

COMMUNICATION-CENTRIC BUSINESS ENGLISH

- 1) Talking about what was said over the phone.
- 2) E-mailing a report about a meeting.
- 3) networking

REPORTED SPEECH

What did he say (to you)?

“I want to go.”

He said (to me) (that) he wanted to go. (*said earlier*)

He said (that) he wants to go. (*said just now*)

He said (that) the sun rises in the east. (*general truth*)

“I am leaving tomorrow.”

He said (that) he was leaving tomorrow.

“I finished yesterday.”

He said (that) he had finished yesterday.

What did he tell you (about the project)?

What did he tell you (to do)?

“Take a break!” (*a command*)

He told me to take a break.

“Don’t be late!” (*a command*)

He told me not to be late.

What did she ask (you)? (*for questions*)

“Does Tom need more help?”

She asked (me) *if* Tom needed more help.

She asked *whether* Tom needed more help. (*formal*)

I’m not sure *if* Tim needs more help.

I don’t know *if* Tim needs more help (or not).

I wonder *whether (or not)* Tim needs more help.

“Can you do me a favor?”

She asked if I could do her a favor.

“Where is the meeting?”

She asked where the meeting was.

“How did you get there?”

She asked how I had gotten there.

- 1) routine work
- 2) performance evaluation: feedback and advice

MODALS (or helping verbs)

What can you do?

She could give it to you by this afternoon.

I may do it tomorrow.

Sarah might leave early.

Maybe you ought to finish this project first.

You should go now.

What would you do?

We used to produce those, but not anymore.

He has to take care of it himself.

I must finish this report by 5 p.m.

“IF”-CLAUSES

1) If I hurry, I can/will/may finish this.

2) If I had time, I could/would/might do it.

3) If he had fixed it, we could/would/might have completed the project.

- 1) instructions
- 2) what was planned or thought to be true

BE + TO + BASE VERB

You are to go to room 202.

She is to deliver this to the person in charge.

The meeting is to start after lunch.

BE + SUPPOSED + TO + BASE VERB

Aren’t you supposed to drive to Los Angeles?

I was supposed to drive there , but I’m going to stay here instead.