Read the small print

Learning Notes

First, select the one option that meets both stated conditions and justify it.

Unit 1 / Check each workshop against both limits

Workshop	Ends by 4?	At most $30?
Clay	No: 4.15	Yes: $20
Ink	Yes: 4.00	Yes: $28
Film	Yes: 3.45	No: $35

Your learning route

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Name _____ Class _____

Date _____

01 Read a notice with two restrictions

Learning goal Select the one option that meets both stated conditions and justify it.

Key idea

Turn the reader's needs into two short checks. Test every option against both. An attractive choice that passes only one check is still unsuitable. Quote or paraphrase the two deciding details.

Worked example

A workshop must finish by 4 pm and cost at most $30. Clay: ends 4.15, $20; Ink: ends 4.00, $28; Film: ends 3.45, $35. All times are pm.

Which option fits? Give two details showing that it meets the stated requirements.

1 **Read both limits** By 4 pm includes exactly 4 pm. At most $30 includes exactly $30. Write the two cut-offs before comparing the choices.
2 **Cross out with a reason** Clay breaks the time limit and Film breaks the price limit. Ink passes both; cite its actual time and price.

Worked answer Ink: it ends at 4 pm and costs $28, within the $30 limit. Clay finishes too late. Film costs too much even though it finishes early.

Check each workshop against both limits

Workshop	Ends by 4?	At most $30?
Clay	No: 4.15	Yes: $20
Ink	Yes: 4.00	Yes: $28
Film	Yes: 3.45	No: $35

Common mistake "Film is best because it ends first."

Check your thinking Finishing early meets only the time condition. Its $35 price exceeds $30.

Unit 1 • Guided practice

Find a camp open to age 11 with lunch included. Pine: ages 12–14, lunch included; Bay: ages 10–12, bring lunch; Hill: ages 9–11, lunch included.

Which option fits? Give two details showing that it meets the stated requirements.

Hint Make a two-column checklist and cross out each option that fails one condition.

02 Change an active report to passive

Learning goal Keep the event and time while changing the focus of a report.

Key idea

Move the thing affected to the front. Choose was or were to agree with it, then add the past participle. Keep the time phrase and add by plus the doer if the task asks for it. Were wrote needs written.

Worked example

The pupils wrote the notices on Monday.

Rewrite in the past passive. Keep the doer and the time expression.

1 **Find the receiver** The pupils do the writing. The notices receive the action. Put the notices at the start of the passive report.

2 **Build the verb** Use were for the plural notices and written for the past participle. Add by the pupils and the time on Monday.

Worked answer The notices were written by the pupils on Monday. Notices is plural, so choose were. The past participle of write is written.

Common mistake “The notices were wrote by the pupils.”

Check your thinking Wrote is the simple past. After were in the passive, use written.

Unit 2 • Guided practice

The nurse checked the kits yesterday.

Rewrite in the past passive. Keep the doer and the time expression.

Hint Check the new subject before choosing was or were.

03 Recommend a plan using evidence

Learning goal Write a recommendation that weighs a benefit against a limit.

Key idea

Name your choice, give one concrete reason linked to the reader's goal, then deal with the limit. A list of features leaves the reader to do the weighing. We should use the hall because it seats everyone connects a feature to a need.

Worked example

Brief: Share drawings by 30 pupils with everyone in one room. The hall seats 40 but has no display boards. The studio has boards but seats 18. Pupils can hold their drawings.

Write two or three sentences recommending one option. Use a detail from the brief and address the stated limit.

1 **Decide what everyone needs** All 30 must fit in one room. Compare that number with 40 seats in the hall and 18 in the studio.
2 **Solve the remaining problem** The hall has enough seats. Use a fact already in the brief to handle its missing boards: pupils can hold their work.

Worked answer Use the hall because all 30 pupils can sit there together. They can hold up their drawings to solve the display problem. The recommendation connects 40 seats to the audience and uses an available way to display the drawings.

Common mistake "Choose the studio. It has display boards."

Check your thinking That solves how to show drawings but leaves 12 pupils without seats. Check the whole group first.

Unit 3 • Guided practice

Brief: Take 20 pupils on one trip. A coach has 25 seats but costs $15 each; the minibus has 16 seats and costs $8. The budget is $20 per pupil.

Write two or three sentences recommending one option. Use a detail from the brief and address the stated limit.

Hint Underline one benefit and identify one difficulty you can realistically handle.

Apply what you learned

Unit 1 • New context

A club must end by 5 pm and cost at most $25. Art: 5 pm, $25. Dance: 4.45 pm, $27. Choose and give both details.

Unit 2 • New context

The caretaker took the keys on Friday. Rewrite in the past passive, keeping who and when.

Unit 3 • New context

A 22-person reading needs seats and a place to put scripts. Room A seats 26 and has no stands; Room B seats 15 and has stands. Readers may hold scripts. Recommend a room.

Unit quiz

Instructions Work independently. Show your thinking, then hand your work to your teacher or parent.

Task 1

A class has 24 pupils and needs an indoor room. Lawn: outdoors, 40 seats; Studio: indoors, 20; Hall: indoors, 30.

Which option fits? Give two details showing that it meets the stated requirements.

Task 2

The team built the bridge last winter.

Rewrite in the past passive. Keep the doer and the time expression.

Task 3

Brief: Run a 15-minute pop-up stall without electricity. A fruit stall needs 10 minutes to prepare and labels for allergies. A waffle stall needs a powered machine. Blank labels are available.

Write two or three sentences recommending one option. Use a detail from the brief and address the stated limit.

Check your practice

Unit 1 Read a notice with two restrictions

Guided practice Hill; age 11 is within 9–11 and lunch is included. Bay passes only the age test.

Application Art ends at 5 pm and costs $25. Both figures meet the limits exactly.

Unit 2 Change an active report to passive

Guided practice The kits were checked by the nurse yesterday. Kits is plural. Checked is the past participle here.

Application The keys were taken by the caretaker on Friday.

Unit 3 Recommend a plan using evidence

Guided practice Take the coach: it has room for all 20 pupils. The fare is higher, but $15 is within the $20 limit. The cheaper bus fails the one-trip requirement.

Application Choose Room A because all 22 readers can sit there. They can hold their scripts during the reading.

Revisit a task Choose one task. Copy a clue or rewrite one part of your answer.