***3) Passive voice. Rewrite the following sentences beginning with the words provided.***

a) The new manager always welcomes new employees.

New employees **are always welcomed by the new manager**.

b) They’re building a new supermarket near the church.

A new supermarket **is being built near the church** .

c) They fought the battle in 1623.

The battle **was fought in 1623** .

d) Someone was cleaning the windows while I was there.

The windows **were being cleaned while I was there** .

e) Someone has moved my desk!

My desk **has been moved!**

f) They are taking the refugees to a camp outside the village.

The refugees **are being taken to a camp outside the village** .

g) Someone had signed all the documents before I arrived.

All the documents **had been signed by someone before I arrived** .

h) They were questioning us and searching our vehicle at the same time.

We **were being questioned** and our vehicle **was being searched at the same time** .

***4) Complete the following with the appropriate article (or no article)***

I just received a postcard from **the** Robinsons, a family I met last year. It made me start thinking: When was **the** last time I actually sent **a** letter or **a** postcard to someone? It’s strange; **the** postal service has been part of **--** daily life for **--** centuries. And suddenly, within **a** single generation, **the** postal system is on its way to becoming **a** thing of **the** past. These days, **--** few people send **--** letters.

Today, **--** email is **a** far more common way to communicate with **--** friends and **--** family. It’s also **a** faster and cheaper way to communicate. When I send **an** email to **a** friend in **a** distant country, **the** friend will receive **the** email almost immediately. What’s more, I have the ability to attach **a** photograph, **a** video, or **an** MP3. And I don’t even have to buy **an** expensive stamp.

But **the** world is changing quickly. In **a** decade or two, we might all be using **a** totally different kind of technology to communicate.