

PASSIVE VOICE - Key

I. Transform the given sentences so that their meaning stays the same. Use the words provided in brackets (do not change them!)

1. Why didn't you raise this question at the meeting? (been)
This question **should have been raised at the meeting** at the meeting.
2. The management have decided to postpone these activities outside working hours, recently. (postponed)
These activities **have been postponed outside** working hours, recently.
3. They took the company over. It really surprised us. (taken)
We **were really surprised** to find that **the company had been taken over**.
4. We couldn't have dispatched the consignment this morning, because we had to attend to an urgent complaint. (been)
The consignment **would have been dispatched** this morning, but we had to attend to an urgent complaint.
5. Look at this document. They are going to lower withholding rates next year. (be)
Look at this document. Withholding **rates are going to be lowered** next year.

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) The registered customers are offered high quality vitamins and supplements on-line.
b) High quality vitamins and supplements are offered to the registered customers on-line.

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. Consumers must be protected against fraud.
2. The student in the USA / pay for / university studies unless the student has / give / a scholarship. The student in the USA pays for university studies unless the student has been given a scholarship.
3. The feasibility study / show / that our services / can customize / for the foreign market. The feasibility study shows that our services can be customized for the foreign market.
4. This kind of action / usually / decide / our senior management. This kind of action is usually decided by our senior management.
5. Value added tax / just / raise / to 20%. VAT has just been raised to 20 percent.
6. The Head office of IMI / base / in Birmingham. The head office of IMI is based 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. 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 to take full responsibility for their actions.
8. Meetings should / not / see / as a destination, but rather as a vehicle for reaching strategic objectives. Meetings should not be seen 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. The majority of meetings could be easily replaced by a memo or a phone call.
10. Prevention and appraisal costs / must / minimize.

Prevention and appraisal costs must be minimized.

IV. 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
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 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. (informal expression) Someone is going to install the new software on my PC.

I

7. (formal expression) Someone must customize cars for the disabled.

The their cars

8. (informal expression) Why don't you ask somebody to evaluate your house?

Why

9. (formal expression) I will tell them to fax the contract through to you.

I

10. (informal expression) Someone carried the baggage for me into my hotel room.

I

V. 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.

Hires and speculators are known to be

market gamblers.