



UNIT 5

THE QUESTION AND ANSWER SESSION

The question and answer session is an important part of a good presentation. This is where you can clarify any doubts that your audience may have.

In this unit, you will...

- Learn about and practise using useful verb forms to talk about the content of your presentation.
- Listen to a model question and answer session.
- Learn about and practise using grammar related to reported speech to help you paraphrase questions.
- Develop and practise a Q&A session of a presentation that utilises the principles from this unit.



LESSON 21

Reporting Verbs

Read and Listen (British Accent):

I recently attended a presentation and Q&A session about pay negotiations at our company. It was an informative and engaging event, and I would like to provide a summary of the key points discussed.

Firstly, the speaker admitted to considering implementing a new pay structure. They mentioned that the current system was not meeting the needs of employees and that a change was necessary. They recommended avoiding making any hasty decisions and instead taking the time to thoroughly analyse the potential outcomes.

During the Q&A session, one employee asked about the possibility of increasing salaries for certain positions. The speaker agreed to look into this matter and promised to provide a response in the near future. They also encouraged employees to submit their suggestions and concerns regarding pay negotiations.

Another employee raised the issue of unequal pay within the company. The speaker acknowledged the problem and assured us that they would address it. They proposed conducting a thorough review of the pay scales and implementing necessary adjustments to ensure fairness.

Furthermore, the speaker mentioned the importance of open communication between employees and management. They urged us to voice our opinions and concerns, emphasising that our feedback is crucial in shaping the future of pay negotiations.

In conclusion, the presentation and Q&A session provided valuable insights into the ongoing pay negotiations at our company. The speaker admitted to considering changes, agreed to address concerns, and encouraged open communication. It was a constructive and informative event that allowed employees to actively participate in shaping the future of our pay structure.





LESSON 21

Reporting Verbs

Questions:

1. What was the main reason the speaker mentioned for considering implementing a new pay structure?
2. How did the speaker suggest approaching potential changes to the pay structure?
3. What did the speaker promise to do in response to an employee's question about increasing salaries for certain positions?
4. What issue did an employee raise regarding pay within the company?
5. What did the speaker emphasise as crucial in shaping the future of pay negotiations?

New Item:

Reporting Verbs

When using verbs in English, it's important to understand how they are followed by other verbs or clauses. This helps convey the intended meaning and structure of the sentence. There are several patterns to follow when using reporting verbs:

Verb + Infinitive: Some verbs, such as **agree, claim, demand, offer, promise, refuse, and threaten**, are followed directly by another verb in **the infinitive**.

Example:

- *They **refuse to accept** responsibility for the accident.*

Verb + Object + Infinitive: Certain verbs, including **advise, ask, encourage, invite, order, remind, tell, urge, and warn**, require **an object** between **the reporting verb and the infinitive**.

Example:

- *The judge **ordered the police to release** the individual immediately.*

Verb + -ing: Some verbs, like **admit, deny, mention, recommend, and suggest**, are followed by another **verb in the -ing form**.

Example:

- *She **recommends waiting** for the refund.*



LESSON 21

Reporting Verbs

New Item:

Verb + Preposition + -ing: Verbs with dependent prepositions, such as **apologise for**, **complain about**, **confess to**, **insist on**, and **object to**, are always followed by the **-ing form of the verb**.

Example:

- *Employees **complain about receiving** important information too late.*

Verb + Object + Preposition + -ing: Some verbs, like **accuse (someone of)**, **blame (someone for)**, and **congratulate (someone on)**, require an **object** between the reporting verb and the preposition.

Example:

- *O'Reilly **accused the government of lying** about the issue.*

Verb + That + Subjunctive: Certain reporting verbs, including **advise**, **ask**, **command**, **demand**, **insist**, **order**, **propose**, **recommend**, **request**, **suggest**, and **urge**, can be followed by "**that**" + **the base form of the verb**. The verb in the **that-clause** is in the subjunctive and has no tense.

Example:

- *We **suggest that she read** the documents carefully before signing.*

Verb + That + Indicative: When reporting verbs do not express a desire, they can be followed by a **that-clause** in a variety of tenses, with no need for the subjunctive.

Example:

- *Customers **complained that they had not been kept informed**.*

Verb + Object + That Clause: Verbs like **assure**, **persuade**, **remind**, **tell**, and **warn** are followed by the object before the **that-clause**.

Example:

- *She **assured us that they would fully investigate** the situation.*

By understanding these patterns, you can effectively use reporting verbs in your writing and speaking to convey your intended meaning.



LESSON 21

Reporting Verbs

New Item:

Reporting Verbs Followed by Gerunds and Infinitives

Reporting Verbs Followed by Gerunds:

- **Admit** – *She **admitted stealing** the money.*
- **Consider** – *They **considered changing** their plans.*
- **Deny** – *He **denied taking** the car without permission.*
- **Recommend** – *The doctor **recommended avoiding** fatty foods.*

Reporting Verbs Followed by Infinitives:

- **Agree** – *They **agreed to help** with the project.*
- **Decide** – *We **decided to go** on vacation.*
- **Promise** – *She **promised to call** me later.*
- **Offer** – *He **offered to drive** us to the airport.*

Exercise:

Choose the correct alternative in the text below.

During a recent Q&A session, users of the software confronted a spokesperson about the numerous problems they had encountered. The spokesperson denied **to ignore / ignoring** the complaints that customers had made, assuring the audience that their concerns were taken seriously. In response, a member of the audience stepped forward and offered **sending / to send** detailed reports about the issues they had faced. The spokesperson gratefully accepted the offer, agreeing to **examine / examining** the reports provided. Additionally, the spokesperson recommended **to use / using** the official complaints procedure if they were still unsatisfied with the resolution. Acknowledging the ongoing issues, the presenter openly admitted that the technology was not yet fully operational. However, they promised to **address / addressing** the complaints raised by the concerned audience members. It was also revealed that some members of the audience had considered **to take / taking** legal action due to their frustrations.