

Chapter I - Passive Voice

When do we use the passive?

We use the passive when it is more important to know **what happens to the subject**. Who or what causes the action is less important (and often unknown).

How do we know that a verb is a passive verb?

The passive is: **be + past participle**
Example: The car **was stolen**.

Exercises

Choose one passive clause from the text and write it down.

*Rewrite the following sentences in the **passive** voice.*

A ghost haunts the castle.

Sir Simon murdered Lady Eleanore.

*Rewrite the following sentences in the **active** voice.*

They were led into the library by Mrs Umney.

The spot was cleaned by Washington Otis.

Chapter II -Simple Past

When do we use the simple past?

We use the simple past when we talk about **states*** in the past or about **actions that happened one after the other**.

How do we know that a verb is in simple past?

The simple past is: **verb + ed** (or second column for **irregular verbs**)

Example: He **played**. / She **sang**.

Exercises

Choose one sentence in the simple past from the text and write it down.

Put these irregular verbs into simple past. (You'll find the words in the text.)

come	_____	find	_____
get	_____	see	_____
go	_____	hang	_____
take	_____	throw	_____

Why do we use the simple past in the following sentences?

He **put** on his slippers, **went** to the door and **opened** it.

- states* in the past
- actions that happened one after the other

His eyes **were** red; grey hair **fell** over his shoulders and from his wrists **hung** heavy chains.

- states* in the past
- actions that happened one after the other

* state = Zustand

Chapter III - Past Perfect

When do we use the past perfect?

We use the past perfect when we want to talk about an action that **happened before another action in the past**.

How do we know that a verb is in past perfect?

The past perfect is: **had + past participle**

Example: He **had** played. / She **had** sung.

Exercises

Choose one sentence in the past perfect from the text and write it down.

Write sentences in the past perfect.

(they / go / to bed) _____

(they / hang up / a sheet) _____

*Fill the gaps according to the text. Use **simple past** or **past perfect**.*

They (wake up) _____ because a suit of armour

(fall) _____ on the floor.

The ghost (be) _____ angry because he

(not / be) _____ able to wear the suit of armour.

Chapter IV - Adjective / Adverb

When do we use an adjective and when an adverb?

We use an **adjective** when we **describe a noun**.

We use an **adverb** when we **describe a verb**, an **adjective** or another **adverb**.

How do we know whether it's an adjective or an adverb?

The adverb usually is: **adjective + ly**

Example: enormous (adjective) / enormously (adverb)

Exercises

Find two adjectives and two adverbs in the text and write them down.

adjectives

adverbs

Complete the sentences. Sometimes you need the adjective and sometimes the adverb.

ENORMOUS The ghost wanted to frighten the twins _____.

He thought they would get an _____ fright.

QUIET The ghost crept around the house _____.

The house was very _____.

WILD The boys were _____.

They waved their arms _____.

Chapter V - Direct Speech

When do we use direct speech?

We use direct speech when we want to **repeat** the original speaker's **exact** words.

How do we know it's direct speech?

A sentence in direct speech is put into **quotation marks**.

Example: 'Please don't go,' the ghost cried.

Attention!

Don't use the colon (:) after the introductory clause! In English we **use a comma**.

Example: He said, 'Please don't go.'

Exercises

Choose one sentence in direct speech from the text and write it down. (Be careful to use the punctuation marks correctly.)

Make sentences in direct speech. (Be careful to use the punctuation marks correctly.)

Virginia said / I am so sorry for you.

The ghost said / My wife was not very nice.

Virginia asked the ghost / Are you hungry?

Chapter VI - Reported Speech

When do we use reported speech?

We use reported speech when we want to **repeat** the **exact meaning**, but not necessarily the speaker's exact words.

How do we know it's reported speech?

A sentence in reported speech is often introduced: **he/she said that**
No quotation marks are used.

Example: He said that he was really sorry.

Attention!

Sometimes you have to change the pronoun.

Example: She said, 'I am sorry.' - She said that **she** was sorry.

If the reported speech is introduced by a verb in the past (said), you must also shift the verb.

Example: She said, 'I am sorry.' - She said that she **was** sorry.

Exercises

Choose one sentence in reported speech from the text and write it down.

Rewrite the sentences. Use reported speech.

The servant said, 'I cannot find her.'

The boy said, 'The tree has blossoms.'

Virginia said, 'I have been with the ghost.'

Chapter VII – Possessive case of nouns*

When do we use the possessive case of nouns?

We use the possessive case of nouns when we want to say **to whom something belongs**.

How do we know it's a possessive case?

The possessive case of nouns is: **noun's** (for people) or **of + noun** (for things)

Example: Sir Canterville's ancestor / the colour of the blossoms

Exercises

Find one possessive case of nouns in the text and write it down.

Join the nouns. Sometimes you have to use 's and sometimes you have to use ... of...

Virginia / jewels _____

Sir Simon / grave _____

a corner / the churchyard _____

her husband / question _____

the strength / love _____

the meaning / life _____

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Answer Key

Chapter I - Passive Voice

A ghost haunts the castle. - *The castle is haunted (by a ghost).*

Sir Simon murdered Lady Eleanore. - *Lady Eleanore was murdered (by Sir Simon).*

They were led into the library by Mrs Umney. - *Mrs Umney led them into the library.*

The spot was cleaned by Washington Otis. - *Washington Otis cleaned the spot.*

Chapter II - Simple Past

come - *came*; find - *found*; get - *got*; see - *saw*; go - *went*; hang - *hung*; take - *took*; throw - *threw*

He **put** on his slippers, **went** ... and **opened** it. ✓ *actions that happened one after the other*

His eyes **were** red; grey hair **fell** ... and from his wrists **hung** ✓ *states in the past*

Chapter III - Past Perfect

(they / go / to bed) - *They had gone to bed.*

(they / hang up / a sheet) - *They had hung up a sheet.*

They (wake up) *woke up* because a suit of armour (fall) *had fallen* on the floor.

The ghost (be) *was* angry because he (not / be) *had not been* able to wear the suit of armour.

Chapter IV - Adjective / Adverb

The ghost wanted to frighten the twins *enormously*. He thought they would get an *enormous* fright.

The ghost crept around the house *quietly*. The house was very *quiet*.

The boys were *wild*. They waved their arms *wildly*.

Chapter V - Direct Speech

Virginia said / I am so sorry for you. - *Virginia said, 'I am so sorry for you.'*

The ghost said / My wife was not very nice. - *The ghost said, 'My wife was not very nice.'*

Virginia asked the ghost / Are you hungry? - *Virginia asked the ghost, 'Are you hungry?'*

Chapter VI - Reported Speech

The servant said, 'I cannot find her.' - *The servant said (that) he could not find her.*

The boy said, 'The tree has blossoms.' - *The boy said (that) the tree had blossoms.*

Virginia said, 'I have been with the ghost.' - *Virginia said (that) she had been with the ghost.*

Chapter VII - Possessive case of nouns

Virginia / jewels - *Virginia's jewels*

Sir Simon / grave - *Sir Simon's grave*

a corner / the churchyard - *a corner of the churchyard*

her husband / question - *her husband's question*

the strength / love - *the strength of love*

the meaning / life - *the meaning of life*