

**Language Strategies  
to Report Other People's Ideas  
in Formal Speaking and Writing**

**Casual Conversational English:**

\_\_\_\_\_ told me that ...

\_\_\_\_\_ said that ...

**Formal Spoken & Written English:**

\_\_\_\_\_ shared with me that ...

\_\_\_\_\_ indicated that ...

\_\_\_\_\_ pointed out that ...

\_\_\_\_\_ concluded that ...

\_\_\_\_\_ mentioned that ...

\_\_\_\_\_ observed that ...

\_\_\_\_\_ reminded me that ...

\_\_\_\_\_ emphasized that ...

I had a conversation with \_\_\_\_\_ who emphasized that ...

I (discovered/learned/found out) from \_\_\_\_\_ that ...

I had the opportunity to speak with \_\_\_\_\_ who emphasized that ...

\_\_\_\_\_ had an interesting observation. She/he pointed out that ...

