1 of 7 (Ans.)

### **Graded grammar worksheet**

	Unit	3
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Name:	(	)	Class:	Date:

### Present perfect tense

Brian is discussing with his mum about how to live more environmentally-friendly at home. Complete the conversation using the information from the checklist and the correct form of the verbs in the checklist and in the brackets.

Going green at home—checklist				
☑ Buy second-hand items	☐ Make Mondays meatless			
☐ Change our old appliances to energy-efficient models	☑ Recycle electronics, paper, glass and plastic			
☐ Cut down on paper mail	☑ Replace disposable batteries with renewable ones			
☑ Give up buying bottled water	☑ Stop using disposable bags			
☐ Grow houseplants	☑ Switch light bulbs to LED tubes			
☑ Install a low-flow water-saving shower head	☐ Unplug our unused electrical appliances at night			

**Brian:** Mum, my Geography teacher told us in our lesson today that we should all try to go green at home in an effort to save the earth from many environmental problems.

**Mum:** Sounds good, my dear boy. Actually, I (1) <u>have</u> already <u>done</u> (do) various things to reduce the carbon footprint produced in our home.

**Brian:** Great! Mum, here's a checklist for making our home greener. Let's see what else we can do to be environmentally-friendly at home.

**Mum:** That's a really long list! Let me put a tick for what is already in place. Over the last couple of years, rather than buying new furniture and hardware, we (2) <a href="have bought second-hand">have bought second-hand items</a> to decorate our home. I think we've done particularly well in terms of recycling. We (3) <a href="have recycled electronics">have recycled electronics</a>, paper, glass and plastic.

**Brian:** We should be aware of not only the products we buy but also the way we take them home. (4) <u>Have we stopped using disposable bags</u>, like plastic shopping bags?

**Mum:** Of course, we have. Brian, did you remind your sister Betty to take her own reusable water bottle every day? (5) <u>Has she given up buying bottled water</u>?

Brian: Yes, she has. Speaking of water, have we done anything in our bathroom?

### 2 of 7 (Ans.)

### **Graded grammar worksheet**

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**Mum:** Did you realize anything new when you took a shower? Dad (6) <u>has installed a</u> <u>low-flow water-saving shower head</u>. It helps us save a lot of water during showers.

**Brian:** What about electricity? The less energy we use, the less pollution we create.

**Mum:** If you look at the lights at home, you'll notice that we (7) <u>have switched light bulbs</u> to <u>LED tubes</u>. What's more, I (8) <u>have replaced disposable batteries with</u> renewable ones in our household appliances like remote controls and telephones.

**Brian:** Um ... I see that there are a few more things that we can do to improve our green lifestyle.

**Mum:** You're right. We (9) have not/haven't changed our old appliances to energyefficient models. Some of these appliances are worn out after years of usage. We should replace them as soon as possible.

**Brian:** We should pay attention to energy usage at night too. I noticed that we (10) have not/haven't unplugged our unused electrical appliances at night.

Mum: Dad mentioned to me yesterday that we can actually choose to receive statements from the bank by email. I didn't notice it before, so I still (11) <a href="https://example.com/haven't cut down on paper mail">have not/haven't cut down on paper mail</a>. I'll contact the bank to arrange it later this week.

**Brian:** The other day Betty told us that she has planned to refresh our home with some green plants.

**Mum:** I remember that. But I'm afraid that she still (12) has not/hasn't grown houseplants for that purpose. Could you remind her later?

Brian: Sure!

**Mum:** The last item on the checklist. I think we (13) <u>have not/haven't made Mondays</u> <u>meatless</u> yet. Would you like to try it starting from next week?

**Brian:** Certainly. I'm sure that it's a healthy practice in the long term.

Mum: That's right. Thank you for this useful checklist, dear. I believe that we (14) <a href="have">have</a> <a href="made">made</a> (make) good progress so far. Let's go green together!

3 of 7 (Ans.)

### **Graded grammar worksheet**

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Name:(	)	Class:	Date:

#### Time words

You interviewed your elder cousin for a school project about professions. You are making the interview transcript. Complete the transcript using the information from the note sheet and the correct time words in each question.

#### Note sheet about Amy's job

- **1.** be a police officer (last year)
- **2.** arrested any criminals?
- **3.** captured over 20 criminals
- **4.** arrested a drug dealer for smuggling
- **5.** didn't do anything illegal
- **6.** did not ever open fire before
- 7. desire to be a police officer (a little girl)

- **8.** be a keen supporter of the Police Force (many years)
- **9.** her parents asked to consider a safer profession?
- **10.** her father did not completely accept her decision
- **11.** faced discrimination because of your gender?
- **12.** women police officers existed (a long time)
- **13.** attended a promotion seminar
- **14.** set a five-year goal for myself

**Me:** Amy, thank you for coming to this interview.

Amy: No problem. It's my pleasure to help you.

**Me:** Let's get started. First, how long have you been a police officer?

Amy: (1) I have/I've been a police officer since last year.

Me: So you've been a police officer for one year? (2) Have you arrested any criminals yet?

**Amy:** (3) <u>I have/I've already captured over 20 criminals.</u> In fact, (4) <u>I have/I've just arrested a drug dealer for smuggling.</u> He claimed that (5) <u>he has/he's never done anything illegal</u>, but we found a lot of evidence against him.

**Me:** Have you ever shot anyone before?

**Amy:** No, actually (6) <u>I have/I've never opened fire before.</u> I didn't really need to pull out my gun during any of my previous investigations.

**Me:** Have you always wanted to be a police officer?

**Amy:** Yes, (7) <u>I have/I've desired to be a police officer since I was a little girl.</u> I tried to develop my profile and qualifications by joining the Junior Police Call when I was a secondary student. (8) <u>I have/I've been a keen supporter of the Police Force for many years.</u>

**Me:** What did your parents think about your career aspiration? (9) <u>Have they ever asked you to consider a safer profession?</u>

4 of 7 (Ans.)

### **Graded grammar worksheet**

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**Amy:** I think that (10) my father has not/hasn't completely accepted my decision yet. However, I know he still loves me and supports what I'm doing now.

**Me:** What is it like being a female police officer? (11) <u>Have you ever faced discrimination</u> because of your gender?

**Amy:** No, I haven't. In fact, (12) <u>women police officers have existed for a long time.</u> The first woman police officer joined the Police Force in 1949. Everyone is used to female officers, so there is no discrimination problem.

**Me:** Do you have any future career plans?

**Amy:** Yes, I do. (13) <u>I have/I've just/already attended a promotion seminar.</u> From the seminar, I've learnt about the requirements and qualifications for promotion in the Police Force. In order to strive for a better position, (14) <u>I have/I've already set a five-year goal for myself.</u> I hope that one day I can be an inspector.

### Reflexive pronouns

You are writing a short science-fiction story. Complete the chapter with the correct reflexive pronouns.

#### Chapter 6 Hard battle in space

(The federation spaceship was in battle with the Jorellians in outer space.)

'What are you doing, Charlie?' Captain Leung screamed. 'We need to connect the hyperdrive unit if we want to get out of this part of space alive!'

'I'm trying,' Charlie answered him through the intercom. 'But I'm all by (1) myself down here. You know, the AI computer was broken by the last attack from the Jorellians. It's supposed to be able to fix (2) itself. But why isn't it working? Can anyone help?'

'Hang in there, Charlie,' the captain replied. 'Keep trying to fix the computer (3) <u>yourself</u> first. I'm sending Madam Lee down to help you.' BOOM! The federation spaceship shook violently as a round of space rockets bounced off its weakening shields. 'Sir,' the helmsman said, 'they've found us.'

'On screen!' the captain said. Captain Leung looked on the screen at the control room and saw (4) <u>himself</u> being stared down by five Jorellian warships. 'So, they finally have the guts to come after us (5) <u>themselves</u>.'

5 of 7 (Ans.)

### **Graded grammar worksheet**

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'Captain,' Charlie's voice came on the intercom again, 'Madam Lee fell down and hurt (6) herself because of the strong blast just now. She can't make it down here now.'

'All right. I'm sending a crew member down there now,' Captain Leung said. 'At the moment, though, we're all sitting ducks. We have no protection at all. Everyone, brace (7) <u>yourselves</u> for another round of explosions!'

BOOM! BOOM! More space rockets crashed into the federation spaceship. 'Charlie,' the captain said urgently, 'we can't take much more of this! The Jorellians have equipped (8) themselves with some even more powerful weapons. We have to get (9) ourselves out of here right away. How's the computer now?'

'Captain, what I've been doing is just useless.' Charlie said miserably, 'The computer doesn't respond to a single instruction from me. It has a mind of its own!' Charlie felt frustrated and almost lost control of (10) <u>himself</u>.

'That's it!' the captain replied excitedly. 'Charlie, leave the computer alone now! Get (11) yourself up to the bridge and look for cover. Helmsman, let's put (12) ourselves on a crash course with the Jorellians. We have to collide with their warship. All crew members, please get yourselves as much protection as possible.'

'Captain?' the helmsman questioned. 'Have you lost your mind?'

'Do I really have to explain (13) <u>myself</u>?' Captain Leung asked. 'The AI computer is in a state of panic, but it'll still defend (14) <u>itself</u> in crisis. When it senses the danger of it almost crashing into other warships, it'll activate its emergency mode instantly and get us out of danger!'

6 of 7 (Ans.)

### **Graded grammar worksheet**

	Unit	3
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#### Consolidation

You are the Secretary of the Career Club. You are reviewing an interview transcript of a mock summer job interview organized by the Club. Complete the interview transcript with the correct time words, reflexive pronouns and the correct form of the verbs in brackets. Rewrite the underlined sentences using the present perfect tense.

**Mr Oliver:** Good morning, James. Thanks for coming today.

**James:** Good morning, Mr Oliver. Thank you for having me.

**Mr Oliver:** Tell me, why would you like to work for this restaurant company?

James: (1) I was interested in cooking and the restaurant business since I was a little kid. It

(2) has been (be) my dream for a long time to work in a restaurant.

**Mr Oliver:** I see. Do you realize that you're applying to be a waiter?

James: Yes. I believe that working from the ground up will allow me to learn the most about

the restaurant business.

Mr Oliver: Right. (3) Did you ever work in the food and beverage industry before?

James: No, I have not. In fact, I have (4) <u>never</u> had a job before. (5) <u>I just turned sixteen, so</u>

this will be my very first job. However, I believe that I can be a good worker in your

company.

Mr Oliver: I see. Could you tell me more about (6) yourself? What skills do you have?

**James:** I have good communication skills and I am a team player. My mother is a flight

attendant and she teaches me interpersonal skills (7) <u>herself</u>. (8) <u>Apart from English</u> and Mandarin, I studied two foreign languages for six years. I have (9) <u>already</u> reached an upper-intermediate level of spoken German and Spanish. Therefore, I'm confident

that I can serve international customers (10) myself easily.

Mr Oliver: (11) Have you got (get) any extra-curricular experience related to cooking or service?

7 of 7 (Ans.)

### **Graded grammar worksheet**

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James: Yes, I have. I am a committee member of the Cooking Club at school. I (12) have

participated (participate) in and won the annual culinary competition for the past two years. In addition, I occasionally volunteer at an elderly home to help serve lunch to

the elderly.

**Mr Oliver:** It seems that you have good culinary skills and you are keen to serve those in need.

I bet your parents must pride (13) themselves on you.

James: Thank you! In fact, I used to struggle with cooking. I had a strong passion for cooking

but my cooking skill wouldn't improve (14) <u>itself</u> if I did not learn properly. Luckily, since my dad is a chef, he can teach me professional culinary techniques (15) <u>himself</u>

and even give me advice on how to serve as a waiter in the restaurant.

**Mr Oliver:** No wonder you could win the competitions!

James: Thank you! As I (16) have not/haven't finished (not finish) studying (17) yet, I still have

a long way to go. But I'm eager to work in the food and beverage industry after

graduation.

Mr Oliver: Very good. James, I'm afraid that I can't offer you the job immediately today, but

I think you're a very strong candidate. You possess the relevant skills and traits that we're looking for. I'll discuss with my partners first. After we discuss your CV and

interview performance among (18) ourselves, I'll contact you about the offer.

**James:** Thank you so much for taking the time to meet me, Mr Oliver. I look forward to

hearing from you.

(1) I have/'ve been interested in cooking and the restaurant business since I was a little kid.

(3) Have you ever worked in the food and beverage industry before?

(5) I have/'ve just turned sixteen, so this will be my very first job.

(8) Apart from English and Mandarin, I have/'ve studied two foreign languages for six years.