

V. Make sentences using HAVE or GET so that you express that someone does the work for somebody else. Use the same tense as in the sentences given.

1. (formal expression) Someone checks my database backup system bi-annually. I

I have my database backup system checked bi-annually.

2. (formal expression)

When will someone check the figures for you?

When will you have the figures checked?

3. (formal expression)

Someone should fix the video recorder.

I should have the video recorder fixed. It is high time to call the servicing staff.

4. (informal expression)

Someone is rebuilding their premises.

They are getting their premise rebuilt.

5. (formal expression)

Has someone replaced the laser printer?

Have we had the laser printer replaced?

6. (formal expression)

Someone must customize cars for the disabled.

The disabled must have their cars customized.

7. (informal expression)

Why don't you ask somebody to evaluate your house?

Why don't you get your house evaluated?

8. (formal expression)

I will tell them to fax the contract through to you.

I will have the contract faxed through to you.

VI. 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 professional speculators are market gamblers.

Professional speculators are known to be market gamblers.

5. They report that our golf club administers a handicap in individual events.

Our golf club is reported to administer a handicap in 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. The media believe that he planned to bomb the Arab TV station al-Jazeera.

He is believed to have planned to bomb the 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.