

Grammar revision for C class in Reported Speech, Conditional Clauses and the Passive Voice

Exercise 1

Complete each sentence with two to five words including the word in bold.
(Reported speech)

- “I’m sorry I broke the window”, Sam said.
apologise Sam _____ the window
- Why are you laughing? Philip inquired.
was Philip asked _____ laughing.
- “You should tell you parents the truth”, my friend told me.
advised My friend _____ my parents the truth.
- “Could you go to the bank?” he said to me.
asked He _____ the bank
- “Do you have this in smaller size?” the woman asked.
whether The woman _____ in smaller size.

Exercise 2

Turn the following from direct to reported speech

1. “I have a headache” she said to me.

2. “I’m going to the airport today to meet James”, he said.

3. “We’ve never visited Cairo before” the couple said.

4. “She will pick you up tomorrow” I told Ruth.

5. “They paid for the seats by card” the man told us.

6. “I didn’t call Roger last night” he said.

7. “You must come here at once” Peter shouted at Sue.

Exercise 3

Rewrite the following sentences in the passive.

1. Who invented the telephone?

2. This thief stole all the money from the shop

3. Who has written this poem?

4. The fire damaged the city centre.

5. Did you give the parcel to Susie?

6. They will open the new library in September.

- 7. Has Victoria sent all the invitations yet?

- 8. Doris sold three sculptures at the gallery opening.

- 9. Who made this superb apple pie?

- 10. The repair man is fixing the washing machine.

- 11. Madeleine was carrying the files.

- 12. The chef had grated the tomatoes before adding the cheese.

Exercise 4

Put the verbs in brackets into the correct tense. (conditionals)

- 1. If you _____(go) to the supermarket will you buy some milk?
- 2. -Mum I failed my maths test.
- Well, if you _____(study) for it you _____(pass).
- 3. -I can't believe that people still drop litter.
-If everyone _____(stop) dropping litter, our neighbourhood _____(be) a better place.
- 4. I don't live in Rome. If I _____(live) there I _____(learn) to speak Italian fluently.
- 5. Dad didn't let me watch TV last night.
If you _____(not/argue) with him, he _____(let) you watch the film.
- 6. I can't come shopping with you. If I _____(not/have) so much to do, I _____(come) with you to the shops.

Write the 4 main syntax structures for the Conditional Clauses.

- Type 0 if + _____ → _____
- Type 1 if + _____ → _____
- Type 2 if + _____ → _____
- Type 3 if + _____ → _____

GUIDELINES FOR WRITING

TIPS FOR INTERESTING AND SUCCESSFUL COMPOSITIONS

1. Understand the Rubric

You will find information about the **situation**), the **reader**, the **type of writing** and the **specific topics** you must write about.

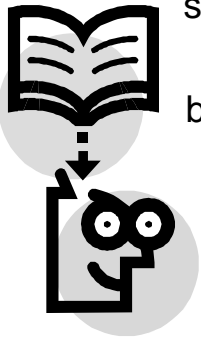
2. **ALWAYS** Make a plan before you start writing. It's simple!

A. List the specific topics

L B. "Brainstorm" (write down any words or ideas related to the subject)

L C. Make a "main topics list" with the best ideas you had during brainstorming

L D. Think of a suitable beginning and ending



DON'T FORGET

My composition must have 3 parts
Introduction, Main Body, Conclusion

- *What is the introduction?*

- A short paragraph with the main idea and a "trick" to attract the attention of the reader.

- *What is the "Main body" ?*

- The part where you develop the ideas from your "main topics list". Remember that you must have at least one paragraph for every idea listed in your plan

- *What is the conclusion?*

- A short final paragraph where we summarise or restate our opinion with different words.

- *How can I write complete paragraphs?*

- Start with a topic sentence that introduces or summarises the idea you are going to write about. Continue with Supportive sentences which give examples, details etc to support the main topic.

- *How can I write an interesting introduction or conclusion?*

- Try using some tips and strategies such as:

➤ addressing the reader directly

You all know how important friends are.

➤ Using direct speech or a quotation from someone we know or someone famous

"Never talk to strangers" my mother used to say.

➤ Asking a rhetorical question (we already know the answer)

What would life be without water?

-How do I connect my ideas and paragraphs?

- Make everything simpler and more interesting by using linking words and phrases. Everything will be easier to understand.

e.g.: and, in addition, because, however, while, firstly, next, to start with, moreover, furthermore, especially, for example, but, on the other hand, finally, to sum up, all in all



THE (did I?) FINAL STEP

Well, check very carefully if you have done all this and your composition will be really good!

- Did I read and understand the rubric?
- Did I underline the specific topics?
- Did I do a "brainstorm"?
- Did I make a plan?
- Did I write at least a paragraph for every main idea?
- Did I use topic sentences?
- Did I use any special writing technique?
- Did I use an appropriate style?
- Did I use linking words and phrases?
- And last but not least DID I READ MY COMPOSITION ONCE MORE?

WRITING STYLE ?

Formal style :

✓ formal expressions and vocabulary

✓ formal linking words and phrases (furthermore)

✓ use passive voice-impersonal structure (it is believed...)

✓ only facts and statistics -be neutral

✓ long forms (I am)

✗ emotions or very little

✗ long descriptions

Informal style :

✓ every day expressions

✓ idioms

✓ short forms (I'm)

- ✓ simple linking words and phrases (and)
- ✓ address the reader directly
- ✓ use first person (I believe...)
- ✓ vivid descriptions -emotions

A. Put a tick in the left for formal style and on the right column for informal:

	<i>Formal</i>	Informal
1) I would be delighted to attend... ..	1 <input type="checkbox"/>	<input type="checkbox"/>
2) Hope you can help!	2 <input type="checkbox"/>	<input type="checkbox"/>
3) Jack is an early bird, so he...	3 <input type="checkbox"/>	<input type="checkbox"/>
4) moreover his assistance was crucial to the development of the company...	4 <input type="checkbox"/>	<input type="checkbox"/>
5) The children were playing into the garden	5 <input type="checkbox"/>	<input type="checkbox"/>
6) It is known that he is rich	6 <input type="checkbox"/>	<input type="checkbox"/>
7) I know that he is rich	8 <input type="checkbox"/>	<input type="checkbox"/>
8) I'm gonna fly to Italy	9 <input type="checkbox"/>	<input type="checkbox"/>
9) Sorry, maybe another time...	10 <input type="checkbox"/>	<input type="checkbox"/>
10) It will not be possible for me to attend...	11 <input type="checkbox"/>	<input type="checkbox"/>
11) I will definitely come, count me in!	12 <input type="checkbox"/>	<input type="checkbox"/>
12) Maybe we will be given the opportunity to meet again	13 <input type="checkbox"/>	<input type="checkbox"/>

B. You will read a rubric about a composition you will have to write. Please note that along with your composition you should design the plan you are going to use before you start writing. You will also have to underline the topic sentence of each paragraph and finally mark with brackets {...} and name the 3 parts of your composition as well.

"A friend of yours who likes travelling and can play the electric guitar very well has recently won some money in a competition. He can't decide what to do with his money and has asked you for some advice. Write him a letter congratulating him and suggesting various ways he could spend it and why."