



CHANGE & CHANGES

Passive Voice

Rewrite the sentences in the passive voice.

1. The company introduced a new policy last week. _____
2. They are implementing changes to the system. + _____
3. We have updated the software. _____
4. The management will review the proposal. _____
5. The team is developing a new strategy. _____
6. The CEO announced the changes at the meeting. _____
7. The employees discussed the new procedures. _____
8. We will address all concerns during the meeting. _____

Conditionals

Complete the sentences with the correct form of the verb.

1. If the company _____ (adopt) the new policy, it _____ (improve) productivity.
2. We _____ (not/face) issues if we _____ (communicate) better.
3. If he _____ (work) harder, he _____ (get) a promotion.
4. If they _____ (introduce) changes too quickly, it _____ (cause) confusion.
5. The project _____ (succeed) if the team _____ (collaborate) effectively.
6. If you _____ (not/like) the changes, you _____ (can) provide feedback.
7. If the management _____ (listen) to employees, it _____ (create) a positive work environment.
8. We _____ (consider) your suggestions if you _____ (submit) them on time.

Reported Speech

Rewrite the sentences in reported speech.

1. "We are implementing changes to the system," the manager said.

2. "I have seen significant improvements," she said. _____
3. "They will introduce a new policy next month," he announced.

4. "We faced some challenges," they mentioned. _____
5. "The project was completed last week," the team leader said.

6. "We will review the new procedures," she promised. _____
7. "I am working on a new strategy," he said. _____
8. "The changes have been successful," they reported. _____

Gerunds and Infinitives

Complete the sentences with the correct form (gerund or infinitive) of the verb.

1. The company decided _____ (implement) new changes.
2. She enjoys _____ (work) on new projects.
3. They plan _____ (introduce) the new policy next month.
4. He avoided _____ (discuss) the changes during the meeting.
5. We need _____ (adapt) to the new system quickly.
6. The team is considering _____ (develop) a new strategy.
7. She mentioned _____ (see) significant improvements.
8. We hope _____ (achieve) better results with the new procedures.

Wh- Words

Fill in the blanks with the correct Wh- word (who, what, when, where, why, how).

1. _____ are the changes being implemented?
2. _____ is responsible for the new policy?
3. _____ did the company introduce the new strategy?
4. _____ will the new procedures take effect?
5. _____ are the employees reacting to the changes?
6. _____ department handles the implementation process?
7. _____ did they decide to make these changes?
8. _____ will the training sessions be held?
9. _____ many people were involved in the decision-making?
10. _____ can we measure the effectiveness of the changes?

Teacher's Key

Passive Voice

Rewrite the sentences in the passive voice.

1. The company introduced a new policy last week.
A new policy was introduced by the company last week.
2. They are implementing changes to the system.
Changes to the system are being implemented by them.
3. We have updated the software.
The software has been updated by us.
4. The management will review the proposal.
The proposal will be reviewed by the management.
5. The team is developing a new strategy.
A new strategy is being developed by the team.
6. The CEO announced the changes at the meeting.
The changes were announced by the CEO at the meeting.
7. The employees discussed the new procedures.
The new procedures were discussed by the employees.
8. We will address all concerns during the meeting.
All concerns will be addressed by us during the meeting.

Conditionals

Complete the sentences with the correct form of the verb.

1. If the company **adopts** (adopt) the new policy, it **will improve** (improve) productivity.
2. We **will not face** (not/face) issues if we **communicate** (communicate) better.
3. If he **works** (work) harder, he **will get** (get) a promotion.
4. If they **introduce** (introduce) changes too quickly, it **will cause** (cause) confusion.
5. The project **will succeed** (succeed) if the team **collaborates** (collaborate) effectively.
6. If you **do not like** (not/like) the changes, you **can** (can) provide feedback.
7. If the management **listens** (listen) to employees, it **will create** (create) a positive work environment.
8. We **will consider** (consider) your suggestions if you **submit** (submit) them on time.

Reported Speech

Rewrite the sentences in reported speech.

1. "We are implementing changes to the system," the manager said.
The manager said that they were implementing changes to the system.
2. "I have seen significant improvements," she said.
She said that she had seen significant improvements.
3. "They will introduce a new policy next month," he announced.
He announced that they would introduce a new policy next month.
4. "We faced some challenges," they mentioned.
They mentioned that they had faced some challenges.
5. "The project was completed last week," the team leader said.
The team leader said that the project had been completed last week.
6. "We will review the new procedures," she promised.
She promised that they would review the new procedures.
7. "I am working on a new strategy," he said.
He said that he was working on a new strategy.
8. "The changes have been successful," they reported.
They reported that the changes had been successful.

Gerunds and Infinitives

Complete the sentences with the correct form (gerund or infinitive) of the verb.

1. The company decided **to implement** (implement) new changes.
2. She enjoys **working** (work) on new projects.
3. They plan **to introduce** (introduce) the new policy next month.
4. He avoided **discussing** (discuss) the changes during the meeting.
5. We need **to adapt** (adapt) to the new system quickly.
6. The team is considering **developing** (develop) a new strategy.
7. She mentioned **seeing** (see) significant improvements.
8. We hope **to achieve** (achieve) better results with the new procedures.

Wh- Words

Fill in the blanks with the correct Wh- word (who, what, when, where, why, how).

1. **How** are the changes being implemented?
2. **Who** is responsible for the new policy?
3. **When** did the company introduce the new strategy?
4. **When** will the new procedures take effect?
5. **How** are the employees reacting to the changes?
6. **Which** department handles the implementation process?
7. **Why** did they decide to make these changes?
8. **Where** will the training sessions be held?
9. **How** many people were involved in the decision-making?
10. **How** can we measure the effectiveness of the changes?