/pinch of salt.**

Vocabulary

1. **believe** to be sure that something is true or that someone is telling the truth
2. **trust** to believe that someone is honest and will not harm you, cheat you, etc.
3. **disbelieve** (formal) to refuse to believe something or someone
4. **distrust** to lack trust or confidence in someone or something
5. **mistrust** to lack trust or confidence in someone, especially because you think they may treat you unfairly or dishonestly
6. **doubt** (1) (**if/whether**) to be uncertain about something
(2) (**that**) to disbelieve something
7. **doubtful** (1) (**if/whether**) being uncertain about something
(2) (**that**) disbelieving something
8. **question** to have or express doubts about something
9. **query** to express doubt that something is true or correct
10. **suspect** (1) to think that something is probably true or likely, especially something bad
(2) to think that someone is probably guilty
11. **sceptical** (BrE) | **skeptical** (AmE) tending to doubt or not believe what other people tell you
12. **take sth. with a grain/pinch of salt** (informal) not to completely believe what someone tells you because you know that they do not always tell the truth
13. **allay** (formal) to make someone feel less afraid, worried, suspicious, etc.
14. **dispel** to stop someone believing or feeling something, especially because it is wrong or harmful

Note. *Doubt* and *doubtful* may be followed by clauses introduced by either *if/whether* or *that*. *If* or *whether* is normally used to convey the meaning of uncertainty, whereas *that* is generally employed to express disbelief. *That* is also the usual choice when the truth of the clause following *doubt* or *doubtful* is assumed, as in interrogative and negative sentences. Thus both

John never doubted that they would succeed and Did John doubt that they would succeed? imply “They succeeded”.

Respect and disrespect

1. = John: *I know Mr Charlton as a knowledgeable person and I can't but feel respect for him.*
= John said in a respectful tone that he knew Mr Charlton as a knowledgeable person.
2. = John: *Now, you two, stop butting in and get back to your work.*
= John said with a sneer that the two of them ought to stop breaking in on their conversation and should get back to their work.

Patterns

- I.
 1. John **respected** Peter **as** a knowledgeable person.
 2. John **had/showed respect/reverence for** his listeners / their interests.
 3. John said it **respectfully/reverently.**
in a respectful/reverent tone/voice.
 4. John **said** it **out of respect for** his friend.
 5. John was **respectful/reverent to** other people.
 6. John **regarded/talked to** Peter **with respect/reverence.**
 7. John **held** Peter/his opinions **in** (great) **respect.**
 8. John was **tolerant towards** other people.
of criticism/other people's opinions.
- II.
 1. John **showed disrespect for** the boss.
meant irreverence for other people's needs.
intended disdain
 2. John **was disrespectful/irreverent to** other people.
 3. John **disdained** flattery/their offers of help.
to reply to his remark.

4. John **scorned** Peter/his proposal/offer of help.
flattering his boss.
to flatter his boss.
5. John **felt** (his) **contempt** for his colleagues.
expressed (his) **scorn** for their opinions.
showed (his) **disdain**
displayed
demonstrated
6. John **treated** Peter/his proposal **with contempt/disdain/scorn.**
7. John **heaped/poured contempt/disdain/ridicule/scorn on** Peter/his proposal.
8. John **was filled with scorn for** Peter/his proposal.
9. John **dismissed** Peter's proposal **with contempt/disdain/scorn.**
10. John **was disdainful/scornful of/towards** such people/
their remarks/offers of help.
11. John **said / told them contemptuously / disdainfully / jeeringly / mockingly / scornfully / sneeringly** (that) they ought to get back to their work.
12. John **said / told them in a contemptuous / disdainful / jeering / mocking / scornful / sneering tone/voice** (that) they ought to get back to their work.
13. John **said / told them with contempt / disdain / scorn / a sneer** (that) they ought to get back to their work.
14. John **spoke/thought ill/unfavourably of** Peter/his ideas.
15. John **laughed/scoffed at** Peter/his ideas.
16. John **mocked (at)** Peter/his plans.
17. John **made fun of/poked fun at** Peter/his ideas.
18. John **ridiculed** Peter's suggestions/proposals/ideas.
19. John **exposed** Peter **to** public **ridicule.**
20. John **held** Peter/his books **up to ridicule/mockery.**
21. John said it **was ridiculous** to behave that way.
that Peter behaved that way.
22. John **derided** Peter's efforts/plans (**as** childish).
23. John **jeered at** the speaker.
24. John **sneered at** Peter/their religion.
25. John **teased** Peter (**about** his long ears/bald head).
26. John **taunted** Peter (**about/with** cowardice).
(**about/with/for** being fat).

Vocabulary

1. **respect** to admire someone because they have high standards and good personal qualities such as fairness and honesty
2. **respect** (n.) admiration for someone, especially because of their personal qualities, knowledge or skill
3. **reverence** (n.) (formal) great respect and admiration for someone or something
4. **tolerant** allowing people to do, say, or believe what they want without punishing or criticising them

5. **disrespect** lack of respect for someone or something
6. **contempt** | **scorn** a feeling that someone or something is not important and deserves no respect
7. **disdain** (n.) a complete lack of respect that you show for someone or something because you think they are not at all worth paying attention to
8. **disdain** (1) to have no respect for someone or something, and believe they are unimportant
(2) to refuse to do something because you are too proud to do it
9. **scorn** to refuse to accept ideas, suggestions, etc. because you think they are stupid, old-fashioned, or unreasonable
10. **laugh at** to treat someone or something as if they are stupid, by laughing or making funny and unkind remarks about them
11. **scoff at** to laugh at a person or idea, and talk about them in a way that shows you think they are stupid
12. **mock (at)** (formal) | **make fun of** | **poke fun at** to laugh at someone or something and try to make them look stupid by making unkind remarks about them or by copying them
13. **ridicule** to laugh at a person, idea, institution, etc. in order to make them seem stupid
14. **deride** (formal) to laugh at someone or something in order to show that you think they are silly or useless
15. **jeer** to laugh unkindly at someone to show that you strongly disapprove of them
16. **sneer** to smile or speak in a very unkind way that shows you have no respect for someone or something

17. **tease** to make jokes and laugh at someone in order to have fun by embarrassing them, either in a friendly way or in an unkind way
18. **taunt** to try to make someone angry or upset by saying unkind things or by laughing at their faults, failures, etc.

Praise and criticism

1. = Mary: *Oh, Peter's the best sportsman in town, the best writer in the country and the best son in the world.*
= Mary praised her son to the skies.
Mary lavished praise on her son.
2. = John: *Mr Brown's latest book is no good at all. The plot is far too complicated, the characters are unconvincing and the dialogue is poor.*
= John criticised Mr Brown's book for its complicated plot, unconvincing characters and poor dialogue.

Patterns

- I.
1. John **praised** Peter (**for** his contribution to the relief fund).
Peter (**for** helping his friend).
the meal (**as** very delicious).
Peter/his film **to the skies**.
 2. John **spoke in praise of** Peter who had contributed greatly to the just cause.
 3. John **sang Peter's praises.**
the praises of Peter's book.
 4. John **heaped/lavished praise(s) on** Peter.
 5. John **gave praise to** Peter.
 6. John **complimented** Peter (**on** his organisational talent).
Mary (**on** her new hat).
 7. John **paid** Peter a nice/sincere **compliment (on** his progress in his studies).
a nice/sincere **compliment to** Mary (**on** her new coat).
 8. John **lavished/rained/showered compliments on** Peter (**on** his success).

9. Peter **was showered with compliments** (**on** his success).
10. John **was** highly **complimentary about** Peter's work.
11. John **extolled** Peter (**to the skies**).
Peter **as** a hero/great footballer.
the merits/virtues of free enterprise.
12. John **flattered** Peter (**on** his skill at using the computer).
himself (**on** his knowledge of geography).
himself that he was the best tennis player
in the office.
13. John **was flattered at/by** Peter's invitation.
to be invited.
that he had been invited.
14. John **spoke highly/well of** Peter/his book.
15. The newspapers **rhapsodised about / over** the young singer's performance.
16. Mary **was in/went into rhapsodies about/over** the beauty of the view from her bedroom window.

II.

1. John **criticised** Peter/his sloppy work.
The report Peter **for** sleeping too long.
Peter's book **for** its poor plot.
his book **for** being sentimental.
2. John **was critical of** Peter's views/work.
3. John **expressed/offered a lot of criticism(s)**.
4. John **levelled criticism(s) at** Peter/his work.
5. John's book / speech / words **came in for / aroused / provoked / stirred up** a great deal of **criticism**.
6. John **spoke critically of** Peter/his ideas.
7. John **condemned** Peter (**for** his treacherous behaviour).
censured Peter (**for** robbing the bank).
denounced Peter (**as** a traitor).
Peter's treacherous behaviour.
Peter's behaviour **as** treacherous.
Peter's behaviour **as** an attempt to
mislead the public.
8. John **slashed** Peter's new book (**for** its poor dialogue).
9. John **made a slashing attack on** Peter/his new book.
10. John **found fault with** Peter's work.

11. John **blamed** Peter.
Peter/bad weather **for** their defeat.
their defeat **on** Peter.
12. John **laid/placed/put the blame (for their defeat) on** Peter.
13. John **shifted the blame (for their defeat) onto/to** Peter.
14. Peter **assumed/took the blame** for their defeat.
15. John **accused** Peter **(of treachery)**.
The article **(of taking bribes)**.
(of having accepted a bribe).
16. The police **charged** Peter **with** robbery.
with neglecting his duty.
17. John **brought / levelled / made an accusation of** gross negligence / theft / neglect of duty **against** Peter.
18. The police **brought / levelled / made a charge of** robbery / murder **against** Peter.
19. Peter **denied/refuted the accusation/charge of** theft.
20. Peter **recriminated against** Peter.
21. Peter **recriminated by saying** that it was John who had neglected his duty.
22. John and Peter **indulged in recriminations (against each other)**.
23. John **reproached** Peter **(with/for his mistake)**.
(with/for making a mistake).
24. John **reproved** Peter **(for his foolish behaviour)**.
rebuked **(for making glaring mistakes)**.
reprimanded **(for having made a mistake)**.
scolded
told off
dressed down
25. John **heaped reproaches on** Peter.
26. John **gave** him a **reproof** **(for his careless mistake)**.
rebuke **(for making careless**
reprimand **mistakes)**.
admonition
scolding
telling-off
dressing-down

27. John **got/received** a **reproof** (for his foolish
rebuke behaviour).
reprimand (for being late).
admonition
scolding
telling-of
dressing-down
28. John **admonished** Peter (for his conduct/being late).
29. John **expostulated with** Peter **about/on** his treatment of children.
30. John **lashed (out) against/at** his opponents.
the government's policy.
31. John **lectured** Peter **for** his slapdash/slipshod/sloppy work.
32. John **gave/read** Peter **a lecture about/on** the importance of good spelling.

Vocabulary

1. **praise** to say that you admire and approve of someone or something, especially publicly
2. **compliment** to say something nice to someone in order to praise them
3. **extol** (formal) to praise someone very much
4. **flatter** to praise someone in an insincere way in order to please them or get something from them
5. **be flattered** to be pleased because someone has shown you that they like or admire you
6. **rhapsodise** to talk about something in an eager, excited, and approving way
7. **criticise** to express your disapproval of someone or something, or to talk about their faults
8. **condemn** to say very strongly that you disapprove of someone or something, especially because you think it is morally wrong
9. **denounce** to say strongly that you disapprove of someone or something, especially in public
10. **censure** (formal) to officially criticise someone for something they have done wrong
11. **slash** to criticise sharply

12. **find fault with** to criticise someone or something, often unfairly and frequently
13. **blame** to say or think that someone or something is responsible for something bad
14. **accuse** to say that someone is guilty of a crime or of doing something bad
15. **charge** to state officially that someone is guilty of a crime
16. **recriminate** to accuse someone in return
17. **reproach** (formal) to speak to someone in a way that shows you are disappointed, but not angry
18. **reprove** (formal) to speak to someone severely about something they have done wrong
19. **reprimand | rebuke** (formal) to tell someone officially that something they have done is very wrong
20. **admonish** (formal) to reprove someone, especially in a mild and good-willed manner
21. **expostulate** (formal) to speak to someone earnestly, especially in order to dissuade them from doing something
22. **dress down** to speak angrily or severely to someone about something they have done wrong
23. **tell off** (especially of a teacher, parent, manager, etc.) to speak angrily to someone because they have done something wrong
24. **scold** to speak angrily to someone, especially a child, about something they have done
25. **lash out** to suddenly speak angrily to someone
26. **lecture** to speak angrily or seriously to someone in order to criticise or warn them, in a way that they think is unfair or unnecessary

Gratitude

1. = Mr Brown: *I must say you've been very helpful, Mr Cashman. Thank you very much.*
 Mr Cashman: *Oh, that's all right. You're always welcome at our bank.*
 = Mr Brown expressed his gratitude to the bank manager for his assistance.

2. = Mr Brown: *I don't know how to thank you. You actually saved my life.*

Mr Smith: *Don't mention it. It was no trouble at all.*

= Mr Brown said (that) he was very grateful to Mr Smith for saving his life. Mr Smith brushed it all aside and assured Mr Brown that it had not inconvenienced him in any way.

Patterns

1. John (effusively/heartily/profusely/sincerely) **thanked** Peter for his help.
2. John **expressed/gave/said (his) thanks to** his colleagues.
3. John said (that) he **was (very) grateful/thankful to** Peter **for** helping him.
4. John **was grateful/thankful** (that) Peter had helped him.
5. John **expressed his** (effusive/profuse) **gratitude** to Peter **for** his assistance.
6. John **was effusive/profuse in his gratitude/thanks**.

Replies to formulas of thanks needn't be put into indirect speech – they are often omitted. They are reported, however, if they convey some essential information. To express this kind of information, you can use one of the following phrases.

1. Peter **accepted** John's **thanks**.
2. Peter **brushed/swept it all aside/away** and assured John/and said that it had been no trouble at all.

Vocabulary

1. **thank** to tell someone that you are pleased and grateful for something they have done
2. **thanks** (n.) the things you say or do to show that you are grateful to someone
3. **grateful** feeling that you want to thank someone because of something kind that they have done
4. **thankful** grateful and glad about something that has happened, especially because without it the situation would be much worse
5. **gratitude** the feeling of being grateful

6. **brush aside/away | sweep aside** to refuse to pay attention to something someone says
7. **effusive** showing strong excited feelings
8. **profuse** too eager or generous with your praise, thanks, etc.

Apology

1. = Mr Jones: *Excuse me for troubling you, but you've taken my seat.*
 Mr Brown: *Oh, have I? Sorry. I didn't mean to.*
 Mr Jones: *Never mind.*
 = Mr Jones apologised to Mr Brown for troubling him but, in his opinion, the latter had taken his seat. Mr Brown admitted that and asked Mr Jones to excuse him for his mistake saying that he had not meant to do it.
2. = John: *I'm terribly sorry for being rude yesterday night. I didn't mean to hurt you. It'll never happen again.*
 Mary: *It's unpardonable. You spoil the whole party.*
 = John asked Mary to pardon him for his rudeness. He promised her that it would never happen again. But Mary was too much hurt to forgive him. She said (that) he had spoiled the whole party.

Patterns

1. John **apologised (to Peter) (for being late).**
2. John **apologised** (humbly/effusively/profusely).
3. John **was apologetic about/for** his blunder/arriving late.
4. John **excused himself (for his rude remark/making a rude remark).**
5. John **made an excuse/excuses for** his rude remark/making a rude remark.
6. John **asked/begged Peter to excuse/forgive/pardon him for** his late arrival/being late.
7. John **asked / begged Peter to excuse / pardon** his conduct/his being rude.
8. John **asked/begged Peter to forgive** (him) his rudeness.

9. John said (that) he **was sorry (for his mistake)**.
10. John **made / offered / presented his apology / an apology / his apologies (to Peter) (for his late arrival/being late)**.
11. John **offered** Peter his abject / effusive / humble / profound / profuse / public / sincere **apologies (for his mistake)**.
12. John **was effusive/profuse in his apologies**.

Replies to apologies are not always reported. If they are, this is done in one of the following ways.

1. Peter **brushed aside/away** John's **apologies**.
swept aside
2. Peter **accepted** John's **apologies**.
3. Peter said (that) it **was all right**.
4. Peter **rejected** John's **apology/excuse**.
apologies/excuses.
5. Peter **was too much hurt to forgive** John.

Vocabulary

1. **apologise** to tell someone that you are sorry that you have done something wrong
2. **forgive** to decide not to blame someone or be angry with them although they have done something wrong
3. **excuse** to forgive someone for doing something that is not seriously wrong, such as being rude or careless
4. **excuse yourself** to offer an excuse
5. **pardon** (old-fashioned) to forgive someone for behaving badly

Offending

1. = John: *I don't believe a word of what you're saying!*
Peter: *It's outrageous! No one has ever doubted my word.*
= John told Peter (that) he didn't believe his story. Peter got offended/took offence at John's remark saying (that) no one had ever doubted his word.

2. = John: *What a fool you are, Peter!*
 = John insulted Peter.
 John flung an insult at Peter.

Patterns

1. John **insulted/offended/abused** Peter.
2. John **flung/hurled/shouted an insult/insults/abuse at** Peter.
3. John **heaped/showered abuse on** Peter.
4. John **became abusive/used abusive language to** Peter.
5. John **greeted him with a shower/stream of abuse.** (formal)
6. Peter **was offended by** John.
got offended at/by John's remark.
7. John **caused/gave offence to** Peter.
8. John **took offence (at every remark).**
9. Peter **took/swallowed** John's **insult(s).**
10. John said (that) it **outraged** his sense of justice.
11. John said **it was an outrage against/on** public dignity/
 public morality.
 to allow such practices.
 that such practices were
 allowed.
12. John said **it was outrageous** to allow such practices.
 that such practices were
 allowed.

Vocabulary

1. **offend** to hurt someone's feelings by making them angry or upset
2. **insult** to say or do something that is rude and offensive to someone
3. **abuse** to say rude or offensive things to someone
4. **outrage** to make someone feel very angry and shocked
5. **outrageous** very shocking and extremely unfair or offensive

Functions of expressing emotion

Interest and indifference

1. = John: *And what was Peter's role in this affair? He seems to have had a hand in it too. Please tell me all about it.*
= John was curious about Peter's role in the affair and wanted his interlocutor to tell him everything about it.

2. = John: *I'm the heavyweight boxing champion now! I beat Tyson yesterday. I knocked him out.*
Mary: *So what?*
= Mary showed indifference to John's success in boxing. She treated with complete nonchalance the news that he had beaten Tyson and become the heavyweight boxing champion.

Patterns

- I.
 1. John **interested** Peter **in** a dull subject.
in buying the house.
 2. Peter **was/became/got/grew interested in** a dull subject/**in** buying the house.
 3. John **was curious about/as to** Peter's role in the affair.
inquisitive about/as to what had happened.
 4. John **was interested (that) Peter (should) agree to his plan.**
anxious
eager
 5. John **asked anxiously/curiously/inquiringly/inquisitively** if Peter had seen the girl.
 6. John **had an interest in** Peter's ideas.
took a great interest
felt keen interest
showed much interest
expressed
demonstrated
displayed
manifested

7. The matter **aroused** John's **interest**.
 story **excited** a lot of **interest in** his proposal.
 news **generated**
stirred
revived
8. John **said** it / **listened to** Peter **with eagerness** / **eager attention**.
9. John **was excited about/at/over** the news.
10. John **was enthralled by/with** an exciting story.
11. John **was enthusing about/over** the book he had read.
12. John **enthused** Peter.
13. John **was/became/got/grew enthusiastic about/over/at** Peter's plans.
14. John **felt/showed/demonstrated/displayed enthusiasm about/for** Peter's plans.
15. The story **fascinated/intrigued** John.
16. John **was fascinated at/by/with** Peter's ideas/story.
 to learn of Peter's success.
17. The news **held** John's **interest**.
18. The speaker **held** his audience **spellbound**.
19. John **carried away/along** Peter **with** his fine speech/words/
 promises/enthusiasm.
20. Peter **was carried away by** John's words/enthusiasm.
got carried along
21. John **was willing to tell** Peter everything he knew about the matter.
22. John **expressed/showed/demonstrated the willingness** to tell Peter everything he knew about the matter.
23. John **was bursting to tell** Peter the news.
24. John **couldn't wait to tell** Peter the news.

II.

1. John **treated** Peter / his suggestion **with** (complete) **indifference/apathy/nonchalance**.
2. John **was indifferent to/towards** Peter.
remained apathetic to/towards his proposal.
impassive about/concerning the
nonchalant matter.
in the dispute.

3. John **felt indifference** **to/towards** Peter.
showed apathy **to/towards** his proposal.
displayed nonchalance **about/concerning** the
 matter.
in the dispute.
4. John **bored** Peter (to death/sleep/tears).
 His story (by talking for hours on end
 about his adventures).
5. John **was/got bored** (listening to Peter/his story).
(with Peter/his story).
(stiff by their trivial conversation).
6. It **was boring/tiresome** to listen to Peter's stories.
7. John **listened to** his story **with a bored / impassive /
 nonchalant expression/face/look** on his face.
8. John **received** the news **with an air of indifference /
 boredom / nonchalance**.

Vocabulary

1. **interested** giving a lot of attention to something because you want to find out more about it
2. **eager** very keen and excited about something that is going to happen or about something you want to do
3. **excited** happy, interested, or hopeful because something good has happened or will happen
4. **anxious** very worried about something that may happen or may have happened so that you think about it all the time
5. **curious** wanting to know about something
6. **inquisitive** asking too many questions and trying to find out too many details about something or someone
7. **enthralled** so interested that you pay a lot of attention to what you are seeing or hearing
8. **enthuse** (1) to talk about something in a very interested or excited way
 (2) to make someone interested in something or excited by it
9. **enthusiastic** showing a lot of interest and excitement about something
10. **fascinated** extremely interested by something or someone
11. **spellbound** extremely interested in something you are listening to

12. **be/get carried away/along** to be so excited, angry, interested, etc. that you are no longer really in control of what you do or say, or forget everything else
13. **intrigue** to make someone very interested, especially because it seems strange or mysterious
14. **be willing to do sth.** to be prepared to do something
15. **be bursting to do sth.** (informal) to want to do something very much
16. **can't wait to do sth.** to feel excited and impatient about something that is going to happen soon
17. **indifferent** not caring about what is happening, especially about other people's problems or feelings
18. **apathetic** not excited about something and not caring whether it happens, or not interested in anything and unwilling to make an effort to change and improve things
19. **impassive** not showing any emotion or feeling
20. **nonchalant** behaving calmly and seeming not to worry or care about anything
21. **bored** tired and impatient because you do not think something is interesting, or because you have nothing to do

Pleasure and displeasure

1. = John: *We're going to Italy for our holidays!*
 Mary: *How thrilling!*
 = Mary was delighted/thrilled to learn that they were going to Italy for their holidays.
 John told Mary (that) they were going to Italy for their holidays and Mary got delighted/thrilled at the news.
2. = John: *Good Heavens! I've left my umbrella behind and it's raining again.*
 = As it was raining, John was annoyed that he had left his umbrella behind.

Patterns

I.

1. John **said cheerfully/ delightfully/ happily/ joyfully** (that) it was the best performance he had ever seen.
2. John **said in/with admiration** (that) it was the best performance he had ever seen.
3. John **said with delight/joy/satisfaction** (that) it was the best performance he had ever seen.
4. John **felt** (his) **delight/joy/pleasure at** the news.
expressed **admiration of/for** his new painting.
satisfaction with/about/at their work.
exhilaration about/at the news.
exultation at/in/over their victory.
5. John **was filled with admiration for** Peter's courage.
6. John **was** **glad about** their success.
felt **happy about/with** his work.
looked **pleased with** Peter.
pleased about/at/with his exam results.
delighted at/by/with the news.
exhilarated by the news.
impressed with/by his friend's work.
overjoyed at their success.
satisfied with the exam results.
7. John **was / felt / looked pleased / delighted / overjoyed at** learning/hearing good news/going to the seaside.
8. John **was happy about** learning/hearing good news/going to the seaside.
9. John **was/felt glad/happy/pleased/delighted/overjoyed/satisfied/thrilled** to tell the story/to hear/learn the story.
10. John **was glad / happy / pleased / delighted / overjoyed / satisfied** that their proposal had been accepted.
11. It **pleased** John to tell the story.
delighted John to hear/learn the latest news.
made John **glad** that their product was a success.
made John **happy**
12. John **was thrilled with delight/joy/pleasure.**
13. John **delighted in** scandal.
took delight in teasing Peter.

14. John **rejoiced** **in/over** Peter.
at/in/over the news.
in giving presents to his friends.
to hear/learn the good news.
that Peter had agreed to his plan.
15. John **admired** Peter's behaviour/his book (**for** the way the characters were drawn).
16. John **exulted** **at/in** their success.
to find that they had succeeded.
17. John **was bursting with joy over** the news.
18. John **made** a strong **impression on** the
His speech favourable audience.
unfavourable
19. John **got/gained a favourable/unfavourable impression of**
Peter/his work.

II.

1. John **said in/with displeasure / dissatisfaction / disappointment / annoyance / exasperation / irritation** (that) he would never put up with it.
2. John **said in anger / disgust / indignation** (that) he would never put up with it.
3. John **said in a resentful tone** (that) he would never put up with it.
4. John **said angrily / indignantly / resentfully** (that) he would never put up with it.
5. John **felt** (his) **displeasure with** the exam results.
showed **dissatisfaction with/about/at** his living conditions.
expressed **disappointment about/at/over** the exam results.
anger at/towards/with their plans.
disgust with the boss.
disgust at/with his behaviour.
indignation against/with the boss.
indignation about/at/over gross injustice.
resentment against/towards her.
resentment about/at/towards her conduct.

6. John **felt** (his) **annoyance** **at/with** Peter.
showed **exasperation** **about/at/over** his
expressed **irritation** conduct.
7. John **was** **displeased with/by** his friend.
felt **displeased with/by/at** his behaviour.
got **dissatisfied with** his salary.
looked **disappointed in/with** his friend.
disappointed with/about/at his work.
angry with/at his neighbour.
angry about/at the delay.
disgusted with his boss.
disgusted with/by/at his conduct.
8. John **was** **annoyed by/with/at** Peter.
felt **exasperated about/at/with/by** his conduct.
got **irritated about/at/with/by** his behaviour.
looked **peevish about** Peter's behaviour.
9. John **was** **indignant with** his boss.
felt **indignant about/at/over** gross injustice.
got **resentful about/at/of** her behaviour.
looked **enraged at/by/over** Peter's complacency.
furious with/at (esp. AmE) Peter.
furious about/at/over his way of talking.
infuriated with Peter.
10. John **was** **displeased** **at** hearing/learning the news.
felt **dissatisfied** to hear/learn the news.
looked **disappointed**
annoyed
disgusted
exasperated
irritated
angry
indignant
resentful
furious
11. John **was** **displeased** that they hadn't turned up yet.
disappointed
annoyed
disgusted
angry
furious

12. It **displeased / disappointed / annoyed / disgusted / exasperated / irritated / enraged** John to hear / learn Peter's story.
13. It **made** John **angry / indignant / resentful / furious** to hear / learn Peter's story.
14. John **resented** criticism/having to wait/Peter(s) being there.
15. Their bad manners **angered / disgusted / enraged / infuriated / maddened** John.
16. Their bad manners **filled** John **with disgust**.
17. John **was mad with/at** (esp. AmE) Peter.
got about/at the news.
went about/at hearing/learning the news.
18. John **was wild with anger/fury**.
got over the report.
went
19. The news **drove / made / sent** John **mad / wild with anger/fury**.
20. John **flared up/out** (at Peter/the news).
 His temper **flamed up/out** (at what he heard).
fired up (when he learnt the news).
flashed out
blazed up
21. The news **fired** John **up**.
22. John **said** it **in a fit of temper**.
blundered it **out**
blurted it **out**

Vocabulary

1. **pleasure** a feeling of happiness or satisfaction that you get from an experience you enjoy
2. **happiness** a feeling of pleasure and contentment, for example because something good has happened to you
3. **satisfaction** a feeling of happiness or pleasure because you have achieved something or got what you wanted
4. **joy** great happiness and pleasure
5. **delight** a feeling of great pleasure and satisfaction, which usually does not last long
6. **exultation** (formal) a feeling of great happiness and pride, especially because you have succeeded in doing something

7. **admiration** a feeling of pleasure and respect, caused by a quality someone has or by something they have done
8. **glad** pleased and happy about something
9. **thrilled** very excited, happy and pleased
10. **exhilarated** extremely happy and excited
11. **overjoyed** extremely pleased or happy
12. **impressed** admiring someone or something because you notice how good, clever, successful, etc. they are
13. **be bursting with** to be full of a feeling
14. **rejoice** (literary) to feel or show that you are very happy

15. **displeasure** (formal) the feeling of being annoyed with someone because you do not approve of their behaviour
16. **annoyance** a feeling of slight anger and unhappiness
17. **irritation** a feeling of annoyance or impatience experienced over a long period, especially because of something that is done repeatedly
18. **exasperation** a feeling of great annoyance or impatience experienced over a long period, especially because of something that is done repeatedly
19. **dissatisfaction** the feeling of not being satisfied
20. **disappointment** a feeling of sadness caused by something that is not as good as you expected it to be, or has not happened in the way you hoped it would
21. **anger** a strong feeling of displeasure, when you want to harm, hurt, or criticise someone because they have done something unfair, cruel, offensive, etc.
22. **fury | rage** a feeling of extreme, often uncontrolled anger
23. **indignation** feelings of righteous anger and surprise because you feel insulted or unfairly treated
24. **resentment** a feeling of suppressed anger because something has happened that you think is unfair
25. **disgust** a very strong feeling of dislike that almost makes you sick, caused by something unpleasant
26. **mad** (informal) (esp. AmE) angry
27. **furious** extremely angry
28. **wild** feeling or expressing strong uncontrolled emotions, especially anger, happiness, or excitement
29. **blurt out | blunder out** to say something suddenly and without thinking, usually because you are nervous or excited

30. **flare up/out | flame up/out | flash out | blaze up** (1) to show sudden increased anger, activity, or violence
 (2) to speak angrily
31. **fire up** to (cause to) increase in heat, anger, or violence

Surprise

1. = John: *I met Peter yesterday. Do you know what he's now? The managing director of a large company!*
 Mary: *You don't say so!*
 = Mary expressed surprise at the news that Peter had become the managing director of a large company.
2. = John: *Peter's just called. He said he'd won the race.*
 Mary: *Fancy that! Who could've expected that of him!*
 = John told Mary (that) Peter had called to inform them of his winning the race. Mary was very surprised that he had managed to do it.
 Mary was very surprised to learn that Peter had won the race, as no one, she thought, could have expected it of him.

Patterns

1. John **said in/with surprise/astonishment/amazement** (that) he had heard nothing about it.
2. John **expressed** (his) **surprise/astonishment/amazement at** their approach to the problem.
3. John **was surprised at** the news/his arrival.
astonished at hearing/learning the news.
amazed to hear/learn the news.
astounded (that) Peter didn't object.
startled (that) Peter should object.
shocked
dumbfounded
flabbergasted
4. John **was taken aback by** her unexpected arrival.
5. It **surprised** John to hear/learn the news/truth.
astonished that the local team had won the game.
amazed
astounded
startled
shocked

Vocabulary

1. **surprise** the feeling you have when something unexpected or unusual happens
2. **astonishment** a feeling of complete surprise
3. **amazement** a feeling of great surprise, often mixed with extreme mental confusion
4. **shocked** feeling surprised and upset by something very unexpected and unpleasant
5. **astounded** very surprised or shocked
6. **dumbfounded** surprised or shocked to such an extent that you are very confused and cannot speak
7. **flabbergasted** (informal) extremely surprised or shocked
8. **startled** feeling surprised or slightly shocked
9. **be taken aback** to be very surprised or shocked by something

Worry

1. = John: *I'm worried about my son. He doesn't do well at school.*
= John was worried/anxious/upset about his son doing badly at school.
2. = Peter: *I don't feel at all happy about my prospects in this company.*
= Peter expressed (his) anxiety about his prospects in the company.

Patterns

1. John **worried about** Peter.
about Peter saying such things.
about/over trifles.
2. John **was** **worried about** something.
felt (that) his wife hadn't called him yet.
became
got
grew

3. John **was** **anxious about/at** the news.
felt **alarmed at/by/over** the latest news.
became **concerned about/over** the latest news.
got **disturbed about/over/by/at** the news.
grew **perturbed by/at/about/over** the news.
troubled to hear/learn about her problems.
4. John **was** **uneasy about/at** the latest news.
felt **upset about/by/over** the tragic news.
became **upset with** Peter (**about** his progress).
got
grew
5. John **was** **concerned** **about** what he heard.
disturbed to hear/learn of their failure.
upset that he wouldn't see his friend.
6. John **showed signs of worry** **about/over** the news.
felt worry
felt uneasiness
7. The news **caused** John great **worry**.
8. John **said** it **in/with alarm**.
listened to it **with anxiety/ uneasiness**.
9. It **was** **alarming** to hear/learn the news.
disturbing that so few people volunteered to help.
perturbing
worrying

Vocabulary

1. **worried** unhappy or anxious because you keep thinking about a problem
2. **anxious** very worried about something that may happen or may have happened, so that you think about it all the time
3. **troubled** worried or anxious
4. **concerned** worried about something
5. **disturbed** worried or slightly shocked
6. **upset** unhappy and worried because something unpleasant or disappointing has happened
7. **alarmed** frightened and worried
8. **perturbed** worried or annoyed because of something that has happened
9. **uneasy** nervous, anxious and unable to relax because you think something bad might happen

Fear

1. = Mary: *What a thunderstorm! It gives me the shivers even to look out.*
= Mary was frightened of the thunderstorm raging outside.
2. = Jane: *Stop them! They may beat one another to death.*
= Jane was horrified by the sight of people fighting and wanted someone to stop them.

Patterns

1. John **said** **in/with** **fear** (that they were
cried (out) **fright** doomed to die).
exclaimed **dread**
screamed **dismay**
shouted **horror**
yelled **terror**
panic
2. John **said / cried (out) / exclaimed / screamed / shouted / yelled in a frightened voice** (that they were doomed to die).
3. John **said** it **out of/from fear**.
4. John **lied for fear** **of** being dismissed.
that he would be dismissed.
5. John (said he) **was afraid** **of** the dark.
for his children/his job.
to open the door.
of falling down from that height.
that he would/might lose it.
6. John **feared** old age/death/defeat.
for Peter's safety/life.
his friend('s) getting into danger.
to tell Peter the truth.
that he would be late/miss the train.
7. The news **aroused / inspired / instilled / kindled / allayed / dispelled fear** in John.
8. The news **confirmed** John's **fears**.
9. His words **struck fear into** John's heart.
10. John **gave** Peter a (nasty/sudden) **fright/scare** by shouting at him.

11. John **was appalled at/by** the tragic news.
got dismayed at/by what he heard.
grew frightened at/of/about
horrified at/by
scared at/by
terrified at/of/by
petrified (with fear) at/by
12. John **was appalled** to hear of his death.
got dismayed that he had been betrayed.
grew frightened
horrified
scared
terrified
petrified (with fear)
13. It **horrified/scared** John (to hear/learn) that he had been betrayed.
14. John **felt** (his) **dismay at/with** the crime.
expressed **horror at/of**
15. The news of the train crash **filled** John **with dismay / horror / terror.**
16. John **was filled with** **dismay** **by** the news of the accident.
horror to hear/learn of it.
terror
17. **(Much) to John's horror,** Peter was at a loss for words.
18. The news **frightened** John **to death/half to death.**
scared **out of his life/wits.**
terrified **silly/stiff.**
19. It **was appalling** to hear/learn the news.
that so many schoolchildren smoked.
20. John **panicked** (**at** the news).
got panicky (**at** hearing/learning the news).
was panic-stricken
got panic-stricken
21. John **felt panic** (**at** the news).
got into a panic (when he realised what
was thrown into (a) panic had happened).
22. The news **panicked** John (**into** accepting Peter's conditions).

Vocabulary

1. **afraid** very frightened or worried about something
2. **frightened** feeling afraid
3. **fear** an unpleasant feeling of being frightened or worried that something bad is going to happen
4. **fright** sudden, usually momentary fear characterised by great agitation
5. **dismay** the worry, disappointment and unhappiness you feel when something unpleasant happens
6. **dread** strong fear of something in the future
7. **horror** a strong feeling which is a combination of shock, fear and repugnance
8. **terror** a feeling of extreme fear
9. **scare** a sudden feeling of fear
10. **panic** a sudden strong feeling of fear or nervousness that makes you unable to think clearly or behave sensibly
11. **appalled** very shocked by something bad or unpleasant
12. **petrified** extremely frightened, especially so frightened that you cannot move or think

Sorrow, pity and regret

1. = John: *I'm really sorry that all Peter's plans have been frustrated.*
= John expressed (his) sorrow that Peter's plans had been frustrated.
2. = Peter: *It's a pity that I can't do anything about it.*
= Peter wished he could do something about it.
Peter expressed regret at being unable to do anything about it.

Patterns

- I.
 1. John **said with sorrow/sadness/melancholy** (that) his plans had been frustrated.
 2. John **said in despair/grief** (that) his plans had been frustrated.

3. John **said in a cheerless / sad / melancholy / gloomy / miserable/pathetic tone/voice** (that) his plans had been frustrated.
4. John **said sadly/gloomily/pathetically** (that) his plans had been frustrated.
5. John **felt** (his) (deep) **sorrow over** that loss.
showed (great) **at** her death.
expressed (keen) **for** having let
 (profound) him down.
6. John **felt / showed / expressed** (a) (deep / all-pervading) **gloom about/over** the situation.
7. John **felt/showed/expressed** (deep/profound) **sadness over** the situation.
8. John **felt** (bitter) **grief for** his friend.
showed (deep) **over** her death.
expressed (inconsolable) **at** bad news.
suffered (profound)
 (overwhelming)
9. The news of defeat **drove John to despair.**
filled John with despair.
10. It **depressed** John to hear/learn (the) bad news.
saddened that he hadn't heard from them for a long time.
11. The thought of Peter's arrival **depressed** John.
12. It **was depressing** to hear/learn about John's failure.
sad that business was at a standstill.
pathetic
13. John **was depressed at** the news of the plane crash.
became depressed to hear/learn the news.
got despondent about/over/at his prospects.
grew gloomy about/over the future.
unhappy about/at/over the news.
unhappy to hear/learn the news.
unhappy that they wouldn't come.
sad about the situation.
sad that they couldn't come.

II.

1. John **felt** (deep) **regret at/over/for** his mistake.

- showed** (keen) **at/over** being unable to
expressed do the job.
2. John **felt/showed pity for** his friend.
3. John **had/took pity on** the orphan.
took compassion
4. John **had** (deep) **sympathy for** Peter.
felt (great)
expressed (profound)
(little)
5. John **lavished sympathy on** the homeless family.
6. John **had** (deep) **compassion for** Peter.
felt (profound)
showed (strong)
demonstrated
displayed
7. John **was filled with pity/compassion for** his friend.
8. John **pitied his friend for** his failure.
9. John **sympathised with** his friend's problems.
with his friend **about** his failure.
10. The story **moved her to tears (of sympathy).**
moved her deeply/greatly/profoundly.
11. Mary **was moved to tears.**
with pity/compassion.
by her friend's sad story/entreaties.
12. The story **stirred her pity/sympathy.**
13. John **was stirred to the depths by** the tragic news.
- III.
1. John **regretted** his decision to leave his home town.
leaving/having left his home town.
his friend's leaving his home town.
that he had failed to help his friend.
2. John **regretted to say / tell / inform** Peter (that) he was
deeply in debt. (formal)
3. John **said/heard with regret** (that) his friend was unwell.
4. John **wished** (that) Peter had more common sense.
Peter hadn't gone to Africa.
Peter could play chess.
the weather would clear up.
5. **Much to his regret**, John was unable to accept Peter's
invitation.

6. John **was / felt sympathetic / compassionate to / towards /with** his friend.

Vocabulary

1. **sadness** unhappiness, especially because something unpleasant has happened to you or someone else
2. **sorrow** a feeling of great sadness, usually because someone has died or because something terrible has happened
3. **melancholy** (formal) a feeling of sadness for no particular reason, which is usually a lingering or habitual state of mind
4. **gloom** a feeling of great sadness and lack of hope
5. **grief** extreme sadness, especially because someone you love has died
6. **despair** a feeling that you have no hope at all for the future
7. **depressed** feeling very unhappy
8. **despondent** unhappy and not hopeful

9. **sympathy** the feeling of being sorry for someone who is in a bad situation and understanding how they feel
10. **sympathise** to feel sorry for someone because you understand their problems
11. **pity** sympathy for someone who is suffering or unhappy
12. **compassion** a strong feeling of sympathy for someone who is suffering, and a desire to help them
13. **pathetic** making you feel pity or sympathy

14. **regret** sadness that you feel about something because you wish it had not happened or that you had not done it
15. **wish** to want something to be true although you know it is either impossible or unlikely
16. **move** to make someone feel strong feelings, especially of sadness or sympathy
17. **stir** to make someone have a strong feeling or reaction

Consolation

1. = John: *My house has been broken into.*
Peter: *I'm sorry to hear this. But try not to worry about it too much.*
= John told Peter (that) his house had been broken into. Peter said (that) he was sorry to hear that and tried to comfort his friend.
2. = John: *Don't let it upset you. It might've been worse. Let me tell you what I did in a similar situation last year.*
= John tried to console and cheer up Peter.

Patterns

1. John **calmed (down)/comforted/consoled** Peter after his defeat/failure.
2. John **comforted** Peter **for** the tragic death of his friend.
3. John **consoled** Peter **for/on** the loss of his close friend.
4. John **calmed (down)/comforted/consoled** Peter by telling him the story of his own life.
5. John **comforted/consoled** himself **with** the thought that it might have been worse.
6. John **offered** Peter **his consolation / a crumb of comfort (for/on** the loss of his friend).
7. John **said/spoke a few words of consolation/comfort/a few comforting words to** Peter.
8. The news **gave/brought** John **consolation/comfort**.
9. The news **gave/brought consolation/comfort to** John.
10. John **cheered (up)** Peter.
11. John **reassured** Peter (about his support).
(that they wouldn't be late).
12. Peter **was reassured (by** John's offer of support).
felt (after John had told him that he would support him).

Vocabulary

1. **console** to make someone feel better when they are feeling sad or disappointed
2. **consolation** someone or something that makes you feel better when you are sad or disappointed

3. **comfort** to make someone feel calmer and more hopeful by being kind and sympathetic to them when they are worried or unhappy
4. **comfort** (n.) a feeling of being more calm, cheerful, or hopeful after you have been worried or unhappy
5. **calm (down)** to make someone or something quiet after strong emotion or nervous activity
6. **cheer (up)** to make someone feel more hopeful when they are worried
7. **reassure** to make someone feel calmer and less worried or frightened about a problem or situation

Courage

1. = John: *I'm not afraid of you, sir. But I hate to continue working with you. I'll hand in my resignation tomorrow.*
= John had the courage/plucked up all his courage to speak to his boss and inform him of his intention to resign.
2. = Peter: *You'll never be able to intimidate me again. I'm through with my fear. And I'd like to tell you what I think of you.*
= Peter was bold/audacious/daring enough to tell John what he thought of him.

Patterns

1. John **boldly / bravely / courageously / audaciously / daringly / fearlessly / rashly / recklessly** told Peter what he thought of him.
2. John **was bold / brave / courageous / audacious / daring / fearless / rash / reckless** enough to speak to Peter about the matter.
3. It **was bold / brave / courageous / audacious / daring / fearless / rash / reckless** of John to speak to Peter about the matter.
4. John **was so bold as** to ask Peter about it.
5. John **showed / demonstrated / displayed** (dauntless / indomitable / remarkable / sheer) **courage / audacity at** hearing/learning the news | when he heard/learnt the news.

6. John **got up / mustered (up) / plucked up / screwed up / summoned up / worked up all his courage** to speak to his boss.
7. John **took his courage in both hands** and approached the manager about a pay rise.
8. John **screwed himself up** to speak to the manager.
9. John **had/lacked the courage/audacity** to tell Peter what he thought of him.
10. **Reckless of danger/the consequences**, John told Peter the whole truth.
11. John **hazarded** a guess/remark.
12. John **ventured** (to put forward) an opinion of his own.
to disagree with Peter.
to suggest that the idea wasn't workable.
13. John **had nerve enough/the nerve** to say what he thought.
14. John wanted to say what he thought but **lost his nerve**.
When he **regained his nerve** there was no one to speak to.
15. John **didn't dare (to) speak** in her presence.
16. John **had the guts** to argue with his boss.
17. John **didn't have the heart** to tell Peter the truth.

Vocabulary

1. **bold | courageous** not afraid of taking risks and making difficult decisions
2. **brave** facing danger, pain, or difficult situations with courage and confidence
3. **audacious** brave, shocking and extremely confident when taking risks or saying impolite things
4. **daring** willing to do something that is dangerous or that involves a lot of risk
5. **fearless** not afraid of anything
6. **nerve** the ability to stay calm and confident in a dangerous, difficult or frightening situation
7. **heart** determination and strength of purpose
8. **guts** (informal) the courage and determination you need to do something difficult or unpleasant
9. **dare** to be brave enough or rude enough to do something dangerous, difficult, or unpleasant

10. **reckless** not caring or worrying about the possible bad or dangerous results of your actions
11. **rash** doing something too quickly, without thinking carefully about whether it is sensible or not

Functions of volition

Making a decision

1. = John: *I want to go into business. I've got no doubt about it.*
= John decided/made up his mind to go into business.
2. = Peter: *I've thought a lot about what university to apply to. And I know now.*
= John made up his mind about what university to apply to.

Patterns

1. John **decided** to go into business.
resolved on a trip to London.
determined on going to London.
settled that he/his son would go into business.
2. John **was determined** to go into business.
was resolved
3. John **couldn't decide** what to do after graduation.
determine where the house would be built.
settle
4. John **couldn't decide between** two courses of action.
between two candidates.
between staying at home **and** leaving for London.
5. John **made up his mind about** it.
between two courses of action.
to go into business.
(about) what to do next.
6. John **changed his mind about** Peter.
about it.
about coming with us.
7. John **set his heart/mind on** a holiday in Italy.
on going to Italy for a holiday.

8. John **was set on** his plans.
on going to Africa.
against their plans.
9. John **was resolved/bent on** the new job.
on accepting the offer.
10. John **was decided about** it.
11. John **made / took** (BrE) / **arrived at / came to /reached a decision** (about it/to do it).
12. John **took it into his head** to go there.
that he was being maltreated.
13. John was going to ask Peter for help but **thought better of** (doing) it.
14. John **said** it **resolutely/firmly/decisively**.
answered **in a resolute manner/tone/voice**.
in a firm manner/tone/voice.
in a determined manner/tone/voice.
in a decisive manner/tone/voice.
15. John **gave a resolute/firm/decisive answer**.

Vocabulary

1. **decide** to make a choice or judgement about something, especially after a period of not knowing what to do or in a way that ends disagreement
2. **determine** (formal) to form a firm intention to do something
3. **make up your mind** to reach a firm decision, especially after thinking for a long time and choosing between alternatives
4. **resolve** to make a definite decision to do something
5. **settle** to decide on something, especially so that you can make definite arrangements
6. **set your heart/mind on** to decide that you want something very much
7. **take it into your head** to suddenly decide to do something that does not seem sensible
8. **change your mind** to change your opinion or decision about something
9. **resolute** doing something in a very determined way because you have very strong beliefs, aims, etc.

10. **firm** behaving or speaking in a way that shows you are not likely to change your answer, belief, etc.
11. **decisive** good at making decisions quickly and with confidence

Hesitating and backing out

1. = John: *I'm not sure whether to accept or reject the plan. On the one hand... . But on the other... .*
= John hesitated about whether to accept or reject the plan.
2. = Peter: *John suggests going to Spain for our holidays, but I'm still in two minds about it.*
= Peter was in two minds about their holiday trip to Spain.

Patterns

I.

1. John **hesitated** to ask Peter about it.
about leaving the country.
(about) what to do next.
about whether to leave the country.
at nothing.
over a choice.
2. John **hesitated** for a short time and then agreed to the plan.
3. John **was hesitant** **about** it.
about leaving the country.
4. John **agreed without the slightest hesitation.**
5. John **had no hesitation about/in** joining the party.
6. John **showed hesitation / indecision / indecisiveness / irresolution.**
7. John **faltered in** his determination/resolution/resolve.
8. John's voice **faltered** as he tried to speak.
9. John **was in two minds** **(about)** it.
(about) whether to sell the car
or not).
10. John **was undecided** **about** it.
remained in doubt **about/as to** what to do.
whether to stay at home or (to)
go abroad.

about/as to what should be done.

11. John **wavered** **in** his determination/resolution/resolve.
between two opinions/possibilities.
between accepting **and** refusing his offer.
12. John **tentatively asked** Peter to lend him £500.

II.

1. John **backed out** (**from/of** his promise/demands).
2. John saw that Peter was right, so he had **to back down/off**.
3. John **backed down/off** (**from** his demands/opinion).
(on/over the issue/matter).
4. John **went back on** his word / promise and refused to cooperate with Peter.
5. John **took back** his unkind remarks.
 what he had said.

Vocabulary

1. **hesitate** (1) to pause before saying or doing something because you are not sure or nervous
 (2) to be unwilling to do something because you are not sure that it is right
2. **waver** to be or become weak or uncertain, which causes a delay in taking action
3. **falter** to speak in a voice that sounds weak and uncertain, and keeps stopping
4. **be in two minds** (informal) to be unable to make a decision about something
5. **hesitant** uncertain about what to do or say because you are nervous or unwilling
6. **irresolute** (formal) unable to decide what to do; uncertain
7. **indecisive** unable to make clear decisions or choices
8. **undecided** not having made a decision about something important
9. **in doubt** uncertain about something
10. **tentative** done without confidence
11. **indecision | indecisiveness** the state of being unable to decide what to do

12. **back out** to decide not to do something that you promised to do
13. **back down | back off** (esp. AmE) to accept defeat in an argument, opinion, or claim
14. **go back on** to break or not succeed in keeping to an agreement or promise
15. **take back** to admit that you were wrong to say something

Permission and prohibition

1. = John: *Could I possibly use your car?*
Peter: *Yes, of course.*
= John asked permission to borrow Peter's car and Peter allowed him to do so.
2. = John: *You mustn't ever smoke here again.*
= John forbade Peter to smoke there.

Patterns

- I.
1. John **let** Peter drive his car.
 2. John **allowed** Peter to leave the house.
 3. John **didn't allow** dogs in the house.
Peter out after dark.
music after ten at night.
 4. John **permitted** Peter to leave the house.
access to the confidential files.
 5. John **didn't permit** dogs in the house.
Peter('s) leaving the house.
 6. John **gave/granted** Peter **permission** to stay away from the meeting.
 7. Peter **had** (John's) **permission** to stay away from the meeting.
 8. John **authorised** Peter to act for him.
(the) payment of the bill.
Peter's paying the bill.
 9. John **gave/granted** Peter **(the) authorisation** to pay the bill.
 10. John **gave** Peter **the go-ahead/the green light** to continue his research.
 11. Peter **got the go-ahead/the green light (from John)** to continue his research.

12. John **applied** to the manager **for permission** to stay away from the meeting.
13. John **asked permission** to go.
14. John **asked** to get up/to see the manager.
to be excused.
that they (should) be allowed to leave.
that they might leave.

II.

1. John **forbade** Peter to smoke.
Peter **from** smoking.
Peter's departure.
Peter the use of the fax machine. (formal)
his children sweets. (formal)
2. Park keepers **prohibited** people **from** walking on the grass.
3. The government **banned** strikes and demonstrations.

Vocabulary

1. **let** to tell someone that they may do something
2. **allow** to let someone do something
3. **permit** (formal) to let someone do something, especially by an official order or decision
4. **authorise** to let someone do something by a legal order
5. **permission** an act of officially allowing someone to do something
6. **go-ahead | green light** permission, especially official permission, to begin something
7. **forbid** to tell someone that they definitely must not do something
8. **prohibit** to officially stop an activity by making it illegal or against the rules
9. **ban** to say that something must not be done, seen, used, etc.

Insistence and compulsion

1. = The manager: *I must insist on strict compliance with the provisions of the contract.*
= The manager insisted on strict compliance with the provisions of the contract.

2. = The manager: *Look, Peter, we've already talked the matter over more than once. Now I have to speak bluntly. The fact is you will not keep your present job unless you accept my offer without reservation.*
 = The manager put pressure on Peter to accept his offer without reservation.

Patterns

I.

1. John **insisted** **on** his innocence/the truth of his story.
 (that) he was innocent/the story was true.
2. John **insisted** **on** immediate payment of the debt.
on going there alone.
on Peter('s) returning the book.
 (that) Peter (should) do it properly.
 (that) Peter did it properly.
3. John **was insistent** **on** immediate payment of the debt.
 that the debt (should) be paid at once.
4. John **persisted** **in** his troublesome behaviour.
with his demands/requests.
in telling lies about Peter.

II.

1. John **made** Peter comply with the rules.
2. John **caused/compelled/forced** Peter to comply with the rules.
3. John **got** Peter to comply with the rules.
 the radio working.
4. John **browbeat/coerced** Peter **into** signing the contract.
5. John **had** Peter doing all kinds of jobs.
 do all kinds of jobs. (esp. AmE)
6. John **pressured** Peter to accept his offer.
pressurised **into** accepting his offer.
7. John **put pressure on** Peter (to reject the
put Peter **under pressure** plan).
brought pressure to bear on Peter
exerted pressure on Peter
8. John **was/came under pressure** (to agree to the plan).
9. Peter agreed to the plan **under pressure / compulsion / coercion** (from John).

Vocabulary

1. **insist** (1) to say firmly and repeatedly that something is true, especially when other people think it may not be true
(2) to demand that something should happen or someone should do something
2. **insistent** demanding firmly and repeatedly that something should happen
3. **persist** to continue to do something, although this is difficult, or other people warn you not to do it
4. **make** to force someone to do something, or force something to happen
5. **force** to make someone do something that they do not want to do, especially by threatening them
6. **compel** to make someone do something
7. **get** to make someone or something do something
8. **coerce** to make someone do something they do not want to do by threatening them
9. **browbeat** to make someone do something by continuously asking them to, especially in an unpleasant threatening way
10. **cause** to make something happen
11. **have** to persuade or order someone to do something
12. **pressure** | **pressurise** (BrE) to try to make someone do something by making them feel it is their duty to do it
13. **pressure** (n.) an attempt to persuade someone by using influence, arguments, or threats

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