

EXERCISES:

Q1/ Read the situations and write question beginning Can....or Could...

1- You're carrying a lot of things. You can't open the door yourself. There's man standing near the door. You say to him **Could you open the door, please?**

2- You phone Sue, but somebody else answers. She isn't there. You want to leave a message for her. You say:_____.

3- You're a tourist. You want to go to the station, but you don't know how get there. You ask at your hotel:_____.

4- You are a clothes shop. You see some trousers you like and you want to try them on. You say to the shop assistant:_____.

Q2/ Read the situation and write a question using the word in brackets.

1- You want to borrow your friend's camera. What do you say to him?
(think) **Do you think I could borrow your camera ?**

2- You've written a letter in English. Before you send it, you want a friend to check it for you. What do you ask? (think)_____.

3- You want to leave work early. What do you ask your boss?
(mind)_____.

4- The woman in the next room is playing music. It's very loud. You want her to turn it down. What do you say to her?
(think)_____.

5- You're on a train. The window is open and you're feeling cold. You'd like to close it, but first you ask the woman next to you.
(Ok) _____.

Passive (1) (is done /was done) very important in writing papers.

(Study this example).

This house **was built** in 1935.

Was built is passive.

@ Compare **active** and **passive**:

Somebody **built** **this house** in 1935. (**active**)

object

This house
subject

was built in 1935. (**passive**)

➤ When we use active verb, we say **what the subject does**:

+ My grandfather was a builder. **He built** this house in 1935.

+ It's a big company. **It employs** two hundred people.

➤ When we use a passive verb, we say **what happens to be the subject**:

+ This house is quite old. **It was built** in 1935.

+ **Two hundred people are employed** by the company.

➤ When we use the passive, who or what causes the action is often unknown or unimportant:

+ A lot of money **was stolen** in the robbery. (somebody stole it, but we don't know who)

+ **Is this room cleaned** every day? (does somebody clean it? – it's not important who)

➤ If we want to say who does or what causes the action, we use **by...**:

+ This house was built **by my grandfather**.

+ Two hundred people are employed **by the company**.

The passive is **be** (is/was etc.) + past participle (**done/cleaned/seen** etc.):
(be) done (be) cleaned (be) damaged (be) built (be) seen etc...

(Study irregular verbs past participles very important)

➤ Study the active and passive forms of the **present simple and past simple**:

Present simple

Active: **clean(s) / see(s) etc.**

Somebody **cleans** this room every day.

Passive: **am/is/are + cleaned / seen etc.** This room **is cleaned** every day.

Exg.

+ Many accidents **are caused** by careless driving.

+ I'm **not often invited** to parties.

+ How **is** this word **pronounced**?

Past simple

Active: **cleaned / saw etc.**

Somebody **cleaned** this room every day.

Passive: **was / were + cleaned / seen etc.** This room **was cleaned** yesterday.

Exg.

+ We **were woken** up by a loud noise during the night.

+ 'Did you go to the party?' 'No, I **wasn't invited**.'

+ How much money **was stolen** in the robbery?

EXERCISES:

Q1/ Write questions using the passive. Some are present and some are past.

1- Ask about glass. (how / make?) **How is glass made?**

2- Ask about television. (when / invent?) _____.

3- Ask about mountains. (how / form?) _____.

4- Ask about Pluto (*the planet*). (when / discover?) _____.

5- Ask about silver. (what / use for?) _____.

Q2/ Rewrite these sentences. Instead of using somebody, they, people etc, write a passive sentences.

1- Somebody cleans the room every day. **The room is cleaned every day.**

2- They cancelled all flights because of fog. All _____.

3- People don't use this road much. _____.

4- Somebody accused me of stealing money. I _____.

5- How do people learn languages? How _____.

Passive (2) (be done / been done/ being done)

➤ Study the following active and passive forms:

(A): Infinitive

Active: (to) **do/clean/see** etc. Somebody **will clean** the room later.

Passive: (to) **be + done/cleaned/seen**. The room **will be cleaned** later.

Eeg:

+ A new supermarket is going **to be built** next year.

+ Please go away. I want **to be left** alone.

(B): Perfect infinitive

Active: (to) **have + done/cleaned/seen** etc. Somebody **should have cleaned** the room.

Passive: (to) **have been + done/cleaned/seen** etc. The room **should have been cleaned**.

Exg:

+ I haven't received the letter yet. It might **have been sent** to the wrong address.

+ There were some problems at first, but they seem **to have been solved**.

(C): Present perfect

Active: **have/has + done** etc. The room looks nice. Somebody **has cleaned** it.

Passive: **have/has been + done** etc. The room looks nice. It **has been cleaned**.

Exg:

+ **Have** you ever **been bitten** by a dog?

+ Are you going to the party?' 'No, I **haven't been invited**.'

(D): Past perfect

Active: **had + done** etc. The room looked nice. Somebody **had cleaned** it.

Passive: **had been + done** etc. The room looked nice. It **had been cleaned**.

Exg:

+ The vegetables didn't taste very good. They **had been cooked** too long.

+ The car was three years old but **hadn't been used** very much.

(E) Present continuous

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Active: **am/is/are + (do)ing** Somebody **is cleaning** the room at the moment.

Passive: **am/is/are + being (done)** The room **is being cleaned** at the moment.

Exg:

+ There's somebody walking behind us. I think we **are being followed**.

+ (in a shop) 'Can I help you?' 'No, thank you. **I'm being served.**'

(F) Past continuous

Active: **was/were + (do)ing** Somebody **was cleaning** the room when I arrived.

Passive: **was/were + being (done)** The room **was being cleaned** when I arrived.

Exg:

+ There's somebody walking behind us. **We were being followed.**

EXERCISES:

Q1/ Rewrite these sentence. Instead of using somebody or they etc. write a passive sentences.

1- Somebody has cleaned the room. **The room has been cleaned.**

2- They have postponed the meeting. The _____.

3- Somebody is using the computer at the moment.

The computer _____.

4- I didn't realise that somebody was recording our conversation.

I didn't realise that _____.

5- When we got to the stadium, we found that they had cancelled the game.

When we got to the stadium, we found that _____.

6- They are building a new ring road round the city.

_____.

Q2/ Make sentences from the word in brackets. Sometimes the verb is active, sometimes is passive.

1- There's somebody behind us. (I think/ we / followed) **I think we're being followed.**

2- This room looks different. (you / paint / the walls?) **Have you painted the walls.**

3- My car has disappeared. (it / steal?) It_____.

4- My umbrella has disappeared. (somebody / take) Somebody_____.

5- Sam gets a higher salary now. (he / promote) He_____.

6- Ann can't use her office at the moment. (it / redecorate) It_____.

7- The photocopier broke down yesterday, but now it's OK. (it / work / again ; it / repair) It_____It _____.

8- When I went into the room, I saw that the table and chairs were not in the same place. (the furniture / move) The_____.

9- The man next door disappeared six months ago. (he / not / see / since then) He_____.

10- I wonder how Jane is these days. (I / not / see / for ages) I_____.

11- A friend of mine was mugged on his way home a few nights ago. (you / ever / mug?)_____.

Synonyms are words that have identical or similar meanings.

- Ask ----- inquire
- Begin----- start
- Big ----- vast
- Centre----- middle
- Choose ----- select
- Dear ----- expensive
- Difficult ----- hard
- End ----- finish
- Fall ----- drop
- Gather ----- collect
- Huge ----- enormous
- Idea ----- thought
- Jump ----- leap
- Kind ----- helpful
- Laugh ----- giggle
- Mistake ----- error
- Neat ----- tidy
- Old ----- ancient
- Outside ----- exterior
- Page ----- sheet
- Quite ----- peaceful
- Rich ----- wealthy
- Rough ----- coarse
- Sad ----- unhappy
- Slim ----- slender
- Trust ----- believe
- Try ----- attempt
- Usually ----- generally
- Value ----- worth
- Write ----- record
- Yearly ----- annually
- Above ----- over
- Small ----- tiny
- Stop ----- cease
- Exit ----- leave
- Rest ----- relax
- Shout ----- yell