

7 passive

passive forms

The basic formation is *be* + past participle. All tenses and simple or continuous forms are possible, but some are much more common than others.

be + past participle

present simple passive	The machines are controlled by computer.
present continuous passive	The crime is being investigated .
will passive	The building will be completed next year.
past simple passive	The new school was opened by the Mayor.
past continuous passive	The man died while he was being taken to hospital.
present perfect passive	A thousand new books have been published this month.

Only transitive verbs (verbs with an object) can be made passive. Some transitive verbs cannot be made passive: *become, fit, get, have, lack, let, like, resemble, suit*

why use passive?

- to move important information to the beginning of the sentence
The new swimming pool has just been opened.
- to be impersonal in a scientific or technical process
The plastic casings are produced in China.
- when the performer of the action is general (eg *people*) or obvious from the context, or unimportant, or is intentionally not named
All pupils are taught computer skills.
The match has been cancelled.
The workers have been told that the factory will close next week.

We can also use *it* + passive *decide* to show an impersonal decision.

It has been decided to close the factory.

- Use of the passive is partly a matter of choice, though some verbs may be used more often in passive than active.

agent and instrument

- We can mention who or what performed the action using *by* and a word or phrase.
The new swimming pool has just been opened by the Mayor.
The parked car was hit by a lorry.
- The agent is not mentioned if it is unknown, general, obvious or unimportant etc, but is mentioned if the speaker wants to draw attention to it.
I was told I wouldn't need a visa.
I was told by the Embassy that I wouldn't need a visa.
- We use *with* when something is used deliberately for a purpose.
During the robbery, the manager was hit with a baseball bat.
Compare: *Two passengers were hit by flying glass.*
By shows that the action was accidental, not deliberate.

verbs with two objects

Verbs such as *bring, give, lend, pass, pay, promise, sell, send, show, tell* can be made passive in two ways:

<i>They gave Sarah a prize.</i>	<i>They sent me a letter</i>
<i>Sarah was given a prize.</i>	<i>I was sent a letter.</i>
<i>A prize was given to Sarah</i>	<i>A letter was sent to me.</i>

verbs with object and complement

Some verbs have an adjective or noun phrase as a complement. When they are made passive, the complement still follows the verb.

People consider her attractive. They elected Jim class representative.
She is considered attractive. Jim was elected class representative.

verbs and prepositions

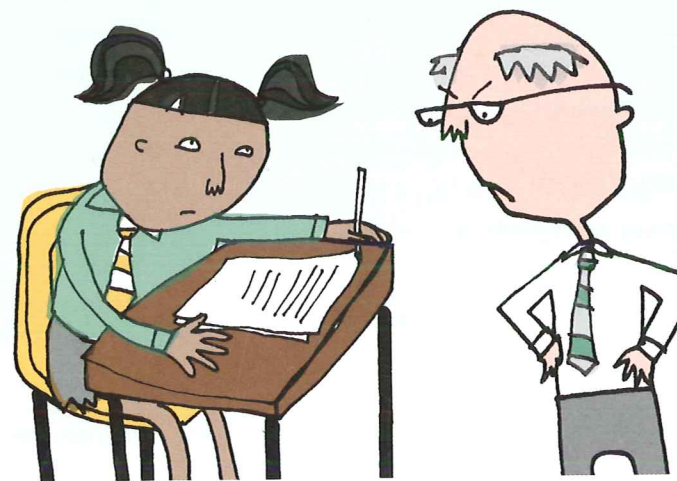
When a prepositional verb is made passive, the preposition goes at the end of the sentence and has no object.

Someone is looking after the children. The children are being looked after.
Someone shot at them. They were shot at.

make

The passive forms of *make* are followed by *to*-infinitive.

They made Helen write the test again. Helen was made to write the test again.



Helen was made to write the test again.

see, hear, feel

Verbs *see, hear, feel, watch, notice* etc have different meanings when followed by bare infinitive, or *-ing*.
I saw him leave. (completed) *I saw him leaving.* (incomplete)

When *see* and *hear* + bare infinitive are changed to a passive, the verb is followed by *to*-infinitive.

He was seen to leave. (complete) *He was seen leaving.* (incomplete)

1 Rewrite the sentence using a passive form so that it does not contain the words underlined.

- a They are collecting the rubbish on Tuesday this week.
The rubbish is being collected on Tuesday this week.
- b The police have already arrested both of the suspects.

- c We have decided that your contract will not be renewed.

- d Someone stole my bike last week.

- e The chef cooked the fish perfectly.

- f We'll reach a decision next week.

- g The builders completed the building at the end of last month.

- h People deliver all our products to your door.

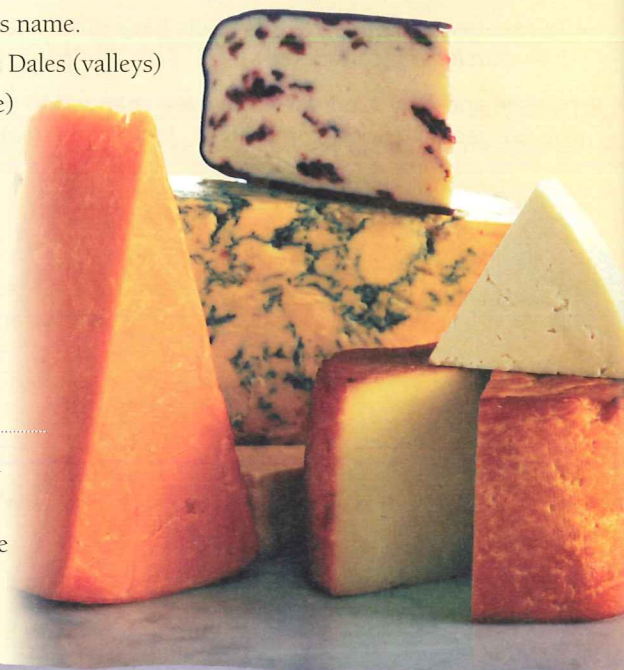
- i We have asked Pauline to take over the job until the end of June.

- j While they were making the film, the money ran out.

2 Complete the text with a passive or active form of the verb in brackets, in a suitable tense according to the context.

Local cheeses

Traditional cheeses **a** (produce) *are produced* in many regions of the UK and **b** (name) _____ after the area in which they **c** (first develop) _____. Cheddar, a hard cheese with a strong, nutty taste, is the most popular and **d** (now make) _____ all over the world. A 'true' Cheddar must come from the counties of Somerset, Dorset or Devon in southwest England or specifically from the Somerset village from which it **e** (take) _____ its name. Wensleydale **f** (come) _____ from the Yorkshire Dales (valleys) in northern England. Originally made from sheep's milk, it **g** (base) _____ on a recipe introduced by the Cistercian monks in the 11th century and has a mild refreshing flavour. Traditional Lancashire, from northwest England, has a light, salty flavour. During the Industrial Revolution (around 1760–1830), Lancashire cheese **h** (become) _____ the staple food of the mill workers. Caerphilly, a crumbly cheese, **i** (first produce) _____ in the Welsh town of that name in about 1831. The cheese **j** (soak) _____ overnight in salt water to seal in the moisture. It was popular with the local coalminers who **k** (lose) _____ a lot of salt during their work underground. Blue Stilton, made only in the counties of Leicestershire, Nottinghamshire and Derbyshire, **l** (prize) _____ as the 'king' of British cheeses.



3 Complete the text with a suitable passive form of the verb in brackets.

Blocked drains shut gallery link

A multi-million pound underground tunnel connecting two of Edinburgh's art galleries **a** (close) *has been closed* for two weeks so that blocked drains which have dogged the building from the outset can be fixed. The repair work **b** (estimate) _____ to cost around £100,000 but it is unclear who will foot the bill. Major losses **c** (expect) _____ at the museum and at the gallery restaurant, which **d** (house) _____ in the link and **e** (force) _____ to shut whilst the work **f** (carry out) _____. The head of buildings said it was likely that the fault had occurred while the tunnel **g** (construct) _____. 'It probably happened while it **h** (build) _____ because we have had blockage problems since it opened. We **i** (tell) _____ it will cost around £100,000 – who will pay for it will be the issue.' A spokeswoman for the National Galleries said: 'Everything **j** (do) _____ to ensure minimal disruption to visitors. Many of the educational workshops and events **k** (accommodate) _____ elsewhere in the galleries. The National Gallery of Scotland and the Royal Scottish Academy Building **l** (not affect) _____ by the work, and will open as normal throughout.' The work to the faulty drainage system at the Weston Link, which **m** (only complete) _____ in August 2004, will take eight weeks from mid-February until the start of March.

4 Rewrite each sentence so that it contains a passive verb and *by* + an agent or *with* + an instrument.

- a A number of trainee doctors examined Dora.
Dora was examined by a number of trainee doctors.
- b The extent of the flood-damage has surprised everyone.

- c Someone used a counterfeit key to open the security door.

- d The freezing conditions put off many would-be shoppers.

- e Someone used a brick to smash the window.

- f The high cost of gas and electricity is hitting some families hard.

- g The force of the explosion blew in the windows on nearby buildings.

- h The high winds damaged several buildings.

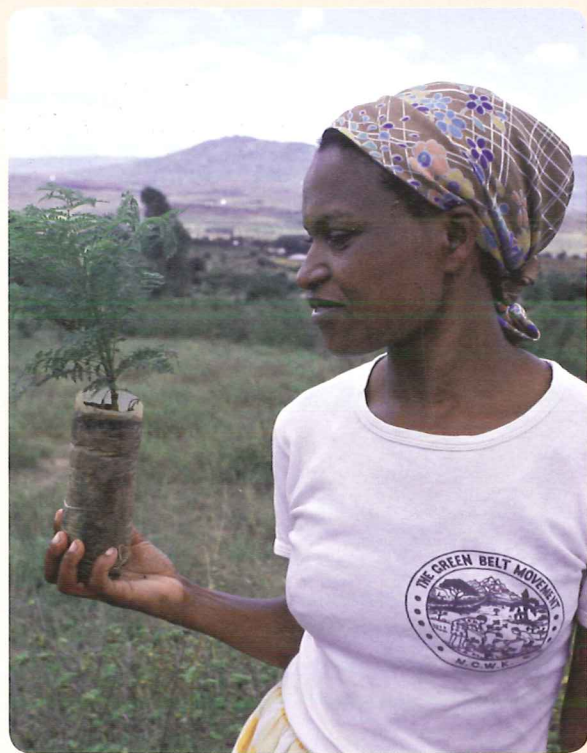
- i Somebody used a blunt instrument to hit the security guard on the head.

- j The unusually high tide completely washed away the sea wall.

- 5 Complete the text with a suitable passive form of the verb in brackets.

Wangari Maathai

Wangari Maathai **a** (award) *was awarded* the Nobel Peace Prize in 2004. She **b** (praise) by the Nobel committee as 'a source of inspiration for everyone in Africa fighting for sustainable development, democracy and peace'. When she started her Green Belt movement in 1977, Kenya was suffering from deforestation and desertification. Thousands of trees **c** (cut down) and many families **d** (leave) in poverty as a result. Since then, her successful campaign to mobilize women to plant some 30 million trees **e** (copy) by other countries. During that time the movement **f** (transform) into a campaign on education, nutrition and other issues. Her campaign has not always been popular. Mrs Maathai **g** (arrest) several times for campaigning against deforestation in Africa, and once she **h** (beat) unconscious by heavy handed police. But in elections in 2002, she **i** (elect) as an MP as part of an opposition coalition which swept to power, and she **j** (appoint) as a deputy environment minister in 2003.



GLOSSARY

- 6 Complete the sentence using a passive, so that it means the same as the first sentence.

- a The managing director promised me a pay-rise.
I was promised a pay-rise by the managing director.
- b They sent me the contract by courier the next day.
The contract
- c A multi-national company is taking over our firm.
Our firm
- d Several people noticed the man trying to climb in the window.
..... by several people.
- e They awarded David a medal for bravery.
David
- f They made Sylvia take the exam again.
Sylvia
- g An elderly aunt gave Paul the paintings.
Paul
- h The police are going to look into the case.
..... by the police.
- i They considered any further rescue attempts pointless.
Any further
- j They elected George president for a second term.
George

- 7 Rewrite each sentence about the James Bond film stage, using a passive form where possible.

- a Pinewood Studios will rebuild the James Bond stage which fire destroyed at the weekend, according to a statement from the studios.
According to a statement from Pinewood Studios, the James Bond stage, which was destroyed by fire at the weekend, will be rebuilt.
- b Nobody has yet confirmed the cause of the blaze at Iver Heath, Buckinghamshire, which left the celebrated stage completely gutted.
.....
- c They had completed shooting of the latest production and were removing the film sets, a spokesperson explained.
.....
- d 'We have not yet assessed the full effects of this incident, but it won't affect the financial performance of the company.'
.....
- e Someone called Buckinghamshire Fire Brigade at 1118 BST on Sunday.
.....
- f Eight fire engines tackled the blaze, and the smoke was visible from ten miles away.
.....
- g The roof covering the stage caved in through fire damage and they required special equipment to reach it.
.....
- h It is the second time fire has destroyed the stage, originally built for the 1977 Bond film *The Spy Who Loved Me*.
.....
- i They previously rebuilt the building following a fire in 1984 after which they treated six people for burns, smoke inhalation, and shock.
.....
- j Since its reopening, when they christened it *The Albert R Broccoli 007 Stage* after the long-time producer of the series, they have used it in five James Bond films.
.....

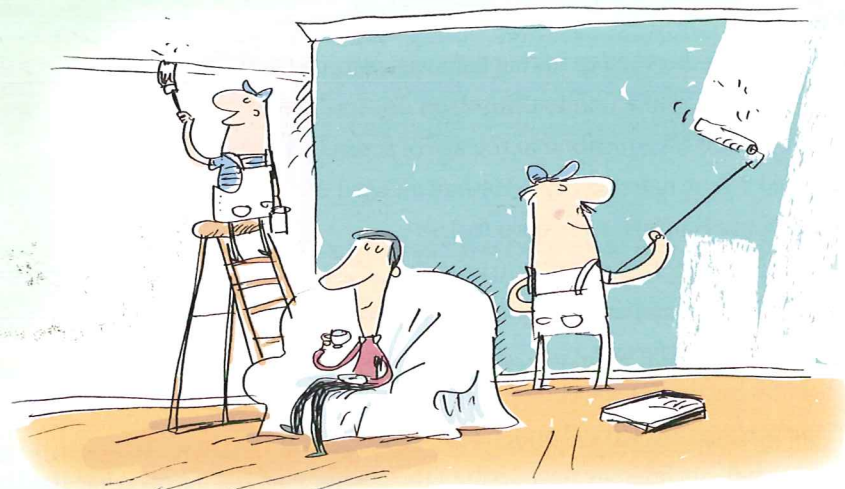
EXTENSION ACTIVITY

- A Choose a page from a book or magazine, and count the number of passive tenses. Do this with several different kinds of texts. Do some have more passives than others?
- B Translate the answers to Exercises 2 and 4 into your language. How is the passive used differently in your language?

have and get something done, other uses of get

causative have

- For a service someone does for us we use *to have something done*. There is a full range of tenses but the most common are present continuous, *going to*, present perfect and past simple. The infinitive is also used.



We're having our flat decorated.

have + object + past participle

present continuous	We're having our flat decorated .
<i>going to</i>	She's going to have a tooth taken out .
present perfect	He has had his nose altered .
past simple	I had my hair cut a week ago.
infinitive	We want to have our car repainted .

- We do not mention the agent (the person who performed the action) unless this is important.
*I'm going to have my photograph taken **by a top fashion photographer**.*
- We may also mention the place where we have things done.
*I have my hair cut **at my local hairdresser's**.*
- We also use causative *have* to describe unfortunate events that have happened to people.
*Maria **had her car stolen** last night.*
*He **had his nose broken** while he was playing rugby.*
*They **had their house broken into** recently.*

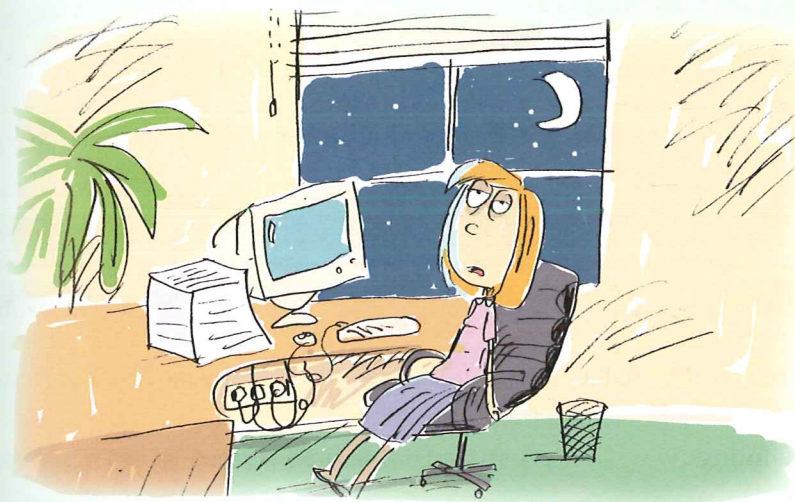
get something done

In everyday speech we often use *get* instead of *have* for present continuous and past simple, but not for present perfect.

*We're **getting** our flat **decorated**.*
*He's **getting** his nose **altered**.*
He's ~~got his nose altered~~. (not possible)
*He **got** his nose **broken** in a fight.*
Maria ~~has got her car stolen~~. (not possible)

get meaning manage

We also use *get something done* to mean 'manage to do it', with a sense of achieving something. This does not mean that somebody else did the work.



I got my work finished in the end.

- I got my work **finished** in the end.* (= I managed to do it in the end.)
*Jack is difficult to work with, but **he gets the job done**.* (= He manages to do the job.)
*Have you **got the computer to work** yet?* (= Have you managed to make it work?)

get with -ing

Get is also used to mean 'start to do something', when we give someone an order.
*Get **moving**!* (= start)

get someone to do something / have someone do something

This means that we make them do it.

*I got him to **check the figures** a second time just to make sure.*

We can also say:

*I had him **check the figures** a second time just to make sure.*

get married etc

Get also forms expressions with *married, arrested, accepted, chosen* etc.

*He **got arrested** on the way out of the stadium.*
*They're **getting married** in Paris next month.*
*I **got accepted** for the job!*

1 Rewrite each sentence without the words underlined, using a causative *have* construction. Make any other necessary changes.

- a Some painters have painted the outside of our house.
We have had the outside of our house painted.
- b A hairdresser cut Martin's hair yesterday.
- c Some plumbers are installing a new central heating system at our house tomorrow.
- d An optician is going to examine my eyes this afternoon.
- e A surgeon altered Tom's nose last year.
- f The dry-cleaners cleaned my leather coat specially.
- g An art specialist has valued our paintings.
- h A mechanic looked at the car before Maria bought it.
- i A carpenter replaced the windows in our house last year.
- j A dentist is going to take out two of Julia's teeth.

2 Rewrite each sentence with a causative *have* construction, beginning as shown. Include the agent (the person who performed the action) if this is important.

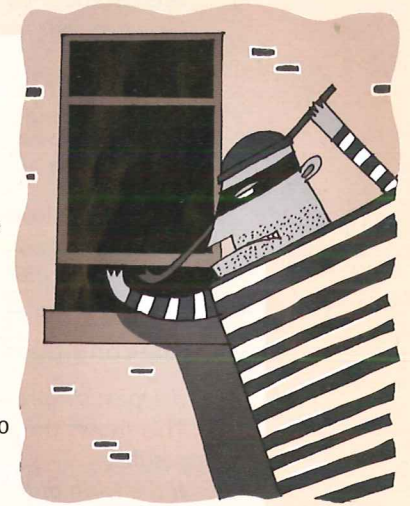
- a Katie's car was stolen by one of her friends.
Katie *had her car stolen by one of her friends*.
- b A photographer is going to take a photo of us.
We
- c Can you come quickly? Someone has broken into my house.
Can you come quickly? I
- d Tracey Emin, the well-known British artist, is going to paint Laura's portrait.
Laura
- e A well-known architect designed their house.
They
- f A local tailor makes all my suits.
I
- g Someone repaired Dave's bike at a shop in the High Street.
Dave
- h A surgeon is replacing my hip next week.
I
- i Someone broke one of Tony's fingers while he was playing cricket.
Tony
- j A local firm is going to redecorate Maria's flat.
Maria

3 Write a new sentence with the same meaning containing the word in capitals. Leave out any unnecessary agents.

- a Someone broke the leg of one of the players. GOT
One of the players got his leg broken.
- b Andy wants a doctor to alter his nose. HAVE
- c The police arrested Anna as she was leaving the shop. GOT
- d Doctors amputated the patient's leg after the accident. HAD
- e The shop on the corner usually repairs my shoes. HAVE
- f I made sure that Tom checked all the windows before he left. GOT
- g Jim says he'll be late because he is at the hairdresser's. GETTING
- h Have you managed to start your work yet? GOT
- i Someone has stolen Sue's car. HAD

4 Complete the text with one word in each gap.

A few weeks ago, while we were out at the cinema, we **a** *had* our house broken into. We'd been meaning to **b** **locks** fitted on the windows, but we hadn't **c** the work **d**, and so the burglars found it easy to get in. Luckily we **e** have many things taken. When the police arrived, they **f** us to go through the house and check what was missing. We were actually **g** a new kitchen fitted at that time, and some **power tools** had been stolen. One of the burglars was seen acting suspiciously near another house a few days later, and **h** himself arrested. When he had **i** his fingerprints taken at the police station, the police were able to prove he was the one who had burgled us. Since then we **j** had new locks fitted and a new alarm **installed**. Next week we're **k** bars put on the ground floor windows, so we're hoping not to **l** burgled again.



EXTENSION ACTIVITY

- A Make a list of things you *have done, are having done, have had done, are going to have done, had done*.
- B Some people use cosmetic surgery to have their appearance changed. Do some research in a library or on the Internet, and make a list of things people can have done.

Need more practice? Go to the **Review** on page 208.

Ex 3

a have been here for b the first time I've seen
 c has gone d have been working here / have worked here
 e hasn't arrived f haven't met g has eaten
 h have been waiting in this queue / have been queuing
 i haven't been here for j have been married for

Ex 4

a has been rising b have given
 c has been expanding d has been
 e has been increasing f have had g raised
 h introduced i ended j have also encouraged

Unit 5**Ex 1**

a I'll have b will I know, will receive c It's going to burst
 d I'll be cleaning e I'm working
 f will almost certainly rise g begins h are you going to
 i won't know j we'll be holding

Ex 2

a A, B b B c A, B d A, B, C e C f A, C g C h B, C
 i C j A, B, C k B l A

Ex 3

a receive b reach c will begin, proves
 d improves, will not risk e will appear, sign
 f will contact, have g will then assess, decide
 h reach, will be

Ex 4

a The 12th English Teaching Conference is to take place
 on 5-12 June.
 b The president is due to arrive here at 9.30.
 c Everyone was about to leave when the fire alarm went off.
 d He will play very loud music late at night!
 e So, what are we going to do?
 f Jane is going to have a baby.
 g I was going to phone you last night, but it slipped my mind.
 h I'll be driving to Leeds anyway on Tuesday, so why
 don't I give you a lift? / I'll give you a lift.
 i That'll be my new credit card.
 j The police will have caught the thief by now.

Ex 5

a will still be living b will have finished
 c will have found d will probably be going out
 e I'll have made f will have been running
 g will almost certainly have become h I'll be driving
 i will be j will have found k will still be searching
 l will still be talking m will have changed
 n will be trying o will be using p will have run out
 q will be travelling r will be walking s will have solved
 t will have come

Ex 6

a B b C c B d A e B f B g B h C i C j C

Unit 6**Ex 1**

a did you do b will have started c are you staying
 d has not won e will be f haven't been waiting
 g had sent h will be i feels j was going to be
 k are always criticizing me l have been meaning

Ex 2

a is happening b appears c do not all agree d argue
 e are warming f believe g has taken place h will be
 i say j said k concluded l is m have caused
 n will probably be o are telling

Ex 3

a 10 b 7 c 8 d 15 e 9 f 6 g 11 h 3 i 14 j 4
 k 12 l 2 m 5 n 13 o 1

Ex 4

a got b had stolen c lives d told e had gone
 f noticed g were disassembling h assumed
 i had asked j drove off k are investigating l have issued

Ex 5

a is going b are c belong d will produce e will be
 f has declined g will represent h introduced i were
 j are k will be l has been m affects n has increased
 o will continue p will live / will be living

Ex 6

a We are having a party on Friday
 b I haven't been to Siberia before.
 c What exactly do you do?
 d Karen used to have short hair.
 e I'm just leaving, so I can't talk now.
 f I haven't been to the theatre for a long time.
 g When did the Romans invade Britain?
 h I don't think it will rain tomorrow.
 i Does this suitcase belong to you?
 j When I have saved enough money, I'm going to buy a
 new computer.

Ex 7

a searched for b did not do c waited d went
 e crawled f interviewed g works h went i learned
 j has been k work l carry m falls n pick it up
 o I have ever seen p gets hold q throws r has chased
 s saw t were repairing u was coming v stripped off
 wdived x seized y sold

Unit 7**Ex 1**

a The rubbish is being collected on Tuesday this week.
 b Both of the suspects have already been arrested.
 c It has been decided that your contract will not be renewed.
 d My bike was stolen last week.
 e The fish was perfectly cooked.
 f A decision will be reached next week.
 g The building was completed at the end of last month.
 h All our products are delivered to your door.
 i Pauline has been asked to take over the job until the end
 of June.
 j While the film was being made, the money ran out.

Ex 2

a are produced b are named c were first developed
 d is now made e takes f comes g is based h became
 i was first produced j is soaked k lost l is prized

Ex 3

a has been closed b is estimated c are expected
 d is housed e has been forced
 f is carried out / is being carried out
 g was being constructed h was being built
 i have been told j has been done / is being done
 k have been accommodated
 l have not been affected / are not affected
 m was only completed

Ex 4

a Dora was examined by a number of trainee doctors.
 b Everyone has been surprised by the extent of the
 flood-damage.
 c The security door was opened with a counterfeit key.
 d Many would-be shoppers were put off by the freezing
 conditions.
 e The window was smashed with a brick.
 f Some families are being hit hard by the high cost of gas
 and electricity.
 g The windows on nearby buildings were blown in by the
 force of the explosion.
 h Several buildings were damaged by the high winds.
 i The security guard was hit on the head with a blunt
 instrument.
 j The sea wall was washed away by the unusually high tide.

Ex 5

a was awarded b was praised c had been cut down
 d had been left e has been copied
 f has been transformed g has been arrested
 h was beaten i was elected j was appointed

Ex 6

a I was promised a pay rise ...
 b ... was sent to me by courier the next day.
 c ... is being taken over by a multi-national firm.
 d The man trying to climb in the window was noticed ...
 e ... was awarded a medal for bravery.
 f ... was made to take the exam again.
 g ... was given the paintings by an elderly aunt.
 h The case is going to be looked into ...
 i ... rescue attempts were considered pointless.
 j ... was elected president for a second term.

Ex 7

a According to a statement from Pinewood Studios, the James
 Bond stage, which was destroyed by fire at the weekend, will
 be rebuilt.
 b The cause of the blaze at Iver Heath, Buckinghamshire, in
 which the celebrated stage was left completely gutted, has
 not yet been confirmed.
 c A spokesperson explained that shooting of the latest
 production had been completed and the film sets were being
 removed.
 d The full effects of this incident have not yet been assessed,
 but the financial performance of the company will not be
 affected.
 e Buckinghamshire Fire Brigade was called at 1118 BST on
 Sunday.
 f The blaze was tackled by eight fire engines, and the smoke
 was visible from ten miles away.
 g The roof covering the stage caved in through fire damage
 and special equipment was required to reach it.
 h It is the second time the stage, originally built for the 1977
 Bond film *The Spy Who Loved Me*, has been destroyed by fire.
 i The building was previously rebuilt following a fire in
 1984 after which six people were treated for burns, smoke
 inhalation, and shock.
 j Since its reopening, when it was christened *The Albert R
 Broccoli 007 Stage* after the long-time producer of the series, it
 has been used in five James Bond films.

Unit 8**Ex 1**

a In Irish mythology, a meteor was said to be a soul passing
 from purgatory to heaven.
 b In Greek mythology, the beech tree was believed to be able to

carry messages from a worshipper to Zeus, the father of the
 gods.
 c In ancient Egypt, bats' blood was thought to cure blindness.
 d In Aztec mythology, the Sun was believed to be the home of
 the god Quetzalcoatl.
 e In Norse mythology, the bravest warriors were thought to
 live after death in the hall of Valhalla.
 f In ancient Egypt, the scarab, or beetle, was believed to carry
 the Sun across the sky.

Ex 2

a The company's European division is said to be having a good
 year.
 b In contrast, the Far East division is said to have been
 suffering from rising costs.
 c The company is believed to have been talking to a
 competitor about a possible merger.
 d Some directors are known to have been thinking on these
 lines for some time.
 e The CEO, Carl Graham, is believed to be making an attempt
 to focus the business more sharply in some areas.
 f He is also said to be looking at the possibility of job cuts.
 g The company is thought to be holding a top-level meeting
 about these matters next week.

Ex 3

a ... thought to be the site of buried treasure.
 b ... said to be in a place called 'the money pit'.
 c ... thought to have buried the treasure centuries ago.
 d ... reported to have fallen into a hole at the foot of a large
 tree.
 e ... believed to have discovered traces of treasure in the hole.
 f ... said to have found a treasure chest in later excavations.
 g ... said to have flooded in.
 h ... believed to have searched for the treasure.
 i ... thought to have found old pieces of metal in the hole.
 j ... reported to be a natural phenomenon, or the remains of
 old colonial fortifications.

Ex 4

a I appreciate being taken to the station.
 b I enjoyed being shown around the school.
 c I don't remember being arrested!
 d He said he liked being taken seriously.
 e Tina denied having been paid to appear in the play.
 f I don't remember being given the anaesthetic.
 g I appreciate being given another chance.

Ex 5

a The hat sold yesterday at the auction is said to have been
 worn by Napoleon during the invasion of Russia in 1812.
 b The earthquake in the North Sea is thought to have been
 caused by a release in pressure after oil and gas extraction.
 c Harriet the tortoise, who has just died aged 176, is believed
 to have been owned by Charles Darwin.
 d Three patients are now known to have been infected with
 the disease through blood transfusions.
 e More than a hundred football supporters are thought to have
 been involved in the riot after the match.
 f The recent forest fires in California are believed to have been
 started deliberately.
 g Three other religious leaders are now known to have been
 arrested at the same time.
 h The helicopter which crashed yesterday killing eighteen
 service personnel is believed to have been shot down.

Ex 6

- a Two suspects are thought to have been arrested.
 b The plane is believed to have crashed into the sea near a small island.
 c The minister is said to be considering changing the laws on smoking in public.
 d Yesterday the situation is reported to have improved.
 e Whales are said to have been seen in the area for the first time.
 f The fire is believed to have broken out at 3 am.
 g Last year the company is reported to have recorded rising profits.
 h The number of unemployed is thought to have fallen by 10%.

Ex 7**Suggested answers:**

He is thought to have been born on 23 April, 1564.
 He is believed to have started his education at the age of seven / in 1571.
 He is thought to have joined a company of actors between 1585 and 1592.
 He is thought to have been both a playwright and a performer.
 He is believed to have written his first play in 1589–1590.
 He is thought to have written the poem *Venus and Adonis* while London theatres were closed because of the plague.
 He is believed to have written *A Midsummer Night's Dream* for a wedding in 1595.
 He is thought to have written *Romeo and Juliet* in the same year.
 He is believed to have written *Hamlet* in 1600–1601.

Unit 9**Ex 1**

- a We have had the outside of our house painted.
 b Martin had his hair cut yesterday.
 c We are having a new central heating system installed at our house tomorrow.
 d I am going to have my eyes examined this afternoon.
 e Tom had his nose altered last year.
 f I had my leather coat dry-cleaned specially.
 g We have had our paintings valued.
 h Maria had the car looked at before she bought it.
 i We had the windows in our house replaced last year.
 j Julia is going to have two of her teeth taken out.

Ex 2

- a Katie had her car stolen by one of her friends.
 b We are going to have our photograph taken.
 c Can you come quickly? I have had my house broken into.
 d Laura is going to have her portrait painted by Tracey Emin, the well-known British artist.
 e They had their house designed by a well-known architect.
 f I have all my suits made by a local tailor.
 g Dave had his bike repaired at a shop in the High Street.
 h I am having my hip replaced next week.
 i Tony had one of his fingers broken while he was playing cricket.
 j Maria is going to have her flat redecorated by a local firm.

Ex 3

- a One of the players got his leg broken.
 b Andy wants to have his nose altered.
 c Anna got arrested as she was leaving the shop.
 d The patient had his leg amputated after the accident.
 e I usually have my shoes repaired in the shop on the corner.
 f I got Tom to check all the windows before he left.
 g Jim says he'll be late because he is getting his hair cut.

- h Have you got your work started yet?
 i Sue has had her car stolen.

Ex 4

- a had b have c had d done e didn't f got
 g having h got i had j have k having l get

Unit 10**Ex 1**

- a ... you press that button on the keyboard, you'll lose what you've written
 b ... lose your work if you make a back-up copy.
 c ... have virus protection you'll have problems with your computer.
 d ... back and arms will ache if you sit too long at the computer.
 e ... could have problems if you turn off the computer before closing all programs.
 f ... you don't save your work before closing the word-processing program, you'll lose it.
 g ... you learn the keyboard short cuts, you can save a lot of time.
 h ... probably crash if you run too many programs at the same time.

Ex 2

- a A b B c A d A e B f C g B h C i C j A

Ex 3

- a C b B c A d A e B f C g C h C

Ex 4

- a disappeared b would begin c polluted
 d would soon become e were f would soon begin
 g would take h competed i would benefit j caught
 k would eventually increase l vanished
 m would not necessarily recover n would have o took
 p poisoned q would go by r disappeared s ceased
 t would not absorb u landed v would find

Ex 5**Suggested answers:**

- a stopped, would always be
 b melt, will rise or melted, would rise
 c recycle, will be d fell, would happen
 e don't stop, will eventually grind f will happen, run out
 g finally start, will need or finally started, would need
 h wasn't, would the world be
 i don't stop, will become j jumped, would be

Ex 6

- a If Mrs Allen's neighbour hadn't searched his garden shed, he wouldn't have found the missing cat inside.
 b If one of them hadn't had her mobile phone with her, the hikers wouldn't have been rescued quickly.
 c If the boy hadn't been wearing a life jacket, he wouldn't have survived.
 d If Mr Anderson hadn't woken up because he heard the smoke alarm, the family wouldn't have managed to escape the fire.
 e If rescue workers had searched the car properly they would have noticed the injured man.
 f If most of the staff hadn't left the room, more than one person would have been injured.
 g If the goalkeeper hadn't made a mistake, United would have won.
 h If a police officer hadn't stopped Pratt for drink-driving, and taken a DNA sample, Pratt would not have been charged with the previously unsolved murder of Mrs Jones.

Ex 7

- a would have happened b had missed
 c would have continued d would probably not exist
 e would be f would not have been able
 g would have developed h would have grown
 i existed j would not have changed k would look
 l had not collided m would probably not be
 n would not have stood

Unit 11**Ex 1**

- a provided b Supposing c but for d otherwise
 e were to f if you happen to be g even if
 h as long as i unless j If it hadn't been for

Ex 2

- a C b B c C d A e C f B g B h C i A j B

Ex 3

- a We will only refund your booking fee if you cancel 48 hours in advance.
 b If only you'd told me about the cheap flights to Italy.
 c If it hadn't been for the skill of the surgeon, the child would not have survived.
 d If you should have second thoughts, let us know.
 e But for your help, I would have made a complete mess of this.
 f If I might take your coat?
 g Even if you offer me more money, I still won't sell the house to you!
 h Let me get a word in edgeways, and I'll tell you what I discovered.
 i If you were to change your mind about the job, we'd be interested in hearing from you.
 j Unless we are delayed, we'll be there by six.

Ex 4

- a unless b will c were d would e provided f even
 g otherwise h not i Supposing j would

Unit 12**Ex 1**

- a had b had listened c would d would stop
 e didn't leave f had not bought g had spent h knew
 i paid j wish

Ex 2

- a C b A c A d A e B f B g C h B i C j C

Ex 3

- a ... if more and more young people will go into higher education in future.
 b ... their children studied a useful subject leading to a good job.
 c ... their parents would let them make their own choices.
 d ... they had chosen their courses more carefully.
 e ... not to choose a subject simply because they think they are good at it.
 f ... I were you, I'd think about what kind of work I want / wanted to do in the future.
 g ... if they were only interested in having a good time.
 h ... they had worked harder.
 i ... if they will never repay their student loans.
 j ... time that universities paid more attention to students' financial problems.

Ex 4

- a would b were c time d it e made f were g drove
 h could i were j would k as l were

Unit 13**Ex 1**

- a mustn't b did not have to read c we'd better not
 d I didn't need to have e shouldn't have told me
 f should not g shouldn't h should not have attempted
 i mustn't j don't have to be

Ex 2

- a have b must c have d better e should
 f are g could h should i had j need

Ex 3

- a ... better take an umbrella.
 b ... have to go to school on Saturday morning in your country?
 c ... to hand in a typed copy of their first lab report.
 d ... needn't have changed ...
 e ... think you ought ...
 f ... shouldn't have left the windows open while it was raining.
 g ... didn't have to pay.
 h ... don't have to ...
 i ... able to stop the car before it crashed into a wall.
 j ... didn't have to connect it to a phone line.

Ex 4

- a should b have c able d had e had f have
 g should h have i been j will k should l ought
 m have n better o have

Unit 14**Ex 1**

- a A b B c C d A e C f C g C h B i C j A

Ex 2

- a 3 b 8 c 7 d 10 e 1 f 5 g 6 h 2 i 9 j 4

Ex 3

- a ... could / might have an accident.
 b ... can't be safe.
 c ... must have kicked a ball against it.
 d ... can be a dangerous place.
 e ... must be safe to touch these wires now.
 f ... might / could have told me that piece of metal was hot!
 g ... should have arrived by now.
 h ... can't have cleaned this bowl properly.

Ex 4

- a 4 b 5 c 10 d 2 e 7 f 8 g 6 h 9 i 1 j 3

Unit 15**Ex 1**

- a couldn't b shall c shouldn't d needs e can't
 f could g could h I'll do it i might j couldn't

Ex 2 Suggested answers:

- a can't be b shall we do c might just d might have known
 e could you f Could g needs h can't be