

Worksheet 1

Complex passive structures

- 1. You are going to read a report on student satisfaction at Union Jack English School. What things do you think are important for students at a language school?**
- 2. Read through the report and see how many things you discussed are featured in the report.**

Report on student satisfaction at Union Jack English School

Introduction

This report is based on a survey of 200 students attending the school in August 2015. The findings will be discussed by senior management & will form part of the improvements planned for 2016.

Accommodation

60% of the students questioned reported that their accommodation had been arranged by external agents. The majority of these students cited poor housing location as the reason for not using the school's accommodation service.

Classes

33% of students surveyed felt that the level placement procedure needed to be improved. All of these students believed they had been placed at a lower level, with many citing nerves on the day of the test as a potential reason for this. Despite this 80% were very happy with the level of teaching & the remaining 20% were happy.

Facilities

75% said the facilities were of an excellent standard. However, the remaining 25% were unhappy that their classes had been held on a different site. They believed they should have been informed of the different location when booking the course.

Social programme

65% of those surveyed had attended a social programme event. Satisfaction levels were high for those who had attended.

Summary

Satisfaction levels are generally high. However, more central accommodation could be offered, communication about the off site classes could be improved, and the level testing system needs to be investigated.

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- 3. What do you think are the most important findings of the report? What could the school do to improve upon these areas?**
- 4. What do you notice about the way the report is organised?**
- 5. What do you notice about the language used in the text? What makes it formal?**
- 6. Why is passive voice used in the text?**
- 7. The following sentence is a reduced participle clause. It is often used in reports as it uses less words.**

60% of the students questioned

- a.** Choose the correct full version
 - . 60% of the students that questioned
 - . 60% of the students who were questioned
 - . 60% of the students, who were questioned
- b.** Find other examples of this type of clause in the text

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8. There are lots of other examples of complex passive structures in the text. Complete the table below adding the correct passive sentence to it's matching active sentence

| Active voice | Passive voice |
|----------------------------------------------------------------|---------------|
| The school had placed the students at the wrong level | |
| Senior management will discuss the findings | |
| The school needed to improve the level placement procedure | |
| The school should have informed them of the different location | |
| The school could offer more central accommodation | |

9. Complete the following rules about how to make the passive voice.

Modals (will/should/could/need to)

Modal + _____ + past participle

Past modals (will have/could have/should have)

Modal + have + _____ + past participle

Past perfect (had placed)

Had + _____ + past participle

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10. Change the following sentences into the passive voice.

- a. The students should have done the level test on the computer
- b. The school hadn't told some of the students about the social programme
- c. The management needs to improve the communication with the students
- d. The school could improve the canteen's menu.

11. Now write a similar report about your school. Try to follow the same structure as the example and use examples of complex passive structures.

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Answers:

4. It has a title.
Each paragraph has a heading.
There is an introduction & a summary.
It contains lots of statistics.

5.

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6. Because the subject is obvious
7. **a** 60% of the students who were questioned
b 33% of students surveyed
 part of the improvements planned for 2016
- 8.

| Active voice | Passive voice |
|----------------------------------------------------------------|-----------------------------------------------------------------|
| The school had placed the students at the wrong level | <u>had been placed</u> at a lower level |
| Senior management will discuss the findings | The findings <u>will be discussed</u> by senior management |
| The school needed to improve the level placement procedure | the level placement procedure <u>needed to be improved</u> |
| The school should have informed them of the different location | they <u>should have been informed</u> of the different location |
| The school could offer more central accommodation | more central accommodation <u>could be offered</u> |

- 9.
- Modals (will/should/could/need to)**

Modal + be + past participle

Past modals (will have/could have/should have)

Modal + have + been + past participle

Past perfect (had placed)

Had + been + past participle

- 10.
- a. the level test should have been done on the computer
 - b. some of the students hadn't been told about the social programme
 - c. the communication with the students needs to be improved
 - d. the canteen's menu could be improved.

Worksheet 2

Question types

Write some questions about the future of our planet to ask your partner. Try to use the following frames.

- a. Have you ever...?
- b. Why does...?
- c. What do you think...?
- d. Do you think it's possible to...?
- e. What can be done to...?
- f. Would it make a difference if...?
- g. Does the government...?

Worksheet 3

Summarising and paraphrasing

1. Match the correct endings to make a definition of the 2 words

- A) To paraphrase means...
 - B) To summarise means...
1. ...to express someone else's ideas in your own language.
 2. ...to express only the most essential points of someone else's work.

2. Why is it important to paraphrase & summarise in Task 3 - Reading into writing?

3. Look at the following extracts from the reading texts on pages 4-5 of the [ISE III Sample exam paper 2](#). Match them to paraphrased sentences which have the same meaning

1. Most of the bees in a colony are 'workers'. They are females who collect nectar and pollen from flowers, and maintain and defend the hive
 2. We rely on pollination by honeybees and other species of bee for around one third of the food we grow.
 3. The role of the drone is to mate with the queen. They can't sting, and when winter comes, they are driven out by workers to starve to death.
-
- a. Around 33% of all food grown in the world is dependant on honeybees and a variety of other species pollinating.
 - b. Female 'worker' bees, whose responsibilities include hive maintenance and defence, as well as the collection of pollen and nectar from flowers, account for the majority of bees.
 - c. Drones, who are unable to sting, after left to starve outside the hive after they have mated with the queen.

Worksheet 3

4. Paraphrasing can be done in different ways. Find examples of the following in sentences a – c

- Using a synonym or a word with a similar meaning
- Using a different grammatical structure (e.g. passive voice, relative clause)
- Changing around the order of the sentence

5. Try to paraphrase the following sentences

- a. I bought my first hive – a new one (It's best to avoid second-hand hives because of risk of diseases)...
- b. ...as long as it was far away from his horses, as for some reason bees don't like them.
- c. An experienced beekeeper watched me open the hive and advised me to keep my movements much more calm and gentle
- d. Oh and to zip up my veil all the way – I learned that lesson the hard way.

6. The 4 sentences in exercise 5 could be summarised as they all discuss the same idea. Look at the following examples and choose the best summary. Why is it the best one?

- Make sure your hive is new and located away from horses. Any protective clothing should be carefully fastened and you should move slowly & carefully when working in the hive.
- When you buy your hive, you need to buy a new one, because of diseases and keep it far away from horses, as bees don't like them. You also need to keep your movements calm and gentle and zip up your veil all the way, if you don't want to learn a hard lesson.
- There are many things to consider when getting bees, like location, clothing, equipment & movement

Worksheet 3

7. Decide if the following statements about writing good summaries are true or false.

- a)** A summary should be short.
- b)** You should use your own words to express the ideas in the text.
- c)** You need to include all the information in the text.

8. Try to summarise the following text.

Bees in folklore – What traditions have you heard?

Joe: My granddad told me bees can recognise their beekeeper!

Alex: Here they say that if someone in the family gets married, you have to 'tell the bees' and leave them some wedding cake, or they'll get annoyed.

Luis: Because honey was the main sweet food in the old days, quite a few cultures say bees originated with the gods.

Helen: @Alex – Yes, but the same goes for bad news – they like to feel part of the family.

Worksheet 3

Answers:

- 1.** a= 1
b= 2
- 2.** It's a requirement of the task/you need to demonstrate your lexical range/ you have a word limit
- 3.** 1=b
2=a
3=c
- 4/5** teacher can check
- 6.** Make sure your hive is new and located away from horses. Any protective clothing should be carefully fastened and you should move slowly & carefully when working in the hive.

because it uses the writer's own words, is not repetitive & is short
- 7.** A= true
B= true
C= false (you select the most important points)
- 8.** Teacher can check

Worksheet 4

Conditionals

1. **Look at the following conversation about going to university. How do Anna and Joe feel about their studies?**

Anna: I paid my final student loan instalment today! Biggest waste of money ever!

Joe: Are you kidding? That was the best money I ever spent. If I hadn't got my degree, I wouldn't be living in London now.

Anna: You don't need a degree to live in London!

Joe: No you don't normally, but I got my visa to live here because of my job.

Anna: Well if I hadn't gone to university, I wouldn't have all these debts. I honestly think I would have been better off getting a job straight after school.

Joe: It's not all about money though, is it? What about the experiences? The people you met?

Anna: Well I suppose I might not be married if I hadn't moved to Newcastle for uni – that's where I met my husband.

Joe: See! It's not all bad.

2. **What are the positive things today that are a result of going to university?**

| Anna | Joe |
|------|--------------------|
| | He lives in London |
| | |

3. **What negative thing about her life today does Anna mention?**

Worksheet 4

- 4. Both Anna and Joe use mixed conditionals in their sentence. Look at the example below and choose the best option to define the meaning.**

If I hadn't got my degree, I wouldn't be living in London now.

- a) To imagine something happening differently in your past and a consequence of that difference in the past
- b) To imagine something happening differently in your past and a consequence of that difference in the past
- c) To imagine something being different now and a consequence of that now.

- 5. Choose the correct word to complete the rules about mixed conditionals**

Infinitive had/hadn't

If + _____ + Past participle, + would/wouldn't _____

- 6. Tick the sentences which are correct. Why aren't the others correct?**

- a. I would be rich now if I had studied something less vocational.
- b. If I studied something else when I was younger, I would be much happier now.
- c. I'd be miserable now if I hadn't decided to change my career a few back.
- d. If I hadn't worked so hard at uni, I'd probably still be there now!

Worksheet 4

7. Write logical ending to the following mixed conditional sentences

- a. If I hadn't got that pay-rise,

- b. I wouldn't be able to speak Spanish _____
- c. If I hadn't forgotten to bring my wallet today, _____
- d. I'd be much less ambitious today _____

8. With a partner write some mixed conditional conversation questions about the topics of:

Ambitions

Competitiveness

Lifestyles

Economic issues

9. After your teacher has checked your questions, work with another pair and practise asking and answering your questions.

Worksheet 4

Answers:

2. Anna is married now

3. Anna has lots of debts

4. b

5. If I had/hadn't + past participle + would + infinitive

6.

- a) **x** I would be rich now (,) if I had studied something less vocational
- b) ✓ If I studied something else when I was younger, I would be much happier now.
- c) **X** I'd **be** miserable now if I hadn't decided to change my career a few back.
- d) ✓ If I hadn't worked so hard at uni, I'd probably still be there now!

7. teacher to check