4 CHANGES

Grammar Note 3

There were a lot of changes at Modern Reader *magazine this year. Read the notes for an article for the employee newsletter and then complete the article. Use the passive form of the words in the box.*

Last Year	This Year
20 employees	40 employees
10 computers	20 computers
one floor	two floors
English only	English, Spanish, and Japanese
print and recorded editions	print only
John Crandon, managing editor	Nora Gilbert, managing editor
hours: 9:00–6:00	hours: 9:00–5:00
vacation: 10 days	vacation: 14 days

appreciate build buy discontinue ~~hire~~ increase publish reduce replace

We have many exciting changes to celebrate at *Modern Reader* this year. During the year, twenty new employees were hired (1.), and ten new computers _____ (2.) for the new staff. Of course, this meant we needed more room, so in July, new offices _____ (3.) for us on the second floor.

What started this growth spurt? Partly the success of *Modern Reader* with English-speaking readers, and partly our new foreign-language editions. As most of you know, our first Spanish and Japanese editions of *Modern Reader* _____ (4.) this year, and they have already found a large audience. Unfortunately, our recorded edition _____ (5.) last month because of lack of interest.

In November, we were sad to say goodbye to John Crandon, who decided to retire. In December, John _____ (6.) by Nora Gilbert, our new managing editor.

Finally, some changes in our workday. Working hours _____ (7.), and vacation days _____ (8.) this year.

I know these changes _____ (9.) by our families, who got to see us more. We look forward to seeing what exciting changes next year will bring.

LIVEWORKSHEETS