Report what was said

Learning Notes

First, identify the complete idea referred to by this or that decision.

Unit 2 / Keep the promise on the same date

Point of view	Tuesday described as
Ada speaking on Monday	tomorrow
A Tuesday reporter	today

Your learning route

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Name _____ Class _____

Date _____

01 Tracing a reference across sentences

Learning goal Identify the complete idea referred to by this or that decision.

Key idea

Look backwards for an action, proposal or situation that fits the next sentence. Substitute it for the reference and read again. The nearest noun alone may name a place or object when the writer actually means a full decision.

Worked example

The council moved the bus stop away from the bend. This made drivers easier for passengers to see. What does This refer to?

1 **Try the whole event** Read This made drivers easier to see with the preceding action in place of This: moving the bus stop away from the bend.

2 **Test a smaller candidate** Try the bend alone. The bend did not create the improved view; moving the stop changed where passengers stood.

Worked answer Moving the bus stop away from the bend. The noun bend itself did not make drivers easier to see.

Common mistake “This means the bus stop.”

Check your thinking Name the change made to it. A noun by itself leaves out why sight lines improved.

Unit 1 • Guided practice

The club stopped using disposable cups and asked members to bring their own. This change left less rubbish after meetings. Name the change.

Hint Try replacing the pointing word with the phrase the decision to...

02 Reporting a message a day later

Learning goal Retell a past speaker's message while keeping the speaker and day clear.

Key idea

First identify the speaker. Turn I or we into the correct person. In a report made the following day, yesterday's tomorrow becomes today. Use would when reporting will after said. Do not shift a day word without checking when the report is made.

Worked example

On Monday Ada said, 'I will bring the drum tomorrow.' On Tuesday complete: Ada said that ...

1 **Draw two dates** On Monday tomorrow means Tuesday. The report is being made on Tuesday, so the promised day is now today.
2 **Shift the speaker's position** I becomes she when we report Ada's words. In this past report, will becomes would. Keep the drum itself unchanged.

Worked answer Ada said that she would bring the drum today. The report and the promised action fall on Tuesday.

Keep the promise on the same date

Point of view	Tuesday described as
Ada speaking on Monday	tomorrow
A Tuesday reporter	today

Common mistake "Ada said she would bring the drum tomorrow."

Check your thinking A Tuesday reader takes tomorrow to mean Wednesday. Use today or on Tuesday to keep the promised date.

Unit 2 • Guided practice

On Friday Leo said, 'I will fix the shelf tomorrow.' Report this on Saturday, beginning Leo said that ...

Hint Write the original day and the reporting day above the sentence.

03 Building a recommendation from a comparison

Learning goal Recommend one option using a constraint and a fair comparison.

Key idea

Read what matters to the decision-maker. Compare both options on that requirement and explain how another detail supports the choice. Listing three appealing facts about your favourite option can leave the reader unable to decide.

Worked example

Our 18 pupils need a room with a screen. Birch seats 16 and has a screen; Oak seats 20 and has a screen. Recommend a room and mention the screen.

1 **Check what both rooms share** Both rooms have the screen, so the screen cannot decide between them. Still confirm it in the final recommendation.
2 **Compare with the actual group** Birch falls two seats short for 18. Oak has two seats to spare. Use these figures to justify choosing Oak.

Worked answer Choose Oak. It fits all 18 pupils whereas Birch seats only 16, and Oak also has the required screen.

Common mistake "Oak is bigger, so choose it."

Check your thinking Bigger does not always mean big enough. Compare Oak's 20 seats with the 18 pupils and confirm the screen.

Unit 3 • Guided practice

We must finish by 5 and move two boxes. Van A arrives at 4:40 and takes two boxes; Van B arrives at 5:15 and takes four. Recommend one, comparing arrival times and capacity.

Hint Start with I recommend ... because we need ... . Check your figures against both descriptions.

Apply what you learned

Unit 1 • New context

The school raised the sign above the hedge. This helped visitors find the entrance. What does This refer to?

Unit 2 • New context

On Friday Leo said, "I will call tomorrow."Report his words on Sunday using the name of the promised day.

Unit 3 • New context

For 21 singers, Cedar has 20 seats and a piano; Elm has 22 seats and a piano. Recommend one and explain why.

Unit quiz

Instructions Work independently. Show your thinking, then hand your work to your teacher or parent.

Task 1

The coach split the long practice into two shorter sessions. This let pupils rest between them. What does This mean?

Task 2

On Tuesday the twins said, 'We will send the photos tomorrow.' Retell their promise on Wednesday using The twins said that ...

Task 3

A group of 12 needs shelter from rain. Shelter X covers 10; shelter Y covers 15. Both are waterproof. Recommend one, comparing size and mentioning the weather.

Check your practice

Unit 1 Tracing a reference across sentences

Guided practice Replacing disposable cups with members' own cups. Both the old practice and the replacement identify the change.

Application Raising the sign above the hedge.

Unit 2 Reporting a message a day later

Guided practice Leo said that he would fix the shelf today. Saturday is also acceptable in place of today.

Application Leo said that he would call on Saturday.

Unit 3 Building a recommendation from a comparison

Guided practice Choose A: its 4:40 arrival meets the deadline whereas B arrives late. A still carries both boxes.

Application Choose Elm: it has a piano and seats all 21 singers. Cedar also has a piano but is one seat short.

Revisit a task Choose one task. Copy a clue or rewrite one part of your answer.