

# 9 Reference

## make, let, allow

We use *make* + object + verb (without *to*) to talk about obligation imposed by another person or set of rules.

*My father makes me clean my room.* (She doesn't want to clean the room, but she has to clean it.)

*She didn't make/never made us work very hard.*

Passive form: *be* + *made* + verb with *to*.

*We were made to clean the whole house.*

We use *let* + object + verb (without *to*) to talk about permission.

*Mum lets/doesn't let me drive.* (She says it's OK/not OK.)

It is not possible to use *let* in the passive form.

We use *allow* + object + verb with *to* to talk about permission. The meaning is similar to *let*.

*My parents allow me to stay out late.*

Passive form: *be* + *allowed* + verb with *to*.

*They weren't allowed to borrow the money.*

## Reported speech

When we report what someone said, we usually change the tense one step back to show that the words were said in the past.

Present Simple → Past Simple

*'I live in São Paulo.'* She said she **lived** in São Paulo.

Present Continuous → Past Continuous

*'I'm working for a fashion company.'*

He said he **was working** for a fashion company.

Present Perfect/Past Simple → Past Perfect

*'I've been here for three months.'*

She told me she **had been** there for three months.

*will* → *would*

*'I'll go tomorrow.'* He said he **would** go the next day.

Time references can also change in reported speech.

*'Call me later today or tomorrow.'*

She told me to call her later **that day** or the **next day**.

Pronouns can also change in reported speech.

*'I'll see you soon.'* He said **he** would see us soon.

If what the person said is still true, we can keep the present tense.

*'I still love you.'* She said she still **loves** me.

Look at the verb patterns for *say* and *tell*.

*Say* cannot have a person as its object.

*She said (that) it was late.* NOT: She said me ...

*Tell* must be followed by a person.

*He told me I was special.* NOT: He told that ...

*He told me to lock the door.* NOT: He told to me ...

## Reported questions

*'What time is it?'* He asked me what time it was.

*'Do you understand Spanish?'* She asked me if/whether I understood Spanish.

In reported questions the word order is the same as in affirmative statements because they are not actually questions.

The auxiliary verb (*do/does/did*) is not used.

*'What do you do?'* He asked me what I did/I do.

NOT: He asked me what do I do.

In *Yes/No* questions we use *if/whether*.

*'Do you live in Italy?'* She asked if I lived in Italy.

Tenses may shift back, as for reported statements.

*'What time is it?'* She asked what time it was.

Pronouns and time/place references may change.

*'Will you still be here tomorrow?'*

He asked if I would still be there the next day.

## Past obligation/permission

To talk about obligation in the past, we use *had to* + verb.

We cannot use *must* in the past.

*We had to be smart, but we didn't have to wear suits.*

To talk about permission in the past, we use:

*allow* (see above) and *could* + verb.

*We could watch TV, but we couldn't stay up late.*

### Key vocabulary

#### Work

apply for do a nine to five job employed  
get a pay rise get promoted job vacancies  
overtime perks references self-employed  
send a CV work flexitime/freelance/overtime

#### -ed and -ing adjectives

annoyed/-ing bored/-ing confused/-ing  
depressed/-ing excited/-ing exhausted/-ing  
frightened/-ing interested/-ing motivated/-ing  
relaxed/-ing tired/-ing

#### Job requirements

controlling budgets creative persuading people  
delegating explaining things clearly fit flexible  
formal qualifications good communication skills  
making decisions methodical organising/prioritising  
positive and encouraging solving problems stamina  
working in a team

#### UK and US English

bill/check chips/fries CV/resumé film/movie  
flat/apartment football/soccer holiday/vacation  
mobile phone/cell phone motorway/freeway  
petrol/gas post/mail return ticket/round trip  
shopping centre/mall toilet/restroom  
underground/subway



ACTIVEBOOK

Listen to the explanations and vocabulary.



see Writing bank page 161