

## Grammar practice

### Exercise 1

**Put the verbs and any other words in brackets into the correct form. You may add the necessary auxiliary verbs, prepositions and particles. Use the verbs in the brackets in the given order. Use the passive where necessary.**

1. Policy makers  (force, think) of market pitfalls and  (consider, develop) profitable strategies. (PRESENT CONTINUOUS)
2. We  (be used, encourage, improve) our job performance on a daily basis. (PRESENT SIMPLE)
3. The recruitment staff  (object, submit) the application form incomplete. (PRESENT PERFECT)
4. Unless they stop taking illegal steps, they  (risk, reveal) and (find) guilty. (PRESENT SIMPLE)
5. We are cautious. We  (prefer, not, break) safety regulations. (PRESENT SIMPLE)
6. His administration  (neglect, protect, *the citizens*, attack) on their homeland. (PRESENT PERFECT)
7. The Secretary of the State  (deny, involve) negotiations with AL-Kaida. (PAST SIMPLE)
8. His business associate  (suggest, commit - not, meet) humanitarian needs in the most corrupt areas. (PAST SIMPLE)
9. She is an admirable worker. She never  (avoid, confront) with the challenge. (PRESENT SIMPLE)
10. I will quit this job as I  (can - not, get used, make) to promote faulty products. (PRESENT SIMPLE)

### Exercise 2

**Complete the second sentence so that it has a similar meaning to the first sentence using the *PASSIVE + TO DO*, *PASSIVE + TO BE DOING*, or *PASSIVE + TO HAVE DONE*.**

1. Everybody believes she is on a large list of racist supporters.  
She  on a large list of racist supporters.
2. In certain political quarters, people assume that Asian Americans are aiding US expansionist efforts in Asia at present.  
In certain political quarters, some  US expansionist efforts in Asia

at present.

3. What we all think is that our company executives were corrupt in the past.

Our company executives  in the past.

4. We know that the professional speculators are market gamblers.

The  market gamblers.

5. Someone reports that our golf club is planning to administer handicap individual events.

Our golf club  to administer handicap individual events.

6. We do not suppose that presidents should be an automatic signing machine.

Presidents  an automatic signing machine.

7. Media believe that he planned to bomb Arab TV station al-Jazeera.

to bomb Arab TV station al-Jazeera.

8. We expect and require students to attend all regularly scheduled Business English classes.

attend all regularly scheduled Business English classes.

9. We know that the management are seeking ways to generate higher profits these months.

The  ways to generate higher profits these months.

10. Everyone understands that the Chairman's resignation was our team's success.

The Chairman's resignation  our team's success.

## **ANSWER KEY**

### **Grammar practice**

#### **Exercise 1**

***Put the verbs and any other words in brackets into the correct form. You may add the necessary auxiliary verbs, prepositions and particles. Use the verbs in the brackets in the given order. Use the passive where necessary.***

1. Policy makers  **(are being forced to think)** (force, think) of market pitfalls and  **(are considering developing)** (consider, develop) profitable strategies. (PRESENT CONTINUOUS)

2. We  **(are used to being encouraged to improve)** (be used, encourage, improve) our job performance on a daily basis. (PRESENT SIMPLE)

3. The recruitment staff  **(have objected to being submitted)** (object, submit) the application form incomplete. (PRESENT PERFECT)

4. Unless they stop taking illegal steps, they  (**risk being revealed and found**) (risk, reveal) and (find) guilty. (PRESENT SIMPLE)

5. We are cautious. We  (**prefer not to break, prefer not breaking**) (break, not) safety regulations. (PRESENT SIMPLE)

6. His administration  (**has neglected to protect the citizens from being attacked**) (neglect, protect, *the citizens*, attack) on their homeland. (PRESENT PERFECT)

7. The Secretary of the State  (**denied being involved in**) (deny, involve) negotiations with AL-Kaida. (PAST SIMPLE)

8. His business associate  (**suggested not being committed to meeting**) (suggest, commit - not, meet) humanitarian needs in the most corrupt areas. (PAST SIMPLE)

9. She is an admirable worker. She never  (**avoids being confronted**) (avoid, confront) with the challenge. (PRESENT SIMPLE)

10. I will quit this job as I  (**cannot get used to being made, can't get used to being made**) (can - not, get used, make) to promote faulty products. (PRESENT SIMPLE)

## Exercise 2

**Complete the second sentence so that it has a similar meaning to the first sentence using the PASSIVE + TO DO, PASSIVE + TO BE DOING, or PASSIVE + TO HAVE DONE.**

1. Everybody believes she is on a large list of racist supporters.

She  (is believed to be) on a large list of racist supporters.

2. In certain political quarters, people assume that Asian Americans are aiding US expansionist efforts in Asia at present.

In certain political quarters, some  (Asian Americans are assumed to be aiding) US expansionist efforts in Asia at present.

3. What we all think is that our company executives were corrupt in the past.

Our company executives  (are thought to have been corrupt) in the past.

4. We know that the professional speculators are market gamblers.

The  (professional speculators are known as) market gamblers.

5. Someone reports that our golf club is planning to administer handicap individual events.

Our golf club  (is reported to be planning) to administer handicap individual events.

6. We do not suppose that presidents should be an automatic signing machine.

Presidents  (are not supposed to be) an automatic signing machine.

7. Media believe that he planned to bomb Arab TV station al-Jazeera.

(He is believed to have planned) to bomb Arab TV station al-Jazeera.

8. We expect and require students to attend all regularly scheduled Business English classes.

(Students are expected and required to) attend all regularly scheduled Business English classes.

9. We know that the management are seeking ways to generate higher profits these months.

The  (management are known to be seeking) ways to generate higher profits these months.

10. Everyone understands that the Chairman's resignation was our team's success.

The Chairman's resignation  (is understood to have been) our team's success.