

IF CLAUSES  
RELATIVE CLAUSES  
WRITING  
REPORTED SPEECH  
PASSIVE VOICE

# BRUSH UP YOUR ENGLISH



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type	if clause	main clause
I	Simple Present	will-future (or Modal + infinitive)
II	Simple Past	Conditional (would + infinitive)
III	Past Perfect	(Conditional Perfect) would + have + past participle

**Put the verbs in brackets into the gaps. Form a Conditional sentence - type I. Only use the will-future in the main clauses.**

Example: If I \_\_\_ (**to go**) to the cinema, I \_\_\_\_\_ (**to watch**) an interesting film.

Answer: If I **go** to the cinema, I **will watch** an interesting film.

- 1) If I ..... (**to study**), I ..... (**to pass**) the exams.
- 2) If the sun ..... (**to shine**), we ..... (**to walk**) to the town.
- 3) If he ..... (**to have**) a temperature, he ..... (**to see**) the doctor.
- 4) If my friends ..... (**to come**), I ..... (**to be**) very happy.
- 5) If she ..... (**to earn**) a lot of money, she ..... (**to fly**) to New York.
- 6) If we ..... (**to travel**) to London, we ..... (**to visit**) the museums.
- 7) If you ..... (**to wear**) sandals in the mountains, you ..... (**to slip**) on the rocks.
- 8) If Rita ..... (**to forget**) her homework, the teacher ..... (**to give**) her a low mark.
- 9) If they ..... (**to go**) to the disco, they ..... (**to listen**) to loud music.
- 10) If you ..... (**to wait**) a minute, I ..... (**to ask**) my parents.

**Put the verbs in brackets into the gaps. Form a Conditional sentence - type I. Only use the will-future in the main clauses. Mind the negations in the sentences.**

Example: If I \_\_\_ (**to go**) to the café, I \_\_\_\_\_ (**not/to drink**) milk.

Answer: If I **go** to the café, I **will not drink** milk.

- 1) If it ..... (**to rain**), the children ..... (**not/to go**) for a walk.
- 2) If she ..... (**not/to read**) the novel, she ..... (**not/to pass**) the literature test.
- 3) If I ..... (**not/to argue**) with my father, he ..... (**to lend**) me his motorbike.
- 4) If we ..... (**to take**) the bus, we ..... (**not/to arrive**) in time.
- 5) If Dick ..... (**not/to buy**) the book, his friends ..... (**to be**) angry with him.
- 6) If Tom ..... (**not/to tidy up**) his room, ..... (**not/to help**) him with the muffins.
- 7) If the boys ..... (**not/to play**) football, the girls ..... (**not/to come**) to the football pitch.
- 8) If you ..... (**to eat**) too much junk food, you ..... (**not/to lose**) weight.
- 9) If I ..... (**not/to make**) breakfast tomorrow morning, my girlfriend ..... (**not/to love**) me anymore.
- 10) If they ..... (**not/to hurry**), they ..... (**not/to catch**) the train.

**Put the verbs in brackets into the gaps. Form a Conditional sentence - type I. Only use the will-future in the main clauses. Mind the position of the if-clause.**

Example: Thomas \_\_\_\_\_ (**not/to catch**) the bus **if** he \_\_\_\_\_ (**to get up**) late.

Answer: Thomas **will not catch** the bus **if** he **gets up** late. or  
Thomas **won't catch** the bus **if** he **gets up** late.

- 1) **If** you ..... (**to dive**) into this river, you ..... (**to hurt**) yourself.
- 2) **If** the sun ..... (**to shine**), the children ..... (**to play**) outside.
- 3) Richard ..... (**to walk**) to school **if** he ..... (**to miss**) the bus.

- 4) Emily ..... (**to buy**) the cola **if** you ..... (**to pack**) the picnic basket.
- 5) **If** I ..... (**to be**) in Venice, I ..... (**to rent**) a boat.
- 6) Michael's teacher ..... (**to phone**) his parents **if** he ..... (**to write**) text messages during the lesson.
- 7) **If** she ..... (**to answer**) this question correctly, she ..... (**to get**) an extra point.
- 8) My sister ..... (**to be**) angry **if** I ..... (**to turn**) on the music too loud.
- 9) Your room ..... (**to look**) much tidier **if** you ..... (**to keep**) your hamster in the cage.
- 10) **If** we ..... (**to surf**) the Internet, we ..... (**to find**) a lot of information about Loch Ness.

**Put the verbs in brackets into the gaps. Form a Conditional sentence - type II.**

Example: If I \_\_\_ (**to go**) to the cinema, I \_\_\_\_\_ (**to watch**) an interesting film.  
 Answer: If I **went** to the cinema, I **would watch** an interesting film.

- 1) If ..... (**to come**) home earlier, I ..... (**to prepare**) dinner.
- 2) If we ..... (**to live**) in Rome, Francesco ..... (**to visit**) us.
- 3) If Tim and Tom ..... (**to be**) older, they ..... (**to play**) in our hockey team.
- 4) If he ..... (**to be**) my friend, I ..... (**to invite**) him to my birthday party.
- 5) If Susan ..... (**to study**) harder, she ..... (**to be**) better at school.
- 6) If they ..... (**to have**) enough money, they ..... (**to buy**) a new car.
- 7) If you ..... (**to do**) a paper round, you ..... (**to earn**) a little extra money.
- 8) If Michael ..... (**to get**) more pocket money, he ..... (**to ask**) Doris out for dinner.

9) If we ..... (**to hurry**), we ..... (**to catch**) the bus.

10) If it ..... (**to rain**), Nina ..... (**to take**) an umbrella with her.

**Put the verbs in brackets into the gaps. Form a Conditional sentence - type II.**

Example: If I \_\_\_ (**to go**) to the café, I \_\_\_\_\_ (**not/to drink**) milk.

Answer: If I **went** to the café, I **would not drink** milk.

1) If Oliver ..... (**to find**) money, he ..... (**not/to keep**) it.

2) If they ..... (**not/to wear**) pullovers in the mountains, it ..... (**to be**) too cold during the night.

3) If Tony ..... (**to know**) her phone number, he ..... (**not/to give**) it to Frank.

4) If we ..... (**not/to visit**) this museum, you ..... (**not/to write**) a good report.

5) If it ..... (**not/to be**) so late, we ..... (**to play**) a game of chess.

6) If Jeff ..... (**not/to like**) Jessica, he ..... (**not/to buy**) her an ice-cream.

7) If I ..... (**to be**) you, I ..... (**not/to go**) to Eric's party.

8) If you ..... (**to drop**) this bottle, it ..... (**not/to break**).

9) If she ..... (**not/to bully**) her classmates, she ..... (**to have**) more friends.

10) If he ..... (**not/to print**) the document, I ..... (**not/to correct**) it.

**Put the verbs in brackets into the gaps. Form a Conditional sentence - type II. Mind the position of the if-clause.**

Example: Thomas \_\_\_\_\_ (**not/to buy**) a new car **if** he \_\_\_\_\_ (**to win**) won 20,000 Euros.

Answer: Thomas **would not buy** a new car **if** he **won** 10,000 Euros. or  
Thomas **wouldn't buy** a new car **if** he **won** 10,000 Euros.

- 1) If you ..... (**to help**) your grandma, I ..... (**to do**) the shopping.
- 2) Andrew ..... (**to water**) the flowers if he ..... (**to stay**) at home.
- 3) If she ..... (**to have**) 5 pounds more, she ..... (**to buy**) herself this T-shirt.
- 4) If they ..... (**to offer**) me the job, I ..... (**to take**) it.
- 5) You ..... (**to have**) summer holidays from June till August if you ..... (**to live**) in the USA.
- 6) We ..... (**to sell**) the bike for 20 Euros if Ron ..... (**to repair**) it.
- 7) If you ..... (**to use**) a pencil, the drawing ..... (**to be**) perfect.
- 8) The children ..... (**to be**) happy if he ..... (**to teach**) them English.
- 9) If Ireen ..... (**to visit**) us, we ..... (**to go**) out tonight.
- 10) They ..... (**to come**) again if he ..... (**to plan**) a second stay.

**Put in the verbs in brackets and form Conditional sentences type I or type II.**

Example: If they learn the poem, they \_\_\_\_\_ (**to get**) a good mark.

Answer: If they learn the poem, they **will get** a good mark.

- 1) If you come with me, I ..... (**to do**) the shopping with you.
- 2) Walter ..... (**to help**) his mother in the garden if she reads him a story this evening.
- 3) If it ..... (**to rain**), I will stay at home.
- 4) Our teacher will be happy if we ..... (**to learn**) the poem by heart.
- 5) If they had enough money, they ..... (**to buy**) a new car.
- 6) We ..... (**to pass**) the exam if we studied harder.
- 7) If Pat ..... (**to repair**) his bike, he could go on a bicycle tour with us.

- 8) She **would get** 100 pounds if she ..... (**to sell**) this old shelf.
- 9) If I **were** you, I ..... (**to invite**) Jack to the party.
- 10) If the weather ..... (**to be**) fine, the children **can walk** to school.

**Put in the verbs in brackets and form Conditional sentences - type I or type II.**

Example: If Adam spoke Italian, he ..... (**to work**) in Italy.

Answer: If Adam spoke Italian, he **would work** Italy.

- 1) If Tracy had a mobile phone, she ..... (**to phone**) all her friends.
- 2) I ..... (**to be**) very angry with Nick if he forgets my CD again.
- 3) If the boys ..... (**to win**) this match, their coach will invite them to a barbecue.
- 4) If you don't read these articles, you ..... (**not/to know**) the facts about Africa.
- 5) You would get very wet if you ..... (**to walk**) in this rain.
- 6) The engine ..... (**not/to start**) if Ben connected these two cables.
- 7) If he has time, he ..... (**to buy**) her some sweets.
- 8) Maria ..... (**to play**) in the school orchestra if she practised the trumpet more often.
- 9) We won't fetch something to drink if Jim ..... (**not/to bring**) some sandwiches.
- 10) If he ..... (**to carry**) the rucksack, I'd pull the suitcase.

**Put the verbs in brackets into the gaps. Form a Conditional sentence - type III.**

Example: If I ..... (**to go**) to the cinema, I ..... (**to watch**) an interesting film.

Answer: If I **had gone** to the cinema, I **would have watched** an interesting film.

- 1) If the weather ..... (**to be**) nice, they ..... (**to play**) football.
- 2) If we ..... (**to go**) to a good restaurant, we ..... (**to have**) a better dinner.

- 3) If John ..... (**to learn**) more words, he .....  
(**to write**) a good report.
- 4) If the boys ..... (**to take**) the bus to school, they  
..... (**to arrive**) on time.
- 5) If the teacher ..... (**to explain**) the homework, I  
..... (**to do**) it.
- 6) If they ..... (**to wait**) for another 10 minutes, they  
..... (**to see**) the pop star.
- 7) If the police ..... (**to come**) earlier, they  
..... (**to arrest**) the burglar.
- 8) If you ..... (**to buy**) fresh green vegetable, your salad  
..... (**to taste**) better.
- 9) If Alex ..... (**to ask**) me, I ..... (**to email**)  
the documents.
- 10) If he ..... (**to speak**) more slowly, Peggy  
..... (**to understand**) him.

**Put the verbs in brackets into the gaps. Form a Conditional sentence - type III.**

Example: If I \_\_\_\_\_ (**to go**) to the café, I \_\_\_\_\_ (**not/to drink**) milk.

Answer: If I **had gone** to the café, I **would not have drunk** milk. or

If I **'d gone** to the café, I **wouldn't have drunk** milk.

- 1) If you ..... (**to check**) the car, it .....  
(**not/to break**) down in the middle of the desert.
- 2) If it ..... (**not/to rain**), the children ..... (**to**  
**play**) outside.
- 3) If my parents ..... (**not/to be**) so tired, they  
..... (**to watch**) the film on TV.
- 4) If she ..... (**to buy**) a new hard disk, she  
..... (**not/to lose**) all data.
- 5) If we ..... (**to use**) the town map, we .....  
(**not/to get**) lost.
- 6) If Tom ..... (**to eat**) more salad, he .....  
(**not/to catch**) a cold.



7) If the police ..... (**not/to stop**) me, I .....  
(**to reach**) you in time.

8) If his older brother ..... (**not/to drive**) so fast, he  
..... (**not/to crash**) into the other car.

9) If Fred ..... (**not/to cheat**) at the test, his teacher  
..... (**not/to phone**) his father.

10) If I ..... (**not/to switch off**) the radio, I  
..... (**to know**) about the second goal.

**Put the verbs in brackets into the gaps. Form a Conditional sentence - type III.**

Example: Thomas ..... (**not/to buy**) a new car if he ..... (**to win**) won 20,000 Euros.

Answer: Thomas **would not have bought** a new car if he **had won** 20,000 Euros. or  
Thomas **wouldn't have bought** a new car if he'd won 20,000 Euros.

1) If he ..... (**to come**) earlier, he ..... (**to meet**) Tina.

2) The water in the pool ..... (**to be**) warmer if the sun  
..... (**to shine**) more often.

3) If Betty ..... (**to write**) more applications, she  
..... (**to get**) an apprenticeship.

4) If I ..... (**to see**) you, I ..... (**to talk**) to you.

5) We ..... (**to given**) the man the documents if we  
..... (**to know**) him.

6) If you ..... (**to phone**) me, I ..... (**to record**) the show.

7) They ..... (**to understand**) the film if they  
..... (**to read**) the book.

8) If the car ..... (**to turn**) left, the old lady  
..... (**to cross**) the street.

9) If she ..... (**to realize**) the red traffic light, she  
..... (**to stop**).

10) The boys ..... (**to win**) the match if they  
..... (**to train**) regularly.

**Put the verbs in brackets into the gaps. Form a Conditional sentence - type III.**

Example: I \_\_\_\_\_ (**to bake**) a cake if I \_\_\_\_\_ (**to know**) that they were coming.

Answer: I **would have baked** a cake if I **had known** that they were coming. or  
I **'d have bought** a a cake if I **'d known** that they were coming.

1) If it ..... (**to be**) warmer, we ..... (**to go**) swimming.

2) My parents ..... (**to buy**) this house if the man  
..... (**not/to sell**) it to someone else.

3) If he ..... (**not/to fail**) his driving test, his parents  
..... (**to lend**) him their car.

4) If my uncle ..... (**to tell**) me the way to his office, I  
..... (**not/to arrive**) so late.

5) She ..... (**to be**) at the airport if she .....  
(**to read**) the message carefully.

6) Lucy ..... (**not/to hurt**) her foot if she .....  
(**not/to drop**) the old box.

7) If you ..... (**to use**) a sharp knife, you .....  
(**not/to cut**) yourself.

8) If Victoria ..... (**to celebrate**) her birthday at home, I  
..... (**to bring**) her some flowers.

9) We ..... (**to take**) the train to Edinburgh if it  
..... (**to run**) on time.

10) If Max ..... (**not/to forget**) my schoolbag, he  
..... (**to give**) you your USB flash drive.

**Decide whether the following Conditional Sentences are Type I, II or III.**

1. If he had dropped the vase, it would have broken.

☐ Type I ☐ Type II ☐ Type III

2. If you have to do the washing up, I will help you.

☐ Type I ☐ Type II ☐ Type III

3. If I had a hammer, I'd hammer in the morning ... (song)  
☐ Type I   ☐ Type II   ☐ Type III
4. I wouldn't run away if I saw a spider.  
☐ Type I   ☐ Type II   ☐ Type III
5. We'd have given you a lift if you hadn't had your bike with you.  
☐ Type I   ☐ Type II   ☐ Type III
6. If you had listened to me, the accident wouldn't have happened.  
☐ Type I   ☐ Type II   ☐ Type III
7. If we don't get tickets for the concert, we'll stay at home.  
☐ Type I   ☐ Type II   ☐ Type III
8. They'd go by bus if they didn't have a car.  
☐ Type I   ☐ Type II   ☐ Type III
9. She'll hear us if you don't stop laughing.  
☐ Type I   ☐ Type II   ☐ Type III
10. He wouldn't have taken the bread if he hadn't been hungry.  
☐ Type I   ☐ Type II   ☐ Type III

**Complete the Conditional Sentences. Decide whether to use Type I, II or III.**

1. If I had time, I ..... shopping with you.
2. If you ..... English, you will get along with them perfectly.
3. If they had gone for a walk, they ..... the lights off.
4. If she ..... to see us, we will go to the zoo.
5. I would have told you, if I ..... him.
6. Would you mind if I ..... the window?
7. If they ..... me, I wouldn't have said no.
8. My friend ..... me at the station if he gets the afternoon off.
9. If I ..... it, nobody would do it.
10. If my father ..... me up, I'll take the bus home.

Complete the Conditional Sentences (Type I, II or III) by putting the verbs into the correct form.

1. If they (have) ..... time at the weekend, they will come to see us.
2. If we sneak out quietly, nobody (notice) .....
3. If we (know) ..... about your problem, we would have helped you.
4. If I (be) ..... you, I would not buy that dress.
5. We (arrive) ..... earlier if we had not missed the bus.

6. If I didn't have a mobile phone, my life (not / be) ..... complete.
7. Okay, I (get) ..... the popcorn if you buy the drinks.
8. If I (tell) ..... you a secret, you would be sure to leak it.
9. She (go) ..... out with you if you had only asked her.
10. I would not have read your diary if you (not hide) ..... it in such an obvious place.

## NEW ORLEANS

New Orleans was founded by the French. It first had a French name, Nouvelle-Orléans, in honor of the [Duke](#) of Orleans, King of France. The city lies on the river Mississippi and a riverboat cruise on the Mississippi is an unforgettable experience. New Orleans is also an important center for music, especially for jazz and rhythm and blues.



### Exercise

Put the verbs into the most suitable form to make correct conditional sentences (type I, II or III).

1. Do you like jazz music? Because if you (like) ..... jazz, you (love) ..... New Orleans.
2. Vanessa hates boat trips. But if she (hate / not) ..... boat trips, she (enjoy) ..... a riverboat cruise on the Mississippi.
3. I (do) ..... a course in jazz dancing if I (have) ..... more time. But unfortunately I don't have time.
4. If the founders of the city (hate) ..... the King of France, they (call / not) ..... the place Nouvelle-Orléans in honor of him.

## RELATIVE CLAUSES

We use relative clauses to give additional information about something without starting another sentence. By combining sentences with a relative clause, your text becomes more fluent and you can avoid repeating certain words.

### How to Form Relative Clauses

Imagine, a girl is talking to Tom. You want to know who she is and ask a friend whether he knows her. You could say:

A girl is talking to Tom. Do you know the girl?

That sounds rather complicated, doesn't it? It would be easier with a relative clause: you put both pieces of information into one sentence. Start with the most important thing – you want to know who the girl is.

Do you know the girl ...

As your friend cannot know which girl you are talking about, you need to put in the additional information – the girl is talking to Tom. Use „the girl“ only in the first part of the sentence, in the second part replace it with the relative pronoun (for people, use the relative pronoun „who“). So the final sentence is:

Do you know the girl **who** is talking to Tom?

### Relative Pronouns

relative pronoun	use	example
<b>who</b>	subject or object pronoun for people	I told you about the woman <i>who</i> lives next door.
<b>which</b>	subject or object pronoun for animals and things	Do you see the cat <i>which</i> is lying on the roof?
<b>which</b>	referring to a whole sentence	He couldn't read <i>which</i> surprised me.
<b>whose</b>	possession for people animals and things	Do you know the boy <i>whose</i> mother is a nurse?
<b>whom</b>	object pronoun for people, especially in non-defining relative clauses (in defining relative clauses we colloquially prefer <i>who</i> )	I was invited by the professor <i>whom</i> I met at the conference.
<b>that</b>	subject or object pronoun for people, animals and things in defining relative clauses ( <i>who</i> or <i>which</i> are also possible)	I don't like the table <i>that</i> stands in the kitchen.

## Subject Pronoun or Object Pronoun?

Subject and object pronouns cannot be distinguished by their forms - who, which, that are used for subject and object pronouns. You can, however, distinguish them as follows:

If the relative pronoun is followed by a verb, the relative pronoun is a *subject pronoun*. Subject pronouns must always be used.

the apple **which** is lying on the table

If the relative pronoun is not followed by a verb (but by a noun or pronoun), the relative pronoun is an *object pronoun*. Object pronouns can be dropped in defining relative clauses, which are then called *Contact Clauses*.

the apple (**which**) George lay on the table

## Relative Adverbs

A relative adverb can be used instead of a relative pronoun plus preposition. This often makes the sentence easier to understand.

This is the shop **in which** I bought my bike.

→ This is the shop **where** I bought my bike.

relative adverb	meaning	use	example
<b>when</b>	in/on which	refers to a time expression	the day <i>when</i> we met him
<b>where</b>	in/at which	refers to a place	the place <i>where</i> we met him
<b>why</b>	for which	refers to a reason	the reason <i>why</i> we met him

## Defining Relative Clauses

Defining relative clauses (also called *identifying relative clauses* or *restrictive relative clauses*) give detailed information defining a general term or expression. Defining relative clauses **are not put in commas**.

Imagine, Tom is in a room with five girls. One girl is talking to Tom and you ask somebody whether he knows this girl. Here the relative clause defines which of the five girls you mean.

Do you know the girl who is talking to Tom?

Defining relative clauses are often used in [definitions](#).

A seaman is someone who works on a ship.

Object pronouns in defining relative clauses can be dropped. (Sentences with a relative clause without the relative pronoun are called *Contact Clauses*.)

The boy (**who/whom**) we met yesterday is very nice.

## Non-Defining Relative Clauses

Non-defining relative clauses (also called *non-identifying relative clauses* or *non-restrictive relative clauses*) give additional information on something, but do not define it. Non-defining relative clauses **are put in commas**.

Imagine, Tom is in a room with only one girl. The two are talking to each other and you ask somebody whether he knows this girl. Here the relative clause is non-defining because in this situation it is obvious which girl you mean.

Do you know the girl, who is talking to Tom?

Note: In non-defining relative clauses, *who/which* may not be replaced with *that*.

Object pronouns in non-defining relative clauses must be used.

Jim, who/whom we met yesterday, is very nice.

### Choose the correct relative pronoun (who, which, whose).

1. This is the bank ..... was robbed yesterday.
2. A boy ..... sister is in my class was in the bank at that time.
3. The man ..... robbed the bank had two pistols.
4. He wore a mask ..... made him look like Mickey Mouse.
5. He came with a friend ..... waited outside in the car.
6. The woman ..... gave him the money was young.
7. The bag ..... contained the money was yellow.
8. The people ..... were in the bank were very frightened.
9. A man ..... mobile was ringing did not know what to do.
10. A woman ..... daughter was crying tried to calm her.
11. The car ..... the bank robbers escaped in was orange.
12. The robber ..... mask was obviously too big didn't drive.
13. The man ..... drove the car was nervous.
14. He didn't wait at the traffic lights ..... were red.
15. A police officer ..... car was parked at the next corner stopped and arrested them.

**Decide whether the relative pronoun is a subject pronoun or an object pronoun.**

1. Do you know the girl **who** I danced with? .....
2. Do you know the girl **who** danced with me? .....
3. The apples **that** are lying on the table are bad. ....
4. The apples **that** we bought in the shop are bad. ....
5. We will stay at a hotel **which** is not far from the beach. ....
6. We will stay at a hotel **which** my friend has recommended to us. ....
7. That is a museum **which** I like very much. ....
8. That is a museum **which** lies in the heart of the town. ....
9. This is the man **who** Barbara visited in Scotland. ....
10. This is the man **who** lives in Scotland. ....

**Stonehenge** is a mystical place. Its stone circles are probably more than 4,000 years old. The huge stones come from an area about 30 km north of Stonehenge. The smaller stones possibly are from the Preseli Mountains in Wales, almost 400 km away from Stonehenge.

Nobody knows for sure what the function of Stonehenge was. Maybe it was a druid temple. Maybe it was a sacrificial altar. Maybe it was some kind of observatory.



1. The people

- ..... built Stonehenge lived several thousand years ago.
2. The huge stones ..... are more than 6 metres high weigh about 45 tons.
3. The smaller stones weigh about 4 tons and are from an area in Wales ..... is 400 kilometres away from Stonehenge.
4. As Stonehenge lies in a large field, tourists ..... come to this place can already see the stones from a distance.
5. Everybody ..... has visited Stonehenge says that it is very impressive.



**Complete the sentences using relative clauses.**

1. A Scot is a person (live in Scotland) .....
2. Nessie is a monster (live in Loch Ness) .....
3. A fridge is a thing (keep food cool) .....
4. A DJ is someone (play music in a disco) .....
5. A bee is an insect (make honey) .....
6. A lemon is a fruit (be yellow and sour) .....
7. A watch is a thing (tell the time) .....
8. A ferry is a ship (carry people across the water) .....
9. A shop assistant is someone (work in a shop) .....
10. A key is a thing (can open and lock doors) .....

**Study the situations and then decide whether the following relative clauses are defining or non-defining.**

**defining – no commas**

**non-defining – commas**

1. I have three brothers.
  - ☐ My brother who lives in Sidney came to see me last month.
  - ☐ My brother, who lives in Sidney, came to see me last month.
2. I have one sister.
  - ☐ My sister who is 25 years old spent her holiday in France.
  - ☐ My sister, who is 25 years old, spent her holiday in France.
3. Bob's mum has lost her keys.
  - ☐ Bob's mum who is a musician has lost her car keys.
  - ☐ Bob's mum, who is a musician, has lost her car keys.
4. My friend Jane moved to Canada.
  - ☐ My friend Jane whose husband is Canadian moved to Canada last week.
  - ☐ My friend Jane, whose husband is Canadian, moved to Canada last week.
5. I am a shoe fanatic.
  - ☐ The shoes which I bought yesterday are very comfortable.
  - ☐ The shoes, which I bought yesterday, are very comfortable.
6. Mr Robinson is very famous.
  - ☐ Mr Robinson whom I met at the trade fair is a famous inventor.
  - ☐ Mr Robinson, whom I met at the trade fair, is a famous inventor.

7. Tamara has two cats. Both of them are black.
  - ☐ Tamara's two cats which can play outside are black.
  - ☐ Tamara's two cats, which can play outside, are black.
8. Kevin has four cats. Two of them are black.
  - ☐ Kevin's two cats which are black can play outside.
  - ☐ Kevin's two cats, which are black, can play outside.
9. We are on holiday. Yesterday we visited a church.
  - ☐ The church which we visited yesterday is very old.
  - ☐ The church, which we visited yesterday, is very old.
10. We are on holiday. Yesterday we visited a church.
  - ☐ St. Mary's Church which we visited yesterday is very old.
  - ☐ St. Mary's Church, which we visited yesterday, is very old.

**Combine the sentences using a relative clause. Use relative pronouns only where necessary. Note that you have to use commas in some of the sentences.**

### **A holiday in Scotland**

1. We spent our holiday in Scotland last year. Scotland is in the north of Great Britain.  
Last year we.....
2. People live in Scotland. They are called Scots.  
The people.....
3. We first went to Edinburgh. Edinburgh is the capital of Scotland.  
We first.....
4. Arthur Conan Doyle was born in Edinburgh. He wrote the Sherlock Holmes stories.  
Arthur Conan  
Doyle.....
5. Then we visited a lake. It is in the Highlands.  
The lake.....
6. Loch Ness is 37 km long. People know it for its friendly monster.  
Loch Ness.....
7. There we met an old man. He told us that he had seen Nessie.  
An old man.....
8. We then travelled to a mountain. The mountain is near the town of Fort William.  
We then.....

9. The mountain is the highest mountain in Great Britain. It is called Ben Nevis.

The

mountain.....

10. I sent you a postcard. It was written on the summit of Ben Nevis.

The

postcard.....

## Helpful Language - FOR AND AGAINST ARGUMENT

### Expressing Both Sides

pros and cons  
advantages and disadvantages  
plus and minus

### Providing Additional Arguments

What is more,  
In addition to ..., the ...  
Further,  
Not only will ..., but ... will also ...

### Showing Contrast

However,  
On the other hand,  
Although .....,  
Unfortunately,

### Exercise

*Choose an for and against argument from one of the following themes*

Living in the country or living in the city  
Getting Married  
Having Children  
Changing Jobs  
Moving

- Write down five positive points and five negative points
- Write down an overall statement of the situation (for introduction and first sentence)
- Write down your own personal opinion (for final paragraph)
- Summarize both sides in one sentence if possible
- Use your notes to write a For and Against Argument using the helpful language provided

### Ordering

First of all,  
Then,  
Next,  
Finally,

### Summarizing

To sum up,  
In conclusion,  
In summary,  
All things considered,

### Expressing Your Opinion

In my opinion,  
I feel / think that ...  
Personally,

## WRITING

### A Great City

This is part of a description about New York. Read it and respond to the question.

*New York is an interesting city with many things to discover. There are 7 million people who live in New York. The winters are very cold and the summers are very hot. You can find any type of food you may want; Italian food, Greek food, French food, Mexican food, and, of course, American food. There are many theaters in New York.*

**Now write a short description of a city of your choice. (about 50 words).**

.....

.....

.....

.....

.....

### Likes and Dislikes

This is part of a description of a person's likes and dislikes. Read it and respond to the question.

*I enjoy reading the classics; Shakespeare, Goethe, Dante and so on, and I enjoy listening to jazz. I don't like going to the disco or rock concerts. I like playing football, tennis and volleyball and I try to play tennis at least once a week*

**Now write a short description about your likes and dislikes. (about 50 words)**

.....

.....

.....

.....

.....

## Americans

Here is a part of a description of American people. Read it and respond to the question.

*Americans like eating American food (hamburgers, Coca-Cola) and going to fast food restaurants. They also like playing many different types of sports; football, tennis, basketball and baseball etc. Americans usually work very hard and only have two weeks of holiday a year.*

**Now write a short description of the people in your country (about 50 words)**

.....

.....

.....

.....

.....

## My Friend Tom

Here is part of a description of a friend. Read it and respond to the question.

*Tom likes listening to classical music, but doesn't like jazz. He also enjoys traveling abroad. He speaks three languages; English, French and Spanish and often visits France in the summer. He is married and has two children*

**Now you write a short description of a friend (about 50 words).**

.....

.....

.....

.....

.....

## My Home

Here is part of a description of a person's home. Read it and respond to the question.

*There are three bedrooms, two bathrooms, a kitchen and a big living room. In my kitchen, there is a big table with four chairs. On the table, there are usually some flowers.*

**Now write a short description of your home (about 50 words).**

.....

.....

.....

.....

.....

## My Hobby

Here is part of a description of a person's hobby. Read it and respond to the question.

*I like traveling because I learn about other cultures. I like trying different kinds of food and drinking the local wine. I think it is important to learn a few words of the country's language. I also like visiting museums when I travel.*

**Now, write a short description of your hobby (about 50 words).**

.....

.....

.....

.....

.....

## My Daughter

Here is part of a description of a person's child. Read it and respond to the question.

*My daughter is 3 years old. She likes playing with her toys. Her favorite toy is her doll "Maria". She likes fish and turkey, but doesn't like vegetables.*

**Now, write a short description of a member of your family (about 50 words).**

.....

.....

.....

.....

.....

If we report what another person has said, we usually do not use the speaker's exact words (direct speech), but reported (indirect) speech. Therefore, you need to learn how to transform direct speech into reported speech. The structure is a little different depending on whether you want to transform a statement, question or request.

## Statements

When transforming statements, check whether you have to change:

pronouns

present tense verbs (3rd person singular)

place and time expressions

tenses (backshift)

Type	Example
direct speech	"I speak English."
reported speech (no backshift)	He says that he speaks English.
reported speech (backshift)	He said that he spoke English.

## Pronouns

In reported speech, you often have to change the pronoun depending on who says what.

Example

She says, "My mum doesn't have time today." – She says that her mum doesn't have time today.

## Tenses

### No backshift

Do not change the tense if the introductory clause is in Simple Present (e. g. He says). Note, however, that you might have to change the form of the present tense verb (3rd person singular).

Example

He says, "I speak English." – He says that he speaks English.



## Backshift

You must change the tense if the introductory clause is in Simple Past (e. g. *He said*). This is called *backshift*.

Example

He said, "I am happy." – He said that he was happy.

Direct Speech	Reported Speech
Simple Present	Simple Past
Present Progressive	Past Progressive
Simple Past	Past Perfect Simple
Present Perfect Simple	
Past Perfect Simple	
Past Progressive	Past Perfect Progressive
Present Perfect Progressive	
Past Perfect Progressive	
Future I (going to)	was / were going to
Future I (will)	Conditional I (would)
Conditional I (would)	

The verbs *could*, *should*, *would*, *might*, *must*, *needn't*, *ought to*, *used to* do not normally change.

Example:

He said, "She might be right." – He said that she might be right.

## Place and Time expressions

For place and time expressions you have to check whether place and time are the same in direct and reported speech or not. Check out the following example:



It is Friday and you meet James at a restaurant. James tells you that he saw Caroline in this restaurant today. ("I saw Caroline here today.") A few minutes later, Helen joins you and you want to report what James has told you. Place (*here*) and time (*today*) are the same and you can say:

→ James said that he had seen Caroline here today.

One day later, you meet Mary at the same restaurant. Again, you want to report to her what James has told you. The place is the same, but not the time (it happened yesterday). So you would say:

→ James said that he had seen Caroline here yesterday.



Still a few days later, Tom rings you at home. Again, you want to report to him what James has told you. However, now you are not at the restaurant (but at home) and a few days have passed since then. So you would say:

→ James said that he had seen Caroline at the restaurant on Friday.

→ I met James in a restaurant on Friday and he said that he had seen Caroline there that day.

Therefore you always have to think which place and time expressions are logical in a certain situation.

In the following table, you will find ways of transforming place and time expressions into reported speech.

Direct Speech	Reported Speech
today	that day
now	then
yesterday	the day before
... days ago	... days before
last week	the week before
next year	the following year
tomorrow	the next day / the following day
here	there
this	that
these	those

## Reported Speech without backshift – Change of Pronouns

Helen is in front of the class holding a presentation on London. As Helen is rather shy, she speaks with a very low voice. Your classmate Gareth does not understand her, so you have to repeat every sentence to him.

Complete the sentences in reported speech (no backshift). Note the change of pronouns and verbs.

Helen: I want to tell you something about my holiday in London.

Gareth: What does she say?

You: She says that .....

Helen: I went to London in July.

Gareth: What does she say?

You: She says that .....

Helen: My parents went with me.

Gareth: What does she say?

You: She says that .....

Helen: We spent three days in London.

Gareth: What does she say?

You: She says that .....

Helen: London is a multicultural place.

Gareth: What does she say?

You: She says that .....

Helen: I saw people of all colours.

Gareth: What does she say?

You: She says that .....

Helen: Me and my parents visited the Tower.

Gareth: What does she say?

You: She says that .....

Helen: One evening we went to see a musical.

Gareth: What does she say?

You: She says that .....

Helen: I love London.

Gareth: What does she say?

You: She says that .....

Helen: The people are so nice there.

Gareth: What does she say?

You: She says that .....

## **Reported Speech without backshift – Change of Pronouns and Places**

Your friend is an exchange student in the USA at the moment. You are speaking with him on the phone and your friend Sue is standing next to you. She is very excited - you have to repeat every sentence to her.

Complete the sentences in reported speech (no backshift). Note the change of pronouns, places and verbs.

Tom: I'm fine.

Sue: What does he say?

You: He says that .....

Tom: The weather here is great.

Sue: What does he say?

You: He says that .....

Tom: My host family is very nice.

Sue: What does he say?

You: He says that .....

Tom: I have my own room.

Sue: What does he say?

You: He says that .....

Tom: We have a national park here.

Sue: What does he say?

You: He says that .....

Tom: We went there yesterday.

Sue: What does he say?

You: He says that .....

Tom: It was great.

Sue: What does he say?

You: He says that .....

Tom: I'd love to go there again.

Sue: What does he say?

You: He says that .....

Tom: The teachers at my school are very nice.

Sue: What does he say?

You: He says that .....

Tom: My English has improved.

Sue: What does he say?

You: He says that .....

Rewrite the sentences in reported speech. Change pronouns and time expressions where necessary.

1. She said, "I am reading."

→ She said that .....

2. They said, "We are busy."

→ They said that .....

3. He said, "I know a better restaurant."  
→ He said that .....
4. She said, "I woke up early."  
→ She said that .....
5. He said, "I will ring her."  
→ He said that .....
6. They said, "We have just arrived."  
→ They said that .....
7. He said, "I will clean the car."  
→ He said that .....
8. She said, "I did not say that."  
→ She said that .....
9. She said, "I don't know where my shoes are."  
→ She said that .....
10. He said: "I won't tell anyone."  
→ He said that .....

Imagine you want to repeat sentences that you heard two weeks ago in another place. Rewrite the sentences in reported speech. Change pronouns and expressions of time and place where necessary.

1. They said, "This is our book."  
→ They said .....
2. She said, "I went to the cinema yesterday."  
→ She said .....
3. He said, "I am writing a test tomorrow."  
→ He said .....

4. You said, "I will do this for him."  
→ You said .....
5. She said, "I am not hungry now."  
→ She said .....
6. They said, "We have never been here before."  
→ They said .....
7. They said, "We were in London last week."  
→ They said.....
8. He said, "I will have finished this paper by tomorrow."  
→ He said.....
9. He said, "They won't sleep."  
→ He said.....
10. She said, "It is very quiet here."  
→ She said.....

**Complete the sentences in reported speech. Note the change of pronouns and tenses.**

1. "Where is my umbrella?" she asked.  
→ She asked.....
2. "How are you?" Martin asked us.  
→ Martin asked us.....
3. He asked, "Do I have to do it?"  
→ He asked.....
4. "Where have you been?" the mother asked her daughter.  
→ The mother asked her daughter.....



5. "Which dress do you like best?" she asked her boyfriend.  
→ She asked her boyfriend.....
6. "What are they doing?" she asked.  
→ She wanted to know.....
7. "Are you going to the cinema?" he asked me.  
→ He wanted to know.....
8. The teacher asked, "Who speaks English?"  
→ The teacher wanted to know.....
9. "How do you know that?" she asked me.  
→ She asked me.....
10. "Has Caron talked to Kevin?" my friend asked me.  
→ My friend asked me.....

**Complete the sentences in reported speech. Note the change of pronouns and tenses.**

1. "What's the time?" he asked.  
→ He wanted to know.....
2. "When will we meet again?" she asked me.  
→ She asked me.....
3. "Are you crazy?" she asked him.  
→ She asked him.....
4. "Where did they live?" he asked.  
→ He wanted to know.....
5. "Will you be at the party?" he asked her.  
→ He asked her.....

6. "Can you meet me at the station?" she asked me.  
→ She asked me.....
7. "Who knows the answer?" the teacher asked.  
→ The teacher wanted to know.....
8. "Why don't you help me?" she asked him.  
→ She wanted to know.....
9. "Did you see that car?" he asked me.  
→ He asked me.....
10. "Have you tidied up your room?" the mother asked the twins.  
→ The mother asked the twins.....

**Complete the sentences in reported speech. Note the change of pronouns in some sentences.**

1. She said, "Go upstairs."  
→ She told me.....
2. "Close the door behind you," he told me.  
→ He told me.....
3. "Don't be late," he advised us.  
→ He advised us.....
4. "Stop staring at me," she said.  
→ She told him.....
5. "Don't be angry with me," he said.  
→ He asked her.....
6. "Leave me alone," she said.  
→ She told me.....

7. "Don't drink and drive," she warned us.  
→ She warned us.....
8. "John, stop smoking," she said.  
→ She told John.....
9. "Don't worry about us," they said.  
→ They told her.....

**Complete the sentences in reported speech. Note whether the sentence is a request, a statement or a question.**

1. He said, "I like this song."  
→ He said.....
2. "Where is your sister?" she asked me.  
→ She asked me.....
3. "I don't speak Italian," she said.  
→ She said.....
4. "Say hello to Jim," they said.  
→ They asked me.....
5. "The film began at seven o'clock," he said.  
→ He said.....
6. "Don't play on the grass, boys," she said.  
→ She told the boys.....
7. "Where have you spent your money?" she asked him.  
→ She asked him.....
8. "I never make mistakes," he said.  
→ He said.....

9. "Does she know Robert?" he wanted to know.  
→ He wanted to know.....
10. "Don't try this at home," the stuntman told the audience.  
→ The stuntman advised the audience .....
11. "I was very tired," she said.  
→ She said.....
12. "Be careful, Ben," she said.  
→ She told Ben.....
13. "I will get myself a drink," she says.  
→ She says.....
14. "Why haven't you phoned me?" he asked me.  
→ He wondered.....
15. "I cannot drive them home," he said.  
→ He said.....
16. "Peter, do you prefer tea or coffee?" she says.  
→ She asks Peter.....
17. "Where did you spend your holidays last year?" she asked me.  
→ She asked me.....
18. He said, "Don't go too far."  
→ He advised her.....
19. "Have you been shopping?" he asked us.  
→ He wanted to know.....
20. "Don't make so much noise," he says.  
→ He asks us.....

## Use of Passive

Passive voice is used when the focus is on the action. It is not important or not known, however, who or what is performing the action.

Example: My bike was stolen.

In the example above, the focus is on the fact that my bike was stolen. I do not know, however, who did it.

Sometimes a statement in passive is more polite than active voice, as the following example shows:

Example: A mistake was made.

In this case, I focus on the fact that a mistake was made, but I do not blame anyone (e.g. You have made a mistake.).

## Form of Passive

Subject + finite form of *to be* + Past Participle (3rd column of irregular verbs)

Example: A letter was written.

When rewriting active sentences in passive voice, note the following:

- the object of the active sentence becomes the subject of the passive sentence
- the finite form of the verb is changed (*to be* + past participle)
- the subject of the active sentence becomes the object of the passive sentence (or is dropped)

## Examples of Passive

Tense		Subject	Verb	Object
Simple Present	Active:	Rita	writes	a letter.
	Passive:	A letter	is written	by Rita.
Simple Past	Active:	Rita	wrote	a letter.
	Passive:	A letter	was written	by Rita.
Present Perfect	Active:	Rita	has written	a letter.
	Passive:	A letter	has been written	by Rita.
Future I	Active:	Rita	will write	a letter.
	Passive:	A letter	will be written	by Rita.
Auxiliaries	Active:	Rita	can write	a letter.
	Passive:	A letter	can be written	by Rita.

## Examples of Passive

Tense		Subject	Verb	Object
Present Continuous	Active:	Rita	is writing	a letter.
	Passive:	A letter	is being written	by Rita.
Past Continuous	Active:	Rita	was writing	a letter.
	Passive:	A letter	was being written	by Rita.
Past Perfect	Active:	Rita	had written	a letter.
	Passive:	A letter	had been written	by Rita.
Future II	Active:	Rita	will have written	a letter.
	Passive:	A letter	will have been written	by Rita.
Conditional I	Active:	Rita	would write	a letter.
	Passive:	A letter	would be written	by Rita.
Conditional II	Active:	Rita	would have written	a letter.
	Passive:	A letter	would have been written	by Rita.

## Passive Sentences with Two Objects

Rewriting an active sentence with two objects in passive voice means that one of the two objects becomes the subject, the other one remains an object. Which object to transform into a subject depends on what you want to put the focus on.

	Subject	Verb	Object 1	Object 2
<b>Active:</b>	Rita	wrote	a letter	to me.
<b>Passive:</b>	A letter	was written	to me	by Rita.
<b>Passive:</b>	I	was written	a letter	by Rita.

As you can see in the examples, adding *by Rita* does not sound very elegant. That's why it is usually dropped.

## Personal and Impersonal Passive

*Personal Passive* simply means that the object of the active sentence becomes the subject of the passive sentence. So every verb that needs an object (transitive verb) can form a personal passive.

Example: They build houses. – Houses are built.

Verbs without an object (intransitive verb) normally cannot form a personal passive sentence (as there is no object that can become the subject of the passive sentence). If you want to use an intransitive verb in passive voice, you need an impersonal construction – therefore this passive is called *Impersonal Passive*.

Example: he says – it is said

*Impersonal Passive* is not as common in English as in some other languages (e.g. German, Latin). In English, *Impersonal Passive* is only possible with verbs of perception (e. g. say, think, know).

Example: They say that women live longer than men. – It is said that women live longer than men.

Although *Impersonal Passive* is possible here, *Personal Passive* is more common.

Example: They say that women live longer than men. – Women are said to live longer than men.

The subject of the subordinate clause (women) goes to the beginning of the sentence; the verb of perception is put into passive voice. The rest of the sentence is added using an infinitive construction with 'to' (certain auxiliary verbs and *that* are dropped).

Sometimes the term *Personal Passive* is used in English lessons if the indirect object of an active sentence is to become the subject of the passive sentence.

## WRITE PASSIVE SENTENCES IN SIMPLE PRESENT

1. the documents / print

.....

2. the window / open

.....

3. the shoes / buy

.....

4. the car / wash

.....

5. the litter / throw away

.....

6. the letter / send

.....

7. the book / read / not

.....

8. the songs / sing / not

.....

9. the food / eat / not

.....

10. the shop / close / not

.....

### **WRITE PASSIVE SENTENCES IN SIMPLE PAST**

1. the test / write

.....

2. the table / set

.....

3. the cat / feed

.....

4. the lights / switch on

.....

5. the house / build

.....



6. dinner / serve

.....

7. this computer / sell / not

.....

8. the car / stop / not

.....

9. the tables / clean / not

.....

10. the children / pick up / not

.....

### **WRITE PASSIVE SENTENCES IN PRESENT PERFECT**

1. the postcard / send

.....

2. the pencils / count

.....

3. the door / close

.....

4. the beds / make

.....

5. the mail / write

.....

6. the trees / plant

.....

7. the money / spend

.....

8. the room / book / not

.....

9. the rent / pay / not

.....

10. the people / inform / not

.....

### **WRITE PASSIVE SENTENCES IN SIMPLE FUTURE**

1. the exhibition / visit

.....

2. the windows / clean

.....

3. the message / read

.....

4. the thief / arrest

.....

5. the photo / take

.....

6. these songs / sing

.....

7. the sign / see / not

.....

8. a dictionary / use / not

.....

9. credit cards / accept / not

.....

## REWRITE THE SENTENCES IN PASSIVE VOICE

1. He opens the door.

.....

2. We set the table.

.....

3. She pays a lot of money.

.....

4. I draw a picture.

.....

5. They wear blue shoes.

.....

6. They don't help you.

.....

7. He doesn't open the book.

.....

8. You do not write the letter.

.....

9. Does your mum pick you up?

.....

10. Does the police officer catch the thief?

.....

### REWRITE THE SENTENCES IN PASSIVE VOICE

1. She sang a song.

.....

2. Somebody hit me.

.....

3. We stopped the bus.

.....

4. A thief stole my car.

.....

5. They didn't let him go.

.....

6. She didn't win the prize.

.....

7. They didn't make their beds.

.....

8. I did not tell them.

.....

9. Did you tell them?

.....

10. Did he send the letter?

.....

### REWRITE THE SENTENCES IN PASSIVE VOICE

1. Kerrie has paid the bill.

.....

2. I have eaten a hamburger.

.....

3. We have cycled five miles.

.....

4. I have opened the present.

.....

5. They have not read the book.

.....

6. You have not sent the parcel.

.....

7. We have not agreed to this issue.

.....

8. They have not caught the thieves.

.....

9. Has she phoned him?

.....

10. Have they noticed us?

.....

### **REWRITE THE SENTENCES IN PASSIVE VOICE**

1. Jane will buy a new computer.

.....

2. Her boyfriend will install it.

.....

3. Millions of people will visit the museum.

.....

4. Our boss will sign the contract.

.....

5. You will not do it.

.....

6. They will not show the new film.

.....

7. He won't see Sue.

.....

8. They will not ask him.

.....

9. Will the company employ a new worker?

.....



## REWRITE THE SENTENCES IN PASSIVE VOICE

1. I can answer the question.

.....

2. She would carry the box.

.....

3. You should open the window.

.....

4. We might play cards.

.....

5. You ought to wash the car.

.....

6. He must fill in the form.

.....

7. They need not buy bread.

.....

8. He could not read the sentence.

.....

9. Will the teacher test our English?

.....

10. Could Jenny lock the door?

.....

### REWRITE THE SENTENCES IN PASSIVE VOICE

1. John collects money.

.....

2. Anna opened the window.

.....

3. We have done our homework.

.....

4. I will ask a question.

.....

5. He can cut out the picture.

.....

6. The sheep ate a lot.

.....

7. We do not clean our rooms.

.....

8. William will not repair the car.

.....

9. Did Sue draw this circle?

.....

10. Could you feed the dog?

.....

### **REWRITE THE SENTENCES IN PASSIVE VOICE**

1. Sheila is drinking a cup of tea.

.....

2. My father is washing the car.

.....

3. Farmer Joe is milking the cows.

.....

4. She is taking a picture of him.

.....

5. I am writing a poem.

.....

6. We are not playing football.

.....

7. He is not wearing a tie.

.....

8. Is she preparing the party?

.....

9. Are they talking about the meeting?

.....

10. Is she watering the flowers?

.....

## REWRITE THE SENTENCES IN PASSIVE VOICE

1. Jenny would congratulate you.

.....

2. We would pick you up.

.....

3. She would order a pizza.

.....

4. He would build a new house.

.....

5. They would take the opportunity.

.....

6. You would not recognize Jim.

.....

7. I would not do that kind of job.

.....

8. Would they decorate the room?

.....

9. Would the DJ play this song?

.....

10. Would Simon open the window?

.....

**COMPLETE THE SENTENCES WITH THE CORRECT FORM OF THE VERBS IN ACTIVE OR PASSIVE VOICE (USE SIMPLE PRESENT)**

1. He (sell) \_\_\_\_\_ cars.
2. The blue car (sell) \_\_\_\_\_.
3. In summer, more ice-cream (eat) \_\_\_\_\_ than in winter.
4. She (call) \_\_\_\_\_ her grandparents every Friday.
5. The letters (type) \_\_\_\_\_.
6. He (take) \_\_\_\_\_ his medicine every day.
7. Jane (take / not) \_\_\_\_\_ to school by her father.
8. We (go) \_\_\_\_\_ to school by bus.
9. She (work / not) \_\_\_\_\_ for a bank.
10. Milk (keep) \_\_\_\_\_ in the refrigerator.

**COMPLETE THE SENTENCES WITH THE CORRECT FORM OF THE VERBS IN ACTIVE OR PASSIVE VOICE (USE SIMPLE PAST)**

1. They (visit) \_\_\_\_\_ their granny.
2. We (visit) \_\_\_\_\_ by our teacher.
3. My friend Paul (bear) \_\_\_\_\_ in Dallas.
4. She (go) \_\_\_\_\_ to school in Boston.

5. Antony (grow up) \_\_\_\_\_ in the country.
6. The new shopping centre (build) \_\_\_\_\_ last year.
7. The film (produce / not) \_\_\_\_\_ in Hollywood.
8. Barbara (know) \_\_\_\_\_ James very well.
9. The jewels (hide / not) \_\_\_\_\_ in the cellar.
10. We (spend / not) \_\_\_\_\_ all day on the beach.

**COMPLETE THE SENTENCES WITH THE CORRECT FORM OF THE VERBS IN ACTIVE OR PASSIVE VOICE (USE PRESENT PERFECT)**

1. The car (steal) \_\_\_\_\_.
2. I (bake) \_\_\_\_\_ a cake.
3. My friends (buy) \_\_\_\_\_ a house.
4. The cup (put) \_\_\_\_\_ on the table.
5. Trees (plant) \_\_\_\_\_ in the street.
6. The boy (fall / not) \_\_\_\_\_ off his bike.
7. I (bite / not) \_\_\_\_\_ by a snake.
8. He (step) \_\_\_\_\_ on my toe.
9. We (walk) \_\_\_\_\_ all the way home.
10. She (pick up / not) \_\_\_\_\_ by a friend.

**Rewrite the following sentences into the PASSIVE VOICE.**

1. They make shoes in that factory.

.....

2. People must not leave bicycles in the driveway.

.....

3. They built that skyscraper in 1934.

.....

4. The students will finish the course by July.

.....

5. They are repairing the streets this month.

.....

6. They make these tools of plastic.

.....

7. They have finished the new product design.

.....

8. They were cooking dinner when I arrived.

.....

9. Smithers painted 'Red Sunset' in 1986.

.....

10. Did the plan interest you?

.....

11. They had finished the preparations by the time the guests arrived.

.....

12. You should take care when working on electrical equipment.

.....



13. They are going to perform Beethoven's Fifth Symphony next weekend.

.....

14. Someone will speak Japanese at the meeting.

.....

15. Karen is going to prepare the refreshments.

.....

16. They built these houses in 1902.

.....

17. She bakes a cake every Sunday.

.....

18. He broke the vase yesterday.

.....

19. I clean the shoes every Friday.

.....

20. We wrote the exercise an hour ago.

.....

21. They use this road very often.

.....

22. Thieves stole his car.

.....

23. They cancelled all the flights.

.....

24. Brian told the truth.

.....

## Summary - The Fellowship of the Ring (J.R.R. Tolkien)

Decide whether to use simple present, simple past, present perfect, conjunctive or passive voice.



The Fellowship of the Ring (be)

\_\_\_\_\_ the first book of J.R.R. Tolkien's The Lord of the Rings trilogy, which (set) \_\_\_\_\_ in a fictive world, Middle Earth. It (tell) \_\_\_\_\_ the story of Frodo, a hobbit, and a magic ring.

As the story (begin) \_\_\_\_\_, Frodo (give) \_\_\_\_\_ a magic ring. The wizard Gandalf then (tell) \_\_\_\_\_ him of the Rings of Power and of Sauron, the Dark Lord, who (make) \_\_\_\_\_ the Master Ring to rule all other Rings. Gandalf (advise) \_\_\_\_\_ Frodo to leave home and keep the ring out of Sauron's hands who already (send) \_\_\_\_\_ his Black Riders in search for it. Frodo's ring (give) \_\_\_\_\_ Sauron the power to enslave Middle Earth.



Frodo (leave) \_\_\_\_\_ the shire with three travelling companions: Sam, Merry and Pippin. First they (know/not) \_\_\_\_\_ that the Dark Riders (pick up)

\_\_\_\_\_ their trail already. But soon the four friends (find out)  
\_\_\_\_\_ about that.



They (have) \_\_\_\_\_  
a few encounters with the Dark Riders  
which Frodo and his friends (can)  
\_\_\_\_\_ only just  
escape. In one attack by the Dark  
Riders, however, Frodo (wound)  
\_\_\_\_\_ badly. Still, his friends (manage)  
\_\_\_\_\_ to escape with him. Travelling on, they (reach)  
\_\_\_\_\_ the country of the elves. There Frodo (heal)  
\_\_\_\_\_ by Elrond, a half-elven.

A council then (decide)\_\_\_\_\_ that the ring (must /  
destroy)\_\_\_\_\_ and (send)\_\_\_\_\_ nine  
individuals, the fellowship of the ring, to the Cracks of Doom to fulfil this task.  
The group (travel)\_\_\_\_\_ through the lands of Hollom and  
finally (come)\_\_\_\_\_ to the mines of Moria. There they (have  
to)\_\_\_\_\_ fight against orcs and a demon of flames called  
Balrog. Fighting Balrog on the bridge of  
Khazad-Dum, Gandalf  
(save)\_\_\_\_\_ his  
friends. Gandalf himself, however,  
(drag)\_\_\_\_\_ into the  
depths by the demon. The others





(manage\_\_\_\_\_ to  
escape.

When Boromir, one of the fellowship,  
(try\_\_\_\_\_ to steal the  
ring, Frodo

(realise\_\_\_\_\_ that he (have to\_\_\_\_\_  
continue on his own. His dear friend Sam, however,  
(want/not\_\_\_\_\_ to let him go alone. So he  
(accompany\_\_\_\_\_ him and eventually the two of them  
(reach\_\_\_\_\_ the evil land of Mordor.