

advise [əd vaɪz]

avisar, informar (inform), *advertir, dar noticia*; to advise someone OF something, to advise someone that ...

aconsejar, to give advice (n.) [ad-váis]; to advise somebody (not) to do something to advise someone ON something

warn

to give advice about something with possible negative consequences

to warn somebody about something -> *advertir a alguien de algo*; he warned her not to go -> *le advirtió que no fuese*

A: I **advised/informed** Mr. Smith **of** the flight information last week.

B: Oh?

A: Yes. I **advised/informed** him **that** it's Flight 505 leaving from Terminal 4.

B: Mr. Smith has a poor memory. He hasn't remembered anything correctly since he took over the company.

A: What do you **advise** me **to do**?

B: I **advise** you **to call** him and **confirm** all the flight details.

A. O.K.

B. But I **warn** you **not to call** from 1 to 2! He hates being interrupted during lunch.

confirm

comprobar, corroborar; confirm something for/to someone, confirm (to someone) that ..., *ser confirmado como*; confirm someone as something

A: Hello. I'm calling to the **confirm** the flight details **for** Mr. Smith.

B. O.K. Go ahead.

A: First, please **confirm to** him **that** the terminal has been changed from Terminal 3 to Terminal 4, and **that** the flight number is IB504.

B. Right.

remind

remind someone of/about something; remind someone that ... remind someone (not) to do something;

A: And please **remind** him **of** the new flight regulation.

B: Sorry?

A: Yes, **remind** him **that** laptops are no longer allowed on board.

B: O.K.

A: Also **remind** him **to call** the airport before leaving the office; these flights are often delayed.

B. Is that all?

suggest

suggest (that) someone do something (*This is a subjunctive form*)

suggest (someone/someone's) doing something (*more formal*)

A: I **suggest** he **get** in touch with me when he gets back from London to discuss the
the outcome of the meeting.

B: I'll do that.

A: Also, please **suggest** his **filling** in Mr Randolph on the meeting as soon as possible.

B: Fine.

A: So, has Mr. Smith **advised** you **of** the London results?

B: Yes, he has. I met with him yesterday. He said he **advised** London **on** the legal
issues and they seemed to appreciate the **advice** he gave them.

B: Will they **take** our **advice on** dismissing Mr. Heinenbreckenberger?

A: Who **did you say**?

B: Heinenbreckenberger.

B: Oh, him. He's not sure, but he **suggested** their **not waiting** too
long to make a decision.

B: Mr. Smith's a good man ... forgetful ... but pretty good. He's never **made** a bad
suggestion regarding business dealings, and I hope they take our advice this time.

A: I hope so, too.

tell tell someone (not) to do something, tell someone that ..., tell a lie/story/joke

I **told** Mr. Heinenbreckenberger **that** he's fired.

I **told** Mr. Heinenbreckenberger **to look for** another job.

I **told** him **not to report** to work tomorrow.

say say something, say something to someone (NOT: say someone something), say to
someone that ...

I **said**, "You're fired!"

I **said to** Mr. Heinenbreckenberger **that** he was a poor employee.

I **said** very little **to** him as he walked out the door.

explain explain something to someone (NOT: explain someone something),
explain to someone that ...

I **explained** the situation **to** Mr. Heinenbreckenberger.

I **explained to** him **that** we won't need his services any longer.