

Study the sentences:

Henry gave the report to Claire. Henry gave Claire the report.

Task:

Rewrite the sentences using passive voice.

The report was given to Claire. Claire was given the report.

Verbs use in the same way:

allow, award, feed, give, grant, hand, leave (in a will), lend, offer, owe, pay, promise, sell, send, show, teach

Task:

Zedco managers are writing a report saying how well the company looks after its employees. Write sentences from the notes. Put the important underlined information at the end of the sentence.

Example:

useful work skills / to teach our staff

Our staff are taught useful work skills.

1. people with initiatives / to give opportunities
2. special training / to give new employees
3. staff who perform well / to give extra payments
4. company shares / to offer most employees
5. six week's holiday / to allow all Zedco staff
6. women who leave to have children / to pay a full salary

Study the following sentences.

It is said that Henry is about to leave the company.

It is thought that the President had suffered a heart attack.

it + passive verb + clause

When do we use this structure?

- we cannot say or do not need to say who the speaker is, for example, in news report

Verbs use in the same way:

agree, allege, announce, assure, believe, consider, decide, expect, explain, hope, know, report, say, suggest, think, understand

Task:

Rewrite these newspaper headlines as passive sentences with the pattern It + passive + verb + that-clause.

Example:

Agreement that UN will send in troops

It has been agreed that the UN will send in troops.

1. Space shuttle expected to return today
2. King said to be making good recovery
3. Terrorists believed to be operating in Berlin
4. The footballer Wayne supposed to be earning \$20 a year.

Task:

Compare the following sentences:

It is said that Henry is about to leave the company.

Henry is said to be about to leave the company.

We can also use the structure

subject + passive verb + to-infinitive

It is thought that the company is planning a new advertising campaign.

The company is thought to be planning a new advertising campaign.

Rewrite these sentences as passive sentences using the above structure.

1. It is expected that Space shuttle is returning today.
2. It is said that King is making good recovery.
3. It is believed that terrorists are operating in Berlin.
4. It is supposed that the footballer Wayne is earning \$20 a year.

