

Grammar Task: Present and Past (Active and Passive)

Use **Present Simple or Progressive, Past Simple or Progressive, Future (will or be going to) and Modals or Semi-Modals in Active or Passive** to complete the texts.

Text 1: A Rainy Afternoon

The rain (1) _____ (start) **while** Emma (2) _____ (walk) home from school **yesterday**. People (3) _____ (need/run) to find shelter while shop owners (4) _____ (close) their stores. **At the same time**, a damaged roof (5) _____ (fix) **by** construction workers. **When** Emma **got** home, her favorite show (6) _____ (**still** air) on TV, so she quickly sat down to watch it.

Text 2: A Busy Office

Right now, everyone in the office (7) _____ (work) hard to meet the deadline. Documents (8) _____ (print), emails (9) _____ (write), and phones (10) _____ (ring) non-stop. **At the moment**, the manager (11) _____ (give) instructions to the team.

Last week, one of the printers (12) _____ (have to/repair) because it broke down **while** it (13) _____ (use). However, the tasks (14) _____ (have to/complete) despite the technical issues.

Text 3: A School Event

Yesterday, **while** the students (15) _____ (prepare) for the school play, decorations (16) _____ (hang) in the auditorium. Some students (17) _____ (rehearse) their lines, **while** others (18) _____ (paint) the backdrops. **At the same time**, the teachers (19) _____ (discuss) the seating arrangements, and extra chairs (20) _____ (bring) in by volunteers.

Text 4: A Neighborhood Cleanup

Right now, volunteers (21) _____ (clean) the local park. Rubbish (22) _____ (collect) and sorted into bins. Some people (23) _____ (paint) the benches, and others (24) _____ (plant) flowers in the garden area.

Last month, **when** the cleanup of the neighborhood (25) _____ (organize) for the first time, a lot of residents (26) _____ (help) with tasks like removing weeds and trimming bushes. Even the younger children (27) _____ (join) to pick up some trash.

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Text 1: A Busy Morning

Every morning, Sarah (1) _____ (wake up) at 6 a.m. **Yesterday**, however, she (2) _____ (wake up) late because her alarm (3) _____ (not set).

While she (4) _____ (get ready) for school, her little brother (5) _____ (drop) a carton of milk and spilt it all over the kitchen floor.

Right now, her father (6) _____ (clean) up the mess, and Sarah (7) _____ (wait) for the bus. "Unlike today, tomorrow, I (8) _____ (not / be going to/be) late," she thinks. "I (9) _____ (ask) my mother to wake me up earlier."

Text 2: Plans for the Weekend

This weekend, Mark and his friends (10) _____ (plan) to go camping. Their bags (11) _____ (should/pack) tonight, because they (12) _____ (leave) early **in the morning**. "Everything (13) _____ (must/prepare) in advance, so we won't forget anything," Mark's mom says.

Unfortunately, the weather forecast says it (14) _____ (be going to/rain) heavily **tomorrow**. "We (15) _____ (have to/cancel) the trip if it gets worse," Mark said. "The tents (16) _____ (not be able to) protect us from such heavy rain."

Text 3: A New Rule at Work

Employees (18) _____ (allow) to work from home **twice a week**. This new rule (17) _____ (introduce) at the company **last week**. **While** the manager (19) _____ (explain) the rule during the meeting, some people (20) _____ (take) notes, and others (21) _____ (ask) questions.

Next week, an online training (22) _____ (be going to/organize) to help employees use the new system. "We (23) _____ (have to/ adapt) quickly," one employee said. "It (24) _____ (be going to / be) a big change for everyone."