



## Verb patterns with reporting verbs classification and speaking (Writing minutes in English)

### Worksheet 1

*What did they actually say in each of these situations? Many different answers are possible, so try to think of at least two for each.*

1. JG offered to lead the new team.
2. HH suggested buying more efficient light bulbs.
3. IY apologised for not predicting the delay.
4. IO informed the meeting that/ IO reported that/ IO announced that the shipment had been cancelled.
5. UP requested permission/ asked for permission to order new stock.
6. TR agreed.
7. TR agreed to interview the candidates.
8. Everyone agreed on holding the meeting at 9:10 the day after tomorrow.
9. PP proposed introducing hot-desking.
10. OR mentioned/ brought up socialising with the visitor from China.
11. TE predicted that there would be increased demand for silicon.
12. YW guaranteed/ promised that the renovation would be finished by the end of the week.
13. UE promised to choose/ UE reassured Chair that he would choose a more reliable shipping company before the next meeting.
14. Chair asked SE to type up and send the minutes by the end of this accounting period.
15. BB emphasized/ stressed that a delay of even a day could lead to the client finding another supplier.
16. IP insisted on changing the company name.
17. AS recommended outsourcing/ AS advised the company to outsource computer support.
18. UP and ER discussed splitting the company into two.
19. Chair decided to leave the decision until the next meeting.
20. LX confirmed that/ acknowledged that the sales target would be missed.
21. Chair reminded all directors to organise disaster training by the middle of next week.
22. IOD conceded / admitted that the reorganisation had taken longer than planned.
23. Tony denied that stocks were running low.
24. Yannis W denied running over budget last month.
25. TY encouraged everyone to get more participants for the talent contest.
26. LE introduced SZ, the new Head of Sales.

## Writing minutes reporting verbs Classification and speaking Worksheet 2

*Without looking at the examples above, try to put these verbs into columns by what verb patterns come after them. Some verbs are given twice because more than one form can be used, so put those ones into two columns.*

*Look back at the examples above and check. Other forms might be possible, so check with your teacher if you have different answers.*

*Taking turns with your partner, use the same cards to tell the story of what was said in a single (imaginary) meeting.*

### Cards for classification and speaking activities

acknowledge	admit	advise	agree
agree on	announce	apologise for	ask
bring up	confirm	decide	deny
discuss	emphasize	encourage	insist
mention	offer	predict	promise
propose	recommend	remind	request
stress	suggest	talk about	tell

## Writing minutes reporting verbs Classification and speaking

### Suggested answers 1

#### Direct speech

1. "I'll lead the new team (if you like)"/ "Would you like me to lead the new team?"/ "I don't mind leading the new team"
2. "Why don't we buy more efficient light bulbs"
3. "I'm really sorry that I didn't see the delay coming"
4. "I'm afraid/ Unfortunately/ I regret to inform you that the shipment has been cancelled"/ "I have some important news. The shipment has been cancelled."
5. "Can I order more stock?"/ "Is it okay if I order more stock?"
6. "I strongly agree"/ "You took the words right out of my mouth"/ "You are quite right"/ "I couldn't agree with your more"
7. "Okay, I'll interview the candidates"/ "I guess I could do it, if no one else can"
8. "So, that's agreed. The next meeting will be at ten past nine the day after tomorrow"
9. "How about introducing hot-desking?"/ "Have you thought about introducing hot desk-ing?"
10. "Did I mention that we need to go drinking with the visitor from China?"/ "Do you all know about dinner with the visitor from China?"/ "Is this a good point to talk about a night out with the visitor from China?"/
11. "I think there will be more demand for silicon"/ "I am certain that silicon will become more in demand"
12. "It'll be finished by Friday, I guarantee it/ I promise"
13. "Don't worry, I'll choose a more reliable shipping company before the next meeting"
14. "Could you possibly type up and send the minutes by the end of March?"
15. "I can't stress strongly enough that even one day late could mean losing this client"
16. "I can't compromise on this. We have to change the company name"
17. "I think that outsourcing computer support would be a good idea"/ "We outsourced computer support in my last company and it worked really well"
18. "What do you think about splitting the company into two?"/ "Maybe we should think about splitting the company into two"
19. "This doesn't seem to be getting us anywhere. Let's move onto the next point on the agenda and come back to this next week"
20. "That's right. We will miss the sales target"/ "As I predicted, we won't reach the sales target"
21. "Don't forget to organise disaster training by Wednesday week"
22. "You were right, it has taken longer than I thought to reorganise"
23. "I don't believe that is true. When I was at the warehouse last week there were still plenty there"
24. "That is not quite right. It was the budget from the month before that was the problem"
25. "We really need more people for the staff talent contest"
26. "This is Steve Zapp, the new Head of Sales"/ "I'd like to introduce Steve Zapp, the recently recruited Director of Sales"

**Writing minutes reporting verbs Classification and speaking****Suggested answers 2****Verb patterns****+ to + infinitive**

offer to do

promise to do

request permission to do

request to do

agree to do

decide to do

**+ ing**

suggest ing

propose ing

insist on ing

talk about ing

apologise for ing

mention ing

recommend ing

admit ing

agree on ing

bring up ing

discuss ing

deny doing something

**+ (that) + SV**

predict that SV

confirm that SV

admit that SV

emphasize that SV

acknowledge that SV

deny that SV

stress that SV

concede that SV

announce that SV

**+ someone + to + infinitive**

ask someone to do

tell someone to do

remind someone to do something

advise someone to do

encourage someone to do something

**+ someone + that + SV**

inform someone that

reassure someone that