

I. Put the verbs in brackets into the form of BE GOING TO, PRESENT PERFECT, PAST PERFECT, or PAST MODALS based on the context given.

1. Based on the current situation, my estimate is that overtime rates (cut) soon.
2. This question (should, raise) at the meeting, I would say.
3. These activities (postpone) outside working hours recently.
4. We were surprised to find that the company had (already, take over).
5. We are sorry for the delay. The consignment (would, dispatch) this morning, but we had to attend to an urgent complaint. We will dispatch tomorrow at 8.00am.
6. Look at this document. I think that withholding rates (lower) next year.
7. The protective measures were reduced. As a result, a number of buildings (bomb) in this area.

II. Change the following sentences from the active to the passive form.

1. The Government has promised us to relax regulatory restrictions.
 - a) We that regulatory restrictions will be relaxed.
 - b) The of regulatory restrictions to us.
2. Fill in this application and the bank will lend you the amount you need.
 - a) The to you when you fill in this application.
 - b) the amount you need when you fill in this application.
3. They sent our team their feedback on our policies and procedures.
 - a) their feedback on our policies and procedures.
 - b) to our team.
4. I should give you the itinerary for the Managing Director's trip to Spain.
 - a) the itinerary for the Managing Director's trip to Spain.
 - b) to you.
5. Our company offers the registered customers high quality vitamins and supplements on-line.
 - a) high quality vitamins and supplements on-line.

b) to the registered customers on-line.

6. My co-worker booked the seat for me.

a) the seat by my co-worker.

b) for me by my co-worker.

7. They are going to make an introductory session for us.

a) an introductory session.

b) for us.

III. Write sentences from the prompts below. Use active / passive present simple or present perfect forms. Use the preposition BY if necessary.

1. Consumers / must / protect / against fraud.

2. The student in the USA / pay for / university studies unless the student has / give / a scholarship.

3. The feasibility study / show / that our services / can customize / for the foreign market.

4. This kind of action / usually / decide / our senior management.

5. Value added tax / just / raise / to 20%.

6. The Head office of IMI / base / in Birmingham.

7. As for power distance, in the US and UK subordinates expect / to consult / and to share decisions with their managers but in Saudi Arabia subordinates / expect / take / full responsibility for their actions.

8. Meetings should / not / see / as a destination, but rather as a vehicle for reaching strategic objectives.

9. The majority of meetings could / easily / replace / by a memo or a phone call.

10. Prevention and appraisal costs / must / minimize.

IV. Rewrite the sentences by making them passive. Use "BY" where necessary.

1. Mr Somes is directing the multi-disciplinary team of academics.

The multi-disciplinary team of academics Mr Somes.

2. They are building the new Central Library.

The new Central Library .

3. We did not use the fax machine last week because the maintenance staff were servicing it.

We did not use the fax machine last week because it .

4. Was the security guard monitoring transport for the whole week?

the security guard for the whole week?

5. The sales team was preparing the price list yesterday.

The price list the sales team yesterday.

6. The Ombudsman is handling your complaints.

Your complaints the Ombudsman.

7. Aren't you negotiating a better deal?

Isn't ?

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

2. **(formal expression)**

When will someone check the figures for you?

When

3. **(formal expression)**

Someone should fix the video recorder.

I It is high time to call the servicing staff.

4. **(informal expression)**

Someone is rebuilding their premises.

They

5. **(formal expression)**

Has someone replaced the laser printer?

Have

6. **(formal expression)**

Someone must customize cars for the disabled.

The their cars

7. (informal expression)

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

Why

8. (formal expression)

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

I

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 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 professional speculators are market gamblers.

market gamblers.

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

Our golf club to administer a handicap in individual events.

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

Presidents an automatic signing machine.

7. The media believe that he planned to bomb the Arab TV station al-Jazeera.

to bomb the 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.