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B2 · REPORTED SPEECH · ≈ 27 MIN

Reported Questions and Commands – *practice on paper*

You know the three reporting paths; now reinforce questions, requests, and commands with fresh conversations.

Use **wh/if/whether + statement order** for questions and **tell/ask + object + (not) to** for commands or requests.

NAME _____ DATE _____

YOUR BUILD · 1 · SORTING · 2 · FILL-IN · 3 · CORRECT · 4 · WRITE

BRICK 1 · SORT BY SPEECH FUNCTION · APPROX. 4 MIN

Sort each direct utterance: a **question** with statement order or a **request/command** with object and to.

- How did Priya calculate the estimate?
- Please forward the revised agenda.
- Has finance approved the refund?
- Do not archive this folder before Friday.
- What caused the booking error?
- Send Marta the access code.
- Did everyone receive the calendar invite?
- Please confirm the room number.
- Why was the shipment delayed?
- Do not contact the vendor today.

QUESTION	REQUEST OR COMMAND

BRICK 2 · COMPLETE THE REPORTING PATTERN · APPROX. 6 MIN

Complete each gap with statement order, **if/whether**, or the correct **to**-pattern.

01 The courier asked where we _____ the spare key.

02 She asked _____ payroll had received her form.

03 Ben told me _____ the external drive.

04 The chair asked us _____ quietly.

05 Our manager told us _____ the draft yet.

06 They asked when the window _____ (end; use Past Perfect).

07 Mia asked _____ anyone needed a printed copy.

08 The host asked her _____ the side door.

YOUR BUILD | 1 · SORTING | 2 · FILL-IN | 3 · CORRECT | 4 · WRITE

BRICK 3 · CORRECT THE REPORTED FORM · APPROX. 7 MIN

Each sentence contains one error with **word order**, connector, object, or the to-infinitive.

01 Tariq asked why was the server unavailable.

02 She asked whether had payroll processed the claim.

03 Ben told me encrypt the drive.

04 The host asked to me mute the microphone.

05 Our manager told us to not circulate the memo.

06 Nina asked that the room was available.

BRICK 4 · RELAY THE CONVERSATION · APPROX. 8 MIN

Write one English reporting sentence per prompt. Identify the **speech function** first.

01 Wh-question: report one question from a project call.

02 Yes-no question: use whether and statement order.

03 Polite request: use ask + object + to.

04 Negative command: use tell + object + not to.

MINI-CHECK — CAN I DO THIS YET?

- ☐ After the question word, I use statement order.
- ☐ Yes-no questions begin with if or whether.
- ☐ After tell/ask, I name the acting object.
- ☐ Negative commands use not to, not to not.

Unsure? Label question, request, or command before transforming it.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 **asked + wh + statement order**: How did Priya calculate the estimate?
How introduces an information question.

02 **asked + object + to**: Please forward the revised agenda.
Please marks a request.

03 **asked + if/whether**: Has finance approved the refund?
The answer is yes or no.

04 **told + object + not to**: Do not archive this folder before Friday.
Do not marks a negative command.

05 **asked + wh + statement order**: What caused the booking error?
What asks for information.

06 **told + object + to**: Send Marta the access code.
The imperative marks a command.

07 **asked + if/whether**: Did everyone receive the calendar invite?
The answer is yes or no.

08 **asked + object + to**: Please confirm the room number.
Please marks a request.

09 **asked + wh + statement order**: Why was the shipment delayed?
Why asks for a reason.

10 **told + object + not to**: Do not contact the vendor today.
Do not marks a negative command.

BRICK 2 · FILL-IN

01 The courier asked where we **had stored** the spare key.
The reported question uses statement order.

02 She asked **if/whether** payroll had received her form.
Whether introduces the yes-no question.

03 Ben told me **to encrypt** the external drive.
The object is followed by the to-infinitive.

04 The chair asked us **to wait** quietly.
Ask + object takes the to-infinitive.

05 Our manager told us **not to circulate** the draft yet.
Negative commands use not to.

06 They asked when the window **had ended**.
*Past perfect requires **had ended**.*

07 Mia asked **if/whether** anyone needed a printed copy.
If introduces the yes-no question.

08 The host asked her **to lock** the side door.
Ask + object takes the to-infinitive.

BRICK 3 · CORRECT

01 Tariq asked why **the server was unavailable**.
Statement order follows why.

02 She asked whether **payroll had processed** the claim.
The subject follows whether first.

03 Ben told me **to encrypt** the drive.
The object needs a to-infinitive.

04 The host **asked me to mute** the microphone.
Ask precedes the object and to.

05 Our manager told us **not to circulate** the memo.
Negative commands use not to.

06 Nina asked **whether** the room was available.
Whether introduces the yes-no question.

BRICK 4 · WRITE

Answers vary; check function, word order, and infinitive.

01 "Ravi asked why the dashboard was offline."
Statement order follows why.

02 "Dana asked whether catering had confirmed the menu."
Whether introduces the yes-no question.

03 "Our visitor asked me to print another badge."
The request uses ask + object + to.

04 "The supervisor told us not to unlock the cabinet."
The negative command uses not to.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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