

9L – Review Answers



Try these

Answers may vary

Look at these lines from the text. What do you think the person originally said?

1. I asked you for more people to get this project completed properly.
"Can you *assign more people to this project in order to get it done properly?*"
2. I asked Melissa to take care of all the arrangements.
"Melissa, *could you take care of all the arrangements?*"
3. I encouraged her to really promote the value of the training and to explain how it would result in higher sales for them.
"Make sure you really promote the value of the training and explain how it will result in higher sales for them."
4. I instructed her to keep me informed on a regular basis, and I told her to call me daily with an update.
"Keep me informed on a regular basis and call me with an update every day."
5. He asked Cara to reprint that page and swap it out with the incorrect ones.
"Cara, can you reprint this page and swap it out with the incorrect ones?"



You try

Answers will vary

What was the main problem in the text? Who made what mistakes? Write a short summary below. Half of the clients received incorrect information about the date of the seminar. Melissa noticed that the information was wrong and had Cara reprint the incorrect page. Cara took only half of the envelopes to her desk to replace the incorrect pages, and the mail carrier took away the remaining envelopes to deliver by accident. Cara made the worst mistake because she didn't tell anyone half the envelopes had disappeared.

If you were Ronald, what would you have done differently?
In retrospect, Ronald could have emailed the clients a confirmation. There isn't much he could have done to correct Cara's mistake when no one knew about it.



Your turn

Answers will vary

Use ideas from your own experience to complete the sentences below.

1. I told my friend *not to touch my phone.*
2. I asked my Dad *to drive us to the concert.*
3. My teacher told me *to raise my hand if I wanted to say something.*
4. When I was little, my mother told me *not to talk to strangers.*
5. I often get asked *how many cats I have.*
6. In my country, people often say *that all politicians are crooks.*
7. My boss said *to finish this task as soon as possible.*
8. The Prime Minister said *he would fix the economy.*



Try this

Remember your last English lesson? What did your teacher say to you? What did you say to him/her? What did other students talk about?

The teacher told me my English was very good. I told her I still didn't want to enter the speech contest. I said I didn't have time to memorize a speech. The other students said that I speak too slowly and hesitantly in English. I told them that it takes time to think of the right word!