

Reporting Imperatives

1. What is an Imperative?

An **imperative** is a grammatical structure used to give **commands, make requests, or offer invitations**.

It usually begins with the **base form** of a verb and has an **implied subject**, which is understood to be “**you**.”

Examples:

- “Close the door.”
- “Please sit down.”
- “Enjoy your meal.”

Imperatives are **direct** and **clear**, making them useful for instructions, advice, or orders.

2. How to Report Imperatives (Indirectly)

When we **report** an imperative (that is, when we change a direct command or request into **reported speech**), we use a **reporting verb** such as *tell* or *ask*, followed by an **infinitive**. The infinitive is formed with **to + base form of the verb**.

Remember to **adjust pronouns** and other words as necessary.

Examples:

- Direct: “Close the door.”
→ Reported: She **told him to close** the door.
- Direct: “Please sit down.”
→ Reported: He **asked her to sit down**.
- Direct: “Don’t be late.”
→ Reported: She **told him not to be late**.

3. Common Formulas

- **tell somebody to do something**
- **tell somebody not to do something**
- **tell somebody never to do something**

Reported speech changes the **command** into a **statement form**, making it sound more natural in conversation or writing.

4. Examples

Direct: The financial counselor said, “Invest one third of your savings in the stock market.”

Indirect: The financial counselor **told us to invest** one third of our savings in the stock market.

Direct: The financial counselor said, “Don’t invest more than 10% of your savings in cryptocurrencies.”

Indirect: The financial counselor **told us not to invest** more than 10% of our savings in cryptocurrencies.

Direct: The financial counselor said, “Never invest 100% of your savings in one market.”

Indirect: The financial counselor **told us never to invest** 100% of our savings in one market.

5. Other Common Reporting Verbs

Besides **tell**, we can use other reporting verbs such as **advise, ask, invite, command, order,** and **instruct** to show the speaker’s intention more clearly.

Advise

- Direct: “Take the necessary precautions.”
→ Indirect: She **advised him to take** the necessary precautions.
- Direct: “Stay hydrated.”
→ Indirect: The doctor **advised the patients to stay** hydrated.

Invite

- Direct: “Come to my party.”
→ Indirect: She **invited him to go** to her party.
- Direct: “Join us for dinner.”
→ Indirect: They **invited their friends to join** them for dinner.

Command

- Direct: “Stand at attention.”
→ Indirect: The officer **commanded the soldiers to stand** at attention.
- Direct: “Complete the mission.”
→ Indirect: The general **commanded the team to complete** the mission.

Order

- Direct: “Bring the documents immediately.”
→ Indirect: He **ordered the assistant to bring** the documents immediately.

- Direct: “Leave the premises.”
→ Indirect: The security guard **ordered the intruders to leave** the premises.

Instruct

- Direct: “Follow the instructions carefully.”
→ Indirect: The teacher **instructed the students to follow** the instructions carefully.
- Direct: “Report to the manager.”
→ Indirect: The supervisor **instructed the employee to report** to the manager.

6. Summary

To report imperatives:

- Use a reporting verb (**tell, ask, advise, order, command, instruct, invite**).
- Follow it with **to + base verb**.
- Use **not to + base verb** for negative commands.
- Change **pronouns** and **time expressions** where necessary.

Source:

<https://www.anglophone.ir/high2>