

Grammatical form

subject + reporting verb + (that) + clause

She explained (that) she had been away at the time.

subject + reporting verb + direct object + (that) + clause

He assured me (that) there would be no delay

subject + reporting verb + infinitive

She refused to work on Sundays.

subject + reporting verb + direct object + infinitive

She reminded me to come to the meeting.

Common reporting verbs - tell pattern

The following common verbs follow the same pattern as *tell*
i.e. **verb + direct object + (that) + clause** :

advise
assure
convince
inform
notify
persuade
promise
reassure
remind
tell
warn

Reporting actions : requests, promises etc

These are usually reported using an infinitive structure :

reporting verb + infinitive with to

Examples:

They agreed to pay the legal costs.

He promised to come as soon as possible.

Common reporting verbs that follow this pattern are :

agree
ask
claim
demand
offer
promise
propose
refuse
threaten

Some verbs can be followed by an object and infinitive :

reporting verb + direct object + infinitive with to

Examples:

He reminded me to call Kath.

She warned them not to mention it.

Common reporting verbs that follow this pattern are :

advise

ask

beg

convince

encourage

forbid

instruct

invite

order

persuade

remind

tell

urge

warn (not to)

Reporting verbs followed by a gerund

Some reporting verbs are followed by a gerund, not an infinitive :

Direct speech : *'Why don't we have the party at Peter's place?'*

Reported speech : *She suggested having the party at Peter's place.*

Common reporting verbs that can be followed by a gerund are :

admit

deny

mention

proposed

report

suggest

NB All of these reporting verbs can also use a **verb + that + clause** structure (see above).

Compare :

He admitted that he had taken the money.

He admitted taking the money.

She proposed setting up a committee.

She proposed that we set up a committee.