

4

Put each verb in brackets into the passive in an appropriate tense.

- a) The boxes have not been packed (not pack) yet.
- b) Your food (still prepare).
- c) The new ship (launch) next week.
- d) Luckily by the time we got there the painting (not sell).
- e) We had to go on holiday because our house (decorate).
- f) I'm afraid that next week's meeting (cancel).
- g) If we don't hurry, all the tickets (sell) by the time we get there.
- h) All main courses (serve) with vegetables or salad.
- i) The second goal (score) by Hughes in the 41st minute.
- j) The cathedral (build) in the fourteenth century.

5

Underline any uses of the agent which are unnecessary.

- a) My jewellery has been stolen by a thief!
- b) It has been decided by the school that Wednesday will be a school holiday.
- c) Harry was pushed over by someone standing next to him in the queue.
- d) The goods are transported by rail to our warehouse in the Midlands.
- e) I was told by someone that you have a vacancy for a computer operator.
- f) Sue has been picked by the selectors for the national team.
- g) The letter was sent by post on the 21st of last month.
- h) The larger portrait was painted by a little-known Flemish artist.
- i) It has been agreed by everyone that no smoking should be allowed.
- j) As I arrived at the conference a note was handed to me by one of the delegates.

6

Rewrite each sentence, beginning as shown, so that the meaning stays the same.

- a) A friend lent George the motorbike he rode in the race.
The motorbike George rode in the race was lent to him by a friend.
- b) At the time my aunt was looking after the children for us.
At the time our children
- c) The police have issued a description of the wanted man.
A description
- d) It was a mistake to enter Brian for the exam.
Brian should not
- e) They said they would rather Diana didn't listen to music at work.
Diana
- f) Johnson first became a member of parliament in 1983.
Johnson was first
- g) My legal advisers have told me not to say any more at this time.
I have
- h) Nobody had invited Jean to the party, which annoyed her.
As she
- i) Tony has another six months to finish his thesis.
Tony has been
- j) There is no definite decision yet about the venue of the next Olympic Games.
Nothing

7

Rewrite each sentence in a more formal style so that it contains a passive form of the word given in capitals.

- a) Sorry, but we've lost your letter. MISLAY
Unfortunately your letter has been mislaid.
- b) The police are grilling Harry down at the station. QUESTION
- c) They've found the remains of an old Roman villa nearby. DISCOVER
- d) You'll get a rise in salary after six months. RAISE
- e) You go in the cathedral from the south door. ENTER
- f) They stopped playing the match after half an hour. ABANDON
- g) They've stopped traffic from using the centre. BAN
- h) They took Chris to court for dangerous driving. PROSECUTE
- i) You usually eat this kind of fish with a white sauce. SERVE
- j) I don't know your name. INTRODUCE

8

Put each verb in brackets into the passive in an appropriate tense.

- a) Nothing *has been seen* (see) of Pauline since her car (find) abandoned near Newbury last week.
- b) As our new furniture (deliver) on Monday morning I'll have to stay at home to check that it (not damage) during transit.
- c) The new Alhambra hatchback, which in this country (sell) under the name 'Challenger', (fit) with electric windows as standard.
- d) For the past few days I (work) in Jack's office, as my own office (redecorate).
- e) The last time I went sailing with friends the boat (sink) in a gale. Luckily I (not invite) again since then!
- f) It (announce) that the proposed new office block (now not build) because of the current economic situation.
- g) A major new deposit of oil (discover) in the North Sea. It (think) to be nearly twice the size of the largest existing field.
- h) Pictures of the surface of the planet Venus (receive) yesterday from the space probe 'Explorer' which (launch) last year.
- i) A large sum (raise) for the Fund by a recent charity concert but the target of £250 000 (still not reach).
- j) No decision (make) about any future appointment until all suitable candidates (interview).