An **imperative sentence** expresses an order, a command or a request. Examples are given below.

- Work hard.
- Go away.
- Help.
- Stop it.

When we report an imperative sentence, we use a structure with ‘**to**’.

Study the examples given below.

- The master said to his servant, ‘Get me something to drink.’ (Direct speech)
- The master told his servant to get him something to drink. (Indirect speech)
- ‘Go away,’ the woman told them. (Direct speech)
- The woman told them to go away. (Indirect speech)

If the imperative sentence is in the negative and begins with ‘**don’t**’ use ‘**not to**’.

- ‘Don’t make a noise,’ said the teacher to the students. (Direct speech)
- The teacher told the students not to make a noise. (Indirect speech)
- The doctor said to the patient, ‘Quit smoking.’ (Direct speech)
- The doctor advised the patient to quit smoking. (Indirect speech)
- ‘Don’t park here,’ the policeman told to me. (Direct speech)
- The policeman told me not to park there. (Indirect speech)
- ‘Be careful,’ I told him. (Direct speech)
- I told him to be careful. (Indirect speech)
- ‘Wait here,’ he said to her. (Direct speech)
- He told her to wait there. (Indirect speech)

The to-infinitive is also used to report promises.

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‘I will write whenever I get time,’ the girl said. (Direct speech)

The girl promised to write whenever she got time. (Indirect speech)