Alternatives to 'say' and 'tell'

'Say' and 'tell' can almost always be replaced with more precise alternatives

More precise expressions

The words '**say**' and '**tell**' are often **overused** in English and can be replaced with **more precise alternatives** in order to improve the style of your language.

Example:

> He **said that** the product would be delivered on time and to budget.
> He **promised to deliver** the product on time and to budget.

Think about the precise action

When **deciding which word** to use, **think about** the **precise action** the **speaker performed** when they were **speaking**. For example, were they **confirming**, **criticising**, **defending an idea**, etc?

Please **be aware** that these **alternatives** to **'say'** and **'tell' use different sentence patterns**. Some **examples** of these are **given below**.

Verbs followed by a 'that' clause					
Add	Admit	Agree	Announce	Answer	Argue
Claim	Complain	Confirm	Deny	Doubt	Estimate
Explain	Feel	Insist	Mention	Persuade	Propose
Remark	Reply	Report	State	Suggest	Warn

Example:

She **estimates** that the delivery will be late by at least another 2 days.

Verbs followed by either a 'that' clause or an infinitive					
Decide	Expect	Guarantee	Hope	Promise	Threaten

Examples:

She **expects that** the materials will arrive by next Tuesday.
He **hopes to** arrive on the morning flight.

Verbs followed by object + infinitive				
Advise	Ask	Forbid	Instruct	Invite

Example:

I **have invited her to attend** the product launch.