

1 Choose the correct verb form to complete the following sentences.

- 1 Changes **are currently being introduced** to make the department operate more profitably.
- 2 A large part of our savings **will be used** to pay off the mortgage next year.
- 3 A business award **has just been given** to him.
- 4 I **hate being interviewed** – I always get sweaty palms.
- 5 The problem with all the computers **hasn't been fixed** yet.
- 6 You're being promoted. The final decision **was made** yesterday.
- 7 All customer complaints **are/will be answered** within five working days.
- 8 While I was on holiday, my office **was being repainted**.
- 9 Every day 100,000 barrels of crude oil **are processed** by the new oil refinery.
- 10 He did not arrive in time as his flight **had been delayed**.

2 When a professional person does some work for us, we can use have something done. Rewrite the sentences using this structure.

1 A technician fixed this computer last week.

I last week. **had it fixed**

2 They audit our accounts.

We **have our accounts audited**

3 The garage is servicing my car on Friday.

I am **having my car serviced**

4 The builders are going to install air conditioning.

We are **going to have air conditioning installed**

5 A pleasant lady in the centre does my hair.

I by a pleasant lady in the centre. **have my hair done**