#### **Graded grammar worksheet**

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Name:	( )	Class:	Date:

#### Passive voice

You are writing an article about an ex-convict for the school newspaper. Complete the article using the correct form of the verbs in the box.

#### Choosing one's future

Students at Mission Hill Secondary School (1) <u>will be treated</u> (treat) to an inspiring talk this Friday at 2 p.m., which (2) <u>will be delivered</u> (deliver) by an ex-convict named Sammy Chang.

Following his imprisonment for burglary, Chang (3) <u>was released</u> (release) from prison five years ago. Being an ex-convict wasn't easy. After his release, Chang was rejected by his old friends and family members who he thought would always be on his side. At the beginning, he (4) <u>was denied</u> (deny) jobs nearly every day. He knew that these jobs (5) <u>were not offered</u> (not offer) to him because of his criminal background. At that time, he thought to himself, 'Doors (6) <u>were (being) closed</u> (close) on me before I (7) <u>was given</u> (give) a chance!' He began to distrust people around him, wondering, 'What (8) <u>is being said</u> (say) behind my back? (9) <u>Am I being judged</u> (judge) on my character or on my past?'

Chang almost ended up homeless because of his failure to get a job. He admitted that mistakes (10) were made (make) when he was young, but he didn't want to live under the shadow of his past for the rest of his life. That's when he decided to take matters into his own hands and turn over a new leaf.

Chang's business, Contracts for Convicts, (11) <u>was opened</u> (open) in 2015. The company offers low-cost building services, and heavily advertises the work ethic of ex-convicts. At the beginning, it was a small-scale company where only three ex-convicts (12) <u>were hired</u> (hire). Soon after, the business expanded quickly. The company became successful and was often invited for interviews with newspapers and TV programmes.

According to Chang, many ex-convicts today (13) <u>are forgotten</u> (forget) by society. They (14) <u>are not treated</u> (not treat) with respect and fairness. Nevertheless, if society gives them a second chance, they (15) <u>will be saved</u> (save) from returning to a life of crime.

The promotion poster of Chang's inspiring talk (16) <u>has</u> already <u>been posted</u> (post) on the school website. Applications are now available online.

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### Past perfect tense

Your friend has recently organized a charity event. He is writing an email to thank the volunteers for their contribution. He has asked you to help him proofread the email. Complete the email using the correct form of the verbs from the box.

Dear volunteers,

Thank you so much for your hard work at our charity scavenger hunt, especially under such difficult circumstances. Before the event took place, we (1) <a href="had planned">had planned</a> (plan) it for months. However, we (2) <a href="had not/hadn't expected">had not/hadn't expected</a> (not expect) that so many things could go wrong! We (3) <a href="had received">had received</a> (receive) 40 applications for the event, but 60 participants showed up on the day. It was quite a surprise! Our organization (4) <a href="had not/hadn't prepared">had not/hadn't prepared</a> (not prepare) extra resources for so many people beforehand. Luckily, our registration and logistics teams managed to come up with ad hoc arrangements swiftly so that all participants could join the game.

Most of the participants (5) <u>had</u> never <u>been</u> (be) to a scavenger hunt before, and their response to our event was mostly positive. So, the team leaders deserve our huge gratitude for their great leadership.

The weather was another obstacle. We (6) <u>had seen</u> (see) the weather forecast in the morning and it said it was going to be sunny! Most teams (7) <u>had</u> only <u>completed</u> (complete) half of the game when it started to pour with rain. (8) <u>Had</u> we <u>considered</u> (consider) what we would do if it rained? Unfortunately not.

Yet, our reliable volunteer Jasmine saved the day. She had predicted that it might rain, so she (9) <u>had brought</u> (bring) enough umbrellas for the participants. Then, she led some other volunteers to the superstore nearby to get umbrellas for all the staff and volunteers. How (10) <u>had</u> she <u>known</u> (know) that the weather would turn its back on us? Of course, she (11) <u>had</u> just <u>handed</u> (hand) out the last umbrella when the rain stopped.

Our organization's Director, Marilyn Chu, (12) <u>had got</u> (get) stuck in traffic before the award ceremony, so she was unable to deliver her speech. Fortunately, Peter Lam, the Vice Director, (13) <u>had stepped</u> (step) on stage to take her place before anyone noticed she was missing! He gave an impromptu speech that left everyone cheering. I (14) <u>had not/hadn't realized</u> (not realize) what a wordsmith he was!

All of our participants had a great time, and none of them spotted any of the problems we (15) <u>had had</u> (have). I (16) <u>had not/hadn't organized</u> (not organize) any sort of a special thank-you party, but you all went above the call of duty. Therefore, please join us for a pizza and pop party at the Volunteering Centre on the coming Saturday!

Best wishes,

Gareth Lo

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### Using unless

You are writing down some ideas about helping refugees. Use the words in brackets and complete the sentences. Make sure you put the clauses in the correct order.

- Unless (1) <u>violence stops in their home countries, refugees will not/won't be able to</u> <u>return home</u>. (refugees not able to return home/violence stops in their home countries)
- (2) Refugees will not/won't feel safe unless we let them into war-free countries. (refugees not feel safe/we let them into war-free countries)
- Unless (3) <u>refugees are offered free language classes, they will have trouble fitting into</u>
   <u>a new country</u>. (refugees be offered free language classes/they have trouble fitting into
   a new country)
- (4) They will be threatened with homelessness unless there is an adequate housing supply.
  - (they be threatened with homelessness/there is an adequate housing supply)
- Unless (5) they can connect with others from their country, they will feel homesick.
   (they can connect with others from their country/they feel homesick)
- (6) <u>Refugees will not/won't feel at home</u> unless <u>we welcome them with open arms</u>.
   (refugees not feel at home/we welcome them with open arms)
- Unless (7) employment centres offer special services, refugees will struggle to find jobs. (refugees struggle to find jobs/employment centres offer special services)
- (8) <u>Many refugees will not/won't have access to education</u> unless <u>non-governmental</u> <u>organizations provide funding support</u>. (many refugees not have access to education/non-governmental organizations provide funding support)
- Unless (9) people invite them to take part in community activities, refugees will feel isolated. (people invite them to take part in community activities/refugees feel isolated)
- (10) Refugee aid organizations will not/won't have enough funding unless citizens make donations. (refugee aid organizations not have enough funding/citizens make donations)
- Unless (11) <u>we read international news, we will not/won't understand what people are fleeing</u>. (we read international news/we not understand what people are fleeing)

4 of 5 (Ans.)

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- (12) Many refugees will feel cold in the wintertime unless we donate warm clothing and shoes. (many refugees feel cold in the wintertime/we donate warm clothing and shoes)
- Unless (13) we accept refugees with an open heart, we will miss out on interesting cultures. (we miss out on interesting cultures/we accept refugees with an open heart)
- (14) Refugees' lives will/won't be free from discrimination unless we stop racism and prejudice against them. (refugees' lives be free from discrimination/we stop racism and prejudices against them)
- Unless (15) they are provided with translators, refugees will face communication barriers
  when they first arrive in a foreign country. (they are provided with translators/refugees
  face communication barriers when they first arrive in a foreign country)
- (16) We will not/won't know what refugees have gone through unless we listen to their stories. (we not know what refugees have gone through/we listen to their stories)

5 of 5 (Ans.)

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Name:	( )	Class:	Date:

#### Consolidation

You are the editor of your school newspaper. One of the writers has submitted an article about crowdfunding, but she is having trouble with some of the words. Help her complete the article using the correct form of the verbs in brackets.

#### Small donations going a long way

(1) <u>Is</u> the face of charity <u>being changed</u> (change) by crowdfunding? The story of Tommy Lam gives a clue about this trend.

In 2017, Tommy Lam's family home burnt to the ground, claiming all of his family's possessions during Chinese New Year. His friend suggested setting up a crowdfunding page, where small donations (2) <u>are collected</u> (collect) from individuals online. Tommy (3) had heard (hear) of crowdfunding, but had never considered using it.

'Even though I often make donations to charity, I've never started or joined any crowdfunding campaign.' he said. He felt awkward fundraising for himself. 'Unless it's for a reputable charity,' he thought, 'people (4) will not/won't want (not want) to donate money.' After his friend (5) had set (set) up the fundraising page, he (6) was quickly proven (prove) wrong. Over the next few weeks, the crowdfunding page (7) was being shared (share) rapidly online. People (8) were touched (touch) by the family's story. One user commented, 'I (9) will not/won't stop (not stop) spreading this crowdfunding appeal unless this family (10) gets (get) a new home!' Another donor said, 'the needy (11) will not/won't be ignored (not ignore) by our society, which is built with love and care.' At the end of the fundraising period, when Tommy checked the page, he was astonished that people (12) had contributed (contribute) a sum of \$200,000.

'I (13) <u>had</u> never, in my wildest dreams, <u>anticipated</u> (anticipate) that level of generosity. Unless I stop talking about it now, it (14) <u>will bring</u> (bring) tears to my eyes again,' he says. In the age before the rise of crowdfunding, people (15) <u>had not/hadn't been</u> (not be) able to give money directly to individuals easily. But crowdfunding has made direct donation come true and thus helped spread generosity in society.

However, there could be a dark side of crowdfunding. Recently, it (16) <a href="https://has.been.reported">has been reported</a> (report) that several fake campaigns (17) <a href="https://has.been.reported">had appeared</a> (appear) on major crowdfunding websites and were disguised as charity fundraising events. Unless people do their research thoroughly, they will be at risk of giving donations to dishonest campaigns. Nevertheless, Tommy's experience tells us that if the needy share their concerns on the Internet, they (18) <a href="will be helped">will be helped</a> (help) by truly generous people in society. Initially, Tommy Lam and his family (19) <a href="had lost">had lost</a> (lose) all of their hope following the tragic fire, but crowdfunding restored both their home and their faith in humanity. Unless we find new ways to help families and individuals in need, crowdfunding (20) <a href="will remain">will remain</a> (remain) a compelling and effective option to help the needy.