



Answers

1. a) to close
2. d) to help
3. b) asked
4. c) to open
5. d) to give
6. a) to lend
7. b) to turn
8. c) asked
9. d) to pick
10. a) to send
11. b) to close
12. c) to bring
13. d) to show
14. a) to call
15. b) to carry
16. c) asked
17. d) to tell
18. a) to take
19. b) to check
20. c) to let



Explanations

1. “to close” (a)

For reported requests, we use 'ask + object + to + infinitive'. The polite request 'Please close' becomes 'asked me to close'. The word 'please' disappears because politeness is already shown by using 'asked'.

2. “to help” (d)

The polite request 'Could you help me?' is reported as 'asked me to help him'. 'Could you...?' is a polite way of asking, so we use 'asked' (not 'told'). 'Me' changes to 'him' because we report the speaker's perspective.

3. “asked” (b)

When someone says 'please', it is a request, not a command. We use 'asked' for requests and 'told' for commands. 'Said' cannot be followed by object + infinitive.

4. “to open” (c)

'Would you...?' is a polite request form. In reported speech, it becomes 'asked + object + to + infinitive'. So 'Would you open...?' becomes 'asked me to open'.

5. “to give” (d)

The request 'Please give me' is reported as 'asked me to give her'. 'Me' changes to 'her' because the speaker (she) was referring to herself.

6. “to lend” (a)

'Could you lend me...?' is a polite request reported as 'asked me to lend him'. 'Me' (the speaker) changes to 'him', and 'your' (the listener) changes to 'my'.

7. “to turn” (b)

The polite request 'Please turn down' becomes 'asked ... to turn down'. The phrasal verb 'turn down' keeps its particle in reported speech.

8. “asked” (c)

'Would you...?' is a polite request, so we use 'asked' (not 'told'). 'Told' is for commands and instructions, while 'asked' is for requests.

9. “to pick” (d)

The polite request 'Could you pick me up...?' becomes 'asked me to pick her up'. 'Me' changes to 'her' because the speaker (she) was talking about herself.

10. “to send” (a)

The request 'Please send me the report' becomes 'asked her to send him the report'. 'Me' (the manager) changes to 'him' in reported speech.

11. “to close” (b)

'Would you mind + -ing?' is a very polite request. In reported speech, it is simplified to 'asked + object + to + infinitive'. So 'Would you mind closing...?' becomes 'asked me to close'.

12. “to bring” (c)

The request 'Please bring your ID card' is reported as 'asked them to bring their ID cards'. 'Your' changes to 'their' because multiple people were asked.

13. “to show” (d)

'Could you show me...?' is a polite request. It becomes 'asked me to show him'. 'Me' changes to 'him' because the speaker (he) was referring to himself.

14. “to call” (a)

The request 'Please call me later' becomes 'asked him to call her later'. 'Me' changes to 'her' because the speaker (she) was talking about herself.

15. “to carry” (b)

'Would you carry...?' is a polite request reported as 'asked me to carry'. 'This' changes to 'the' and 'me' changes to 'her' in reported speech.

16. “asked” (c)

'Please' signals a request, so we use 'asked'. A student making a polite request to a teacher would 'ask', not 'tell'. 'Tell' implies authority or a command.

17. “to tell” (d)

The polite request 'Could you tell me...?' becomes 'asked me to tell her'. Even though 'tell' appears in both the direct and reported forms, the structure follows the standard pattern: ask + object + to + infinitive.

18. “to take” (a)

The polite request 'Please take a seat' becomes 'asked me to take a seat'. The structure is: ask + object + to + infinitive.

19. “to check” (b)

'Would you check...?' is a polite request. It becomes 'asked the teacher to check his essay'. 'My' changes to 'his' because the speaker (he) was referring to his own essay.

20. “to let” (c)

The request 'Please let me know' becomes 'asked him to let her know'. 'Let' is followed by a bare infinitive ('know'), but 'let' itself takes the 'to' form after 'asked': asked him to let her know.