ENGLISH LANGUAGE I

MODULE 4:

PASSIVE VOICE
Explanations

Agent and instrument
The person who performs an action in a passive sentence is called the agent, introduced by by. The agent may or may not be mentioned.

My purse was found by one of the cleaners.
A new road has been built.

An object which causes something to happen is called an instrument, introduced by with.

He was hit on the head with a hammer.

Verbs with two objects
Verbs which have two objects can be made passive in two ways.

I was handed a note. A note was handed to me.

Other common verbs of this type are:

bring, give, lend, pass, pay, promise, sell, send, show, tell

Verbs with object and complement
Some verbs have a noun or adjective which describes their object.

We elected Jim class representative.
Everyone considered him a failure.

When these are made passive, the complement goes directly after the verb.

Jim was elected class representative.
He was considered a failure.

Verbs which can't be passive
Most verbs with an object (transitive verbs) can be made passive: e.g. drive is transitive because one can drive something (a car).

However, a few transitive verbs may not be used in the passive. These include: become, fit (be the right size), get, have, lack, let, like, resemble, suit.

Verbs with no object (intransitive) can not be passive: e.g. fall is intransitive, you cannot 'fall something'. Therefore it is not possible to say The tree was fallen'. Instead the sentence must be active: The tree fell.

Change of focus
The passive can change the emphasis of a sentence.

Jack won the prize, (focus on Jack)
The prize was won by Jack, (focus on the prize)
Unknown agent
The agent is not mentioned if unknown.

*My wallet has been taken.*
In this case, there is no point in adding an agent: 'by somebody'.

Generalised agent
If the subject is 'people in general' or 'you' the agent is not mentioned.

*Bicycles are widely used in the city instead of public transport.*

Obvious agent
If the agent is obvious or has already been referred to, it is not mentioned.

*Linda has been arrested!* (we assume by the police)
*The company agreed to our request and a new car park was opened.*

Unimportant agent
If the agent is not important to the meaning of the sentence it is not mentioned.

*I was advised to obtain a visa in advance.*

Impersonality
Using the passive is a way of avoiding the naming of a specific person who is responsible for an action.

*It has been decided to reduce all salaries by 10%.*
In descriptions of processes, there is emphasis on the actions performed rather than on the people who perform them.

*Then the packets are packed into boxes of twenty-four.*
Correct any verb forms which are impossible or inappropriate.

a) A lot of homes in the area have been being broken into by burglars.

b) As I drove south, I could see that the old road was rebuilding.

c) I suppose the letter will have been delivered by now.

d) There is nothing more annoying than been interrupted when you are speaking.

e) Jim was been given the sack from his new job.

f) Somehow without my noticing my wallet had been disappeared.

g) The new shopping centre was opened by the local MR.

h) A lot of meetings have been held, but nothing has being decided yet.

2 Both sentences in each pair have the same meaning. Complete the second sentence.

a) The crowd was slowly filling the huge stadium.

   The huge stadium was slowly being filled by the crowd.

b) The inventor of the computer simplified the work of the accountants.

   Since the computer simplified the work of accountants.

   simplified.

c) Someone has suggested that the shop should close.

   It that the shop should close.

d) 'I'd take out some travel insurance if I were you, Mr Smith.'

   Mr Smith take out some travel insurance.

e) The waitress will bring your drinks in a moment.

   Your drinks in a moment.

f) Someone used a knife to open the window.

   This window a knife.

g) You will hear from us when we have finished dealing with your complaint.

   After your complaint, you will hear from us.

h) An announcement of their engagement appeared in the local paper.

   Their engagement in the local paper.

i) Nobody ever heard anything of David again.

   Nothing David again.

j) They paid Sheila £1,000 as a special bonus.

   £1,000 Sheila as a special bonus.
3 Rewrite each sentence in the passive, omitting the words underlined.

a) Someone left the phone off the hook all night.

The phone was left off the hook all night.

b) The government has announced that petrol prices will rise tomorrow.

c) A burglar broke into our house last week.

d) People asked me the way three times.

e) The fruit-pickers pick the apples early in the morning.

f) It's time the authorities did something about this problem.

g) Lots of people had parked their cars on the pavement.

h) The government agreed with the report and so they changed the law.

i) You have to fill in an application form.

j) They don't know what happened to the ship.

4 Put each verb in brackets into an appropriate passive verb form.

a) The boxes have not been packed (not/pack) yet.

b) Your food still being prepared (still/prepare).

c) The new ship to be launched (launch) next week.

d) Luckily by the time we got there the painting not being sold (not/sell).

e) We had to go on holiday because our house being decorated (decorate).

f) I'm afraid that next week's meeting to be cancelled (cancel).

g) If we don't hurry, all the tickets not being sold (sell) by the time we get there.

h) All main courses served (serve) with vegetables or salad. At least that is what is written on the menu.

i) The second goal scored (score) by Hughes in the 41st minute,

j) The cathedral built (build) in the fourteenth century.
5 **Underline** any uses of the agent which are unnecessary.

a) My jewellery has been stolen by a thief!
b) It has been decided by the authorities that Wednesday will be a school holiday.
c) Harry was pushed over by someone standing next to him in the queue.
d) The goods are transported by rail to our warehouse in the Midlands.
e) I was told by someone that you have a vacancy for a computer operator.
f) Sue has been picked by the selectors for the national event.
g) The letter was sent by post on the 21st of last month.
h) The larger portrait was painted by a little-known Flemish artist.
i) It has been agreed by everyone that no smoking should be allowed.
j) As I arrived at the conference a note was handed to me by one of the delegates.

6 **Put each verb in brackets into an appropriate passive verb form.**

a) Nothing has been seen of Pauline since her car ......................................................(find) abandoned near Newbury last week.
b) As our new furniture.................................................................(deliver) on Monday morning I'll have to stay at home to check that it .................................................................(not/damage) during transit.
c) The new Alhambra hatchback, which in this country ......................................................(sell) under the name 'Challenger', .................................................................(fit) with electric windows as standard.
d) For the past few days I......................................................(work) in Jack's office, as my own office......................................................(redecorate).
e) It......................................................(announce) that the proposed new office block......................................................(now/not/build) because of the current economic situation.
f) A major new deposit of oil ......................................................(discover) in the North Sea. It......................................................(think) to be nearly twice the size of the largest existing field.
g) Pictures of the surface of the planet Venus......................................................(receive) yesterday from the space probe 'Explorer' which ......................................................(launch) last year.

h) A large sum......................................................(raise) for the Fund by a recent charity concert but the target of £250,000......................................................(still/not/reach),
i) No decision......................................................(make) about any future appointment until all suitable candidates......................................................(interview).
Rewrite each sentence in a more formal style so that it contains a passive form of the word given in capitals.

a) Sorry, but we've lost your letter. **MISLAY**

b) The police are grilling Harry down at the station. **QUESTION**

c) They've found the remains of an old Roman villa nearby. **DISCOVER**

d) You'll get a rise in salary after six months. **RAISE**

e) They stopped playing the match after half an hour. **ABANDON**

f) They stopped traffic from using the centre. **BAN**

g) They took Chris to court for dangerous driving. **PROSECUTE**

h) You usually eat this kind of fish with a white sauce. **SERVE**

i) I don’t know your name. **INTRODUCE**

o Put each verb in brackets into a suitable active or passive verb form.

Dear Mrs Patel,

We are delighted to inform you that you (1) **have been selected** for a free holiday. According to our information, you (2) **answered** a telephone survey last month, as a result of which your name (3) **was entered** in the holiday draw. Now our computer (4) **chose** your name, so you and your family (5) **were invited** to spend a week in a European destination of your choice. This offer (6) **was made** on the condition that you attend a special promotions day with other lucky families in your region who (7) **were offered** a similar deal. You (8) **were asked** to attend on any Saturday next month at the Royal Hotel, Manchester. If you (9) **are interested** in attending and taking up this offer, please (10) **detach** the slip below and return it to us as soon as possible.

7
Using the notes as a guide, complete the e-mail to all company staff. Put the verbs in brackets into a suitable passive verb form.

NOTES FROM MANAGEMENT MEETING

Tell staff:
We'll try flexi-time for 3 months.
After 3 months we'll get the opinions of all staff.
We'll look at feedback comments and make a decision.
We may try it for another month.
All workers will have to arrive 8-9.30.
We hope you like the idea!

FROM: The Managing Director
TO: All staff

(has been decided) to adopt a flexi-time system for a
trial period of three months. After this period (2)..............................
(elapse) all members of staff (3)...........................................(consult) through
their line manager, and feedback (4).................................(seek).
Comments (5)...............................................(collect) and analysed before a
decision (6)...........................................(make) as to whether the system
(7)...........................................(adopt) permanently or not. Alternatively, the
trial period (8)...............................................(extend) for a further month. All
employees (9)...........................................(require) to arrive between the hours
of 8.00 and 9.30, and to leave after they have fulfilled their contractual
obligations of eight hours. It (10)...........................................(hope) that this
arrangement meets with your enthusiastic approval!
Explanations

Have and get something done, need doing

• Have/get something done
  This typically describes a service performed for us by someone else.
  
  I've just had/got my car serviced. I have/get it done every winter.
  
  It can also describe something unfortunate that happens to someone.
  
  We had/got our car broken into last month.
  
  Get is more likely to be used than have when:
  i) there is a feeling that something must be done.
     I really must get (have) my hair cut.
  ii) there is a feeling of eventually managing to do something.
     I eventually got (had) the car fixed at the Fast Service garage.
  iii) in orders and imperatives.
     Get your hair cut!
  
  Note that get should not be used in the present perfect passive, where it would be confused with have got.

• The need to have a service done can be described with need doing.
  Your hair needs cutting.

Passive get

Get can be used instead of be to form the passive in spoken language.

  Martin got arrested at a football match.

Reporting verbs

• Present reference
  With verbs such as believe, know, say, think, which report people's opinions, a passive construction is often used to avoid a weak subject, and to give a generalised opinion.
  
  With present reference, the passive is followed by the present infinitive.
    The criminal is thought to be in hiding in the London area.
    Vitamin C is known to be good for treating colds.

• Past reference
  With past reference, the passive is followed by the past infinitive.
    Smith is believed to have left England last week.

• Past reporting verb
  If the reporting verb is in the past, the past infinitive tends to follow, though not always if the verb be is used.
  People thought Sue had paid too much.
    Sue was thought to have paid too much.
    The police thought that the thief was still in the house.
    The thief was thought to still be in the house.
• **Past reference with two objects**
In this case there are two ways of making a passive sentence.

  *Everyone knows the portrait was painted by an Italian.*
  *The portrait is known to have been painted by an Italian.*

• **Continuous infinitive**
Past and present continuous infinitives are also used.

  *Mary is thought to be living in Scotland.*
  *The driver is thought to have been doing a U-turn.*

• **Ending a sentence with a preposition**
It is possible to end a sentence with a preposition in a sentence where a prepositional verb is made passive.

  *Somebody broke into our house.*
  *Our house was broken into.*

• **By and with**
*With* is used after participles such as *filled, packed, crowded, crammed.*

  *The train was packed with commuters.*
The difference between *by* and *with* may involve the presence of a person:

  *Dave was hit by a branch, (an accident)*
  *Dave was hit with a branch, (a person hit him with one)*

• **Make** is followed by *to* when used in the passive.

  *My boss made me work hard.*
  *I was made to work hard by my boss.*

• **Cover** and verbs which involve similar ideas, such as *surround, decorate,* can use *with* or *by.* *Cover* can also be followed by *in.*

  *The furniture was covered in dust.*
  *The living room had been decorated with flowery wallpaper.*

• **Formality**
The passive is probably more common in written English, where there tends to be less use of personal reference in some contexts, since the audience may be unknown.

• **Points mentioned in Grammar 6**
The passive is used to change the focus of the sentence, to avoid generalised subjects, and to make an action impersonal. It is common in descriptions of processes, and in scientific and technical language in general.
1 Decide whether the sentences in each pair have the same meaning.

a) I've just been to the hairdresser's. What do you think?
   I've just cut my hair at the hairdresser's. What do you think?

b) Someone is painting our house at the moment.
   We are painting our house at the moment.

c) The dentist is going to take out two of my teeth tomorrow.
   I'm having two teeth taken out tomorrow.

d) The teacher made us all tidy up.
   We were made to tidy up by the teacher.

e) The car is thought to have been stolen by joy-riders.
   Joy-riders are thought to have stolen the car.

f) Just a minute. I'll ask someone to wrap this for you.
   Just a minute. I'll have to wrap this up for you.

g) The car hasn't been serviced for a long time.
   We haven't had the car serviced for a long time.

h) They're coming to put in a new water-heater next week.
   We're putting in a new water-heater next week.

i) Would you consider having plastic surgery to alter your nose?
   Would you consider having your nose altered by plastic surgery?

j) A qualified electrician checked the wiring.
   We had checked the wiring with a qualified electrician.

2 Underline the correct word in each sentence.

a) The busy shopping street was thronged by/with people.

b) The emergency exit was concealed by/from a red curtain.

c) The price of excursions is included in/with the cost of the holiday.

d) All through January, the fields were covered by/from snow.

e) The room was crammed by/with furniture of all descriptions.

f) Two of the climbers were injured by/with falling rocks.

g) The island is inhabited by/from people of mainly Chinese origin.

h) The bank was quickly surrounded from/with armed police.

i) The window had been smashed from/with a hammer taken from the shed.

j) The stadium was packed from/with cheering fans.
3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

a) The treasure is thought to date from the thirteenth century.
   date
   It is thought to date from the thirteenth century.

b) Your hair needs cutting.
   get
   You need to cut it.

c) Jill's parents are making her study hard.
   made
   Jill is being made to study hard by her parents.

d) Apparently the ship did not sustain any damage.
   appears
   The ship did not appear to have sustained any damage.

e) It is thought that the two injured men were repairing overhead cables.
   have
   The two injured men were thought to have been repairing overhead cables.

f) There is a rumour that the escaped prisoner is living in Spain.
   be
   The escaped prisoner is thought to be living in Spain.

g) We have agreed to meet again in a fortnight.
   will
   It has been agreed that we will meet again in a fortnight.

h) We decided to try again later.
   would
   It was thought to be decided that we would try again later.

i) There is confirmation of Mr Jackson's intended resignation.
   that
   It is confirmed that Mr Jackson is intended to resign.

j) Most of the committee thought it was not a viable solution.
   not
   It was thought to be not viable by most of the committee.
4 Rewrite each sentence so that it ends with the word underlined.

a) Another company has taken over our company.

b) We are dealing with your complaint.

c) We have not accounted for all the missing passengers.

d) Someone had tampered with the lock of the front door.

e) We don't know how they disposed of the body.

f) I must insist that you keep to the rules.

g) We are looking into this allegation.

h) We will frown upon any attempts to cheat in the exam.

i) The youngest student complained that people were picking on him.

j) Ann was well provided for in her husband's will.

5 Complete each sentence with a suitable preposition.

a) The tree had been decorated with coloured balls.

b) The answers have been included in the book.

c) After the rugby match, Jim's shorts were covered in mud.

d) The victim was struck from behind with a heavy object.

e) The house was built with money that David borrowed from the bank.

f) The cat narrowly escaped being run over by a car.

g) When the accident happened, Sue was struck by flying glass.

h) The turkey was stuffed with chestnuts, and was very tasty.

i) No one knew that Peter had been involved in the investigation.

j) When I left the casino, my pockets were crammed with money.
6 Complete the text using the phrases from the box.

A plane carrying 15 members of the government to a conference in Brussels is known to have experienced a small-scale fire earlier this morning. The plane was packed about 20 minutes into its journey when the fire occurred in the luggage area. It was not known how the plane caught fire, but initial eyewitness accounts confirm that a trail of smoke was coming from the under-carriage. The fire was rapidly under control, but the pilot was obliged to make an emergency landing. Five people were seen treated for shock. The plane was made to with business people flying to Belgium. All 209 passengers were believed to have been stay behind for questioning after landing at a military airport in northern France. Police were made to treating the incident as suspicious.

7 Rewrite the text using the passive where possible. Make sure the words underlined do not appear.

Nobody knows exactly when someone invented gunpowder. People know for a fact that the Chinese made rockets and fireworks long before people used gunpowder in Europe, which occurred at about the beginning of the thirteenth century. We generally believe that gunpowder brought to an end the 'Age of Chivalry', since anyone with a firearm could bring down a mounted knight. In fact, people did not develop efficient firearms until the sixteenth century. They used gunpowder mainly in siege cannon when people first introduced it. Later they used it in engineering work and in mining, but they found that it was extremely dangerous. Modern explosives have now replaced gunpowder, but we still use it for making fireworks, just as the Chinese did.

It is not known exactly
Unit two

Passives

Entry test

1 Rewrite each of the following sentences so that the underlined object becomes the new subject.  
   EXAMPLE: They really shouldn't have questioned him  
   without his lawyer being present.  
   He really shouldn't have been questioned without his  
   lawyer being present.
   a The car completely destroyed my motorbike.  
   b Second prize was awarded to an unknown author  
      from Patras.  
   c The judge refused him permission to appeal  
      against the decision.  
   d Blur have earned several million pounds from their  
      new album.  
   e They suggested we try a new method of checking  
      how much we were spending.

FOR OBJECTS AND AGENTS WITH THE PASSIVE, SEE SECTION 1.

2 Fill in each of the blanks with a suitable word or phrase.  
   EXAMPLE: George is widely believed to have been  
   wrongly accused.
   a My proposals were rejected and I was ............  
      back down.  
   b I think he needs ............ told to keep his nose  
      clean.  
   c The problem was ............ been told where the fire  
      escapes were.  
   d His son is believed ............ kidnapped by  
      separatist guerrillas.  
   e Under the old proposals, candidates were ............  
      been given an extra fifteen minutes to complete  
      their papers.

FOR INFINITIVES AND -ING FORM PASSIVES, SEE SECTION 2.

3 Fill each blank with a suitable word or phrase.  
   EXAMPLE: His arm is in a sling after he got it  
   stamped on.
   a The video machine is behaving strangely but we're  
      .......... fixed next week.  
   b The lights keep flickering: we must .......... to look  
      at the wiring for us.  
   c Ian's not the easiest person to get on with; that's  
      something you'll have .......... to.  
   d I .......... car broken into the other day and the  
      radio stolen.  
   e Elderly people can get .......... in by con men  
      going from house to house.

FOR STRUCTURES WITH GET AND HAVE, SEE SECTION 3.

4 Fill the blanks in each of the following sentences so that it is similar in meaning to the sentence  
   before it.  
   EXAMPLE: The author quickens the pace of the story  
   towards the end.  
   The pace of the story quickens as it reaches the end.
   a Leaving that dress in the sun has made it fade.  
      That dress .......... faded .......... sun.  
   b We watched the men sail the boat into the  
      harbour.  
      We watched the boat .......... into the harbour.  
   c I dropped the glass and cracked it.  
      The glass .......... when .......... it.  
   d I added flour to the sauce and thickened it.  
      The sauce .......... when .......... flour.  
   e They're selling a lot of copies of that new single.  
      That new single .......... well.

FOR TRANSITIVE TO INTRANSITIVE WITHOUT USING THE PASSIVE,  
SEE SECTION 4.
THE BASICS

1 FORM OF THE PASSIVE
We form the passive using be in an appropriate tense or form + the past participle of a transitive verb:
- *small sum of money was stolen* from the cash box.
- *they ought to have been punished* more severely.
- *Having been beaten* in the semifinal, she flew home the next day.
- In spoken English, we sometimes use get instead of be in the passive:
- *They got told off* for making so much noise.
- However, get + -ed is more common with an active meaning similar to 'become' in phrases like get dressed, get married, etc. (see Section 3.2).

2 REASONS FOR USING THE PASSIVE
In English, the topic or subject matter is commonly at the beginning of the sentence, and new information about the subject is normally at the end. In an active sentence, the 'agent' (the person or thing that performs the action) usually comes first and is the subject of the sentence:
- Subject (Agent) Action Result
  - Olympiacos scored the first goal.
This active sentence is principally about Olympiacos.
- In the passive, the result or thing affected by the action comes first and is the subject of the sentence:
- Subject (Result) Action Agent
  - The first goal was scored by Olympiacos.
This passive sentence is principally about the goal.
We choose between active and passive because of the topic we are talking about, especially when reporting information.
An English football supporter, interested in the fortunes of the England team, is likely to report:
- We got beaten in extra time.
A German supporter, more interested in his team, is likely to report:
- We beat them in extra time.

Other reasons for using the passive include:
- the agent is unknown or obvious (see also Section 1):
  - *I was born in 1982.*
  - *Coffee will be made available after the meal.*
- the agent is 'people or things in general':
  - *Some verbs cannot be used in the Continuous.*
- the agent is a long phrase:
  - *Helen was surprised by all the messages of sympathy that she received.*
- avoiding references to ourselves and making a statement impersonal:
  - *We can't possibly complete this work overnight.*
  - becomes: *This work can't possibly be completed overnight.* (= the work is the problem, not us)
- avoiding 'you' in orders and rules:
  - *You must give in your application before the end of the week.*
  - becomes: *All applications must be given in before the end of the week.*
- in factual writing when the focus is usually on events, achievements, etc. rather than agents:
  - *Vaccination had been pioneered two hundred years earlier.*

watch out!

- Not all be + -ed forms are passive. They may be adjectives:
  - *The dog has been depressed since the TV broke down.*
- We avoid passive constructions with be being or been being, although they sometimes occur in spoken English:
  - *Avoid: The road will have been being repaired for months.*
  - ✓ *They will have been repairing the road for months.* or *The road will have been under repair for months.*
SECTION I

Agents and objects with the passive

1 THE AGENT

Not mentioning the agent

In most passive sentences we have no interest in who or what performs the action. We are interested in the action itself, who or what is affected by the action, or what is the result of it (see The Basics). In fact, only about 20% of passive sentences mention the agent:

That window has been broken again!

Mentioning the agent

We mention the agent when we think the information is important, especially if we want to say more about it, for example with a relative clause:

I remember being taken to the fair by my father, who rarely showed any interest in such things.

The survivors were picked out of the water by a cruise liner which had heard their distress call.

- The agent is usually introduced with by (see Section 6.3 for prepositions after passives).

2 VERBS WITH TWO OBJECTS

Verbs that have two objects (usually a person and a thing) in the active usually have two passive forms because either of the objects can become the new subject:

They gave the award to an unknown actress.

(= active)

The award was given to an unknown actress.

(= passive)

An unknown actress was given the award.

(= passive)

- We usually add a preposition before the personal object. The preposition is usually to:

A note was handed to the minister.

Sometimes we use for:

A slice of cake was cut for him.

- We can use some verbs, e.g. allow, ask, cause, forgive, deny, without a preposition:

Permission was refused him.

All their sins were forgiven them.

Access was denied him.

3 VERBS WITH LIMITED USE IN THE PASSIVE

We can't use some verbs as freely in the passive as others.

- We can't use intransitive verbs in the passive because they don't have an object that can be changed into the subject:

X The Tasmanian tiger was died out early this century.

✓ The Tasmanian tiger died out early this century.

- Some verbs, e.g. suggest and explain, can't change the indirect object to subject:

X He was explained the procedure.

✓ The procedure was explained to him.

- Some verbs with two objects can't be passive at all:

I hear him no ill will.

The book earned him a fortune.

Let me wish you luck.

- Some verbs are followed by two nouns, but the second is not really an object. We can see this if it is replaced by an adjective:

They declared him President.

He was declared President.

The doctor declared him dead.

He was declared dead.

I'm sorry but all the tickets have been sold.

? check

Correct the following sentences.

1 Man and wife they were pronounced.

2 I was explained what I had to do.

3 His previous misdemeanours were forgiven to him.

4 He was earned a lot of money from his betting.

5 We were suggested a good restaurant for lunch.
Practice

1 Fill each of the gaps in the following newspaper extracts with one of the passive verb phrases below.

is deemed could soon be fitted were charged has been held has finally been elected is expected being caused to be printed is auctioned being considered

1 High-tech 'leg-iron' (1)...... on violent suspects arrested by the police, under plans (2)...... by chief constables.
2 Last week, police in Scotland called for the introduction of leg-restraints following concerns about the number of injuries (3)...... during struggles in the back of police cars and vans.
3 Four people (4)...... last night with public disorder offences after officers mounted dawn raids on suspected football hooligans.
4 Hugh Hefner, founder of Playboy, (5)...... to the American Society of Magazine Editors’ Hall of Fame.
5 A first-edition copy of Chaucer's Canterbury Tales, the first book (6)...... in England (7)...... to raise at least £500,000 when it (8)...... in July.
6 A British woman released early from an attempted murder sentence in the United States - a charge which she has always denied (9)...... in prison because she (10)...... an illegal immigrant.

2 Add the appropriate extra information (a–c) to the passive sentences (1–5).

1 The news was leaked to the press by the minister ...
2 The minister was attacked by protesters, ...
3 I remember being sent a letter by a man in America ...
4 The winning goal was scored by Fausto Ferrini ...
5 A man was run over by a car ...
   a in his first appearance for the club.
   b who had waited outside the building all day to voice their opposition to the policies.
   c in a deliberate attempt to boost his popularity.
   d who complained my article was prejudiced against his country.
   e which witnesses said was being driven at very high speed.

3 Where possible, rewrite each of the following sentences in two different ways, using a different subject each time. Some sentences may be rewritten only one way.

1 The police showed the victim a picture of the suspect.
2 People used to sell the tourists fake antiques.
3 Why didn't they offer the customers a refund?
4 They didn't guarantee every participant a free lunch.
5 They reported the incident to the police.
6 People suggested to us that the Internet would be a good source of information.
7 They promised us full compensation if the scheme fell through.
8 The referee declared the boxing match a draw.
9 We'll give the new members of staff all the help they need.
10 The incident earned him the reputation of being unreliable.

4 Fill each of the numbered blanks in the following passage with one suitable word.

Twenty-four hours after arriving in the country, I (1)...... told to leave. The security police, the country’s largest employer, came to my hotel, politely asked me what I thought of the city and then recommended that I leave on the morning plane. I asked them why I was (2)...... expelled and they said it was not a question of (3)...... being (4)...... out, they were simply recommending that I leave. I refused and the problems started. My passport and plane ticket (5)...... stolen from my room after my key ‘disappeared’. The police shrugged their shoulders and decided not to interview the leather-jacketed youth who I (6)...... been (7)...... up against in the lift. For three days I was (8)...... by two not very secret policemen everywhere I went. I visited a fellow-journalist whose address (9)...... had (10)...... given. He lived in a beautiful old house which would (11)...... demolished the following year by the Government to make way for a block of ‘modern’ flats. Everybody would be (12)...... in it as soon as it was ready but where they would live in the meantime had not been (13)...... out. Massive taxation was (14)...... imposed on the people to pay for these supposed improvements. I went back to the hotel, still (15)...... followed by the two policemen, and felt very depressed.
SECTION 2

Infinitives and -ing form passives

1 INFINITIVES AFTER CERTAIN VERBS

Make, see, hear and help have different patterns in the active and the passive. In the active, the verb is followed by object + infinitive without to. In the passive, we use a to-infinitive:

<table>
<thead>
<tr>
<th>Active</th>
<th>Passive</th>
</tr>
</thead>
<tbody>
<tr>
<td>I heard him shout at his brother.</td>
<td>He was heard to shout at his brother.</td>
</tr>
<tr>
<td>They've made him promise. not to come before six.</td>
<td>He's been made to promise not to come before six.</td>
</tr>
</tbody>
</table>

**watch out!**

*Let v. allow*

We can't use let in the passive when it is followed by a verb phrase. We use allow:

My parents let me do what I wanted. (= active)

I was let to do what I wanted. (X)

✅ I was allowed to do what I wanted.

- But we can use let in the passive in phrases like:
  The dog was let loose. I was badly let down.

2 PASSIVE INFINITIVES

We form the passive infinitive of verbs by putting to be (sometimes to get) in front of the past participle:

<table>
<thead>
<tr>
<th>Active</th>
<th>Passive</th>
</tr>
</thead>
<tbody>
<tr>
<td>There's so much to do.</td>
<td>There's so much to be done.</td>
</tr>
<tr>
<td>I've got to write this essay before Friday.</td>
<td>This essay has got to be written before Friday.</td>
</tr>
<tr>
<td>If I'm going to do it by then, I'd better get a move on.</td>
<td>If it's going to be done by then, I'd better get a move on.</td>
</tr>
</tbody>
</table>

- We use Perfect passive infinitives to emphasise that something is or isn't completed (see also Unit 1, Section 2 Watch out!):
  My new car was to have been delivered today but there was a problem with the paintwork.

Active or passive infinitive?

- If the subject is the agent, the sentence is active and we use an active infinitive:
  I've got so many library books to return.

- If the subject is not the agent, we use a passive infinitive:
  All systems are to be checked as soon as possible.

- We can use some active and passive infinitives with the same meaning, especially after There:
  There are so many rooms to paint/to be painted.

- But, with something, anything and nothing + to do there can be a change in meaning:
  There's nothing to do in the evenings. (= we're bored) I'm sorry, there's nothing to be done. (= there's no action anyone can take)

3 REPORT VERBS

We often use report verbs, e.g. claim, mention, request, point out, with impersonal passive constructions.

There are three main patterns:

It's thought that... Someone/something is thought to... There is thought to be... It's thought by the press that... There are thought to be disagreements among senior ministers.

- We often introduce a statement with It is said that... meaning 'People generally think, believe, etc.,...':
  It's said that carrots improve eyesight.

4 PASSIVE -ING FORMS

We use passive -ing forms (being + -ed) and Perfect passive -ing forms (having been + -ed):

- after verbs that are normally followed by -ing forms (see Unit 15):
  I love being given flowers. She recalled having been taken there when she was young.

- as participles, usually with the meaning of 'because' (see Unit 6, Section 1):
  Being paid monthly, I find annual bills hard to pay.

- as the subject of a sentence:
  Being proved wrong is never a comfortable experience.

**check**

Underline the passives in these sentences.

1. They are believed to have left the country.
2. She is thought to have been smuggled out of the country in the back of a lorry.
3. They were seen to leave the room together.
4. He is said to be recovering well.
5. The whole place was cleaned until there was not a speck of dust to be seen anywhere.
Practice

1. Fill each of the blanks with a suitable word.
   Example: New measures to combat crime are to be introduced at the end of the year.
   1. We strongly advised to reconsider our position.
   2. They are understood have offered over £3,000 for their story.
   3. I always made to apologise to my little sister after an argument.
   4. It’s too late now; there’s nothing more be.
   5. I left with the distinct feeling of been for granted.
   6. I used to steal walnuts from my grandfather’s garden and never worried about out.
   7. There are any survivors from yesterday’s air crash.

2. Match the beginnings of the sentences (i, ii) with the appropriate endings (a, b).

   1. She vaguely remembers that...
      a) being knocked down by a motorbike.
      b) she was knocked down by a motorbike.
      i) She has vague memories of...
   2. He was criticised for his extravagance...
      a) and was more careful after that.
      b) he became more careful after that.
      i) Having been criticised for his extravagance...
   3. They made me...
      a) tell them everything I know.
      b) to tell them everything I know.
      i) I was made...
   4. It is often said that Shakespeare...
      a) never revised anything he wrote.
      b) never to have rewritten anything he wrote.
      i) Shakespeare is often said...
   5. There were once thought...
      a) that there were canals on Mars.
      b) to be canals on Mars.
      i) It was once thought...

3. Put the verbs in the sentences below into a suitable infinitive or -ing form. Add any other words necessary.
   Example: This work (complete) by the end of next week.
   1. She was persuaded (stay on) after the date she was due to retire.
   2. The ex-President is said (take) illegal payments while in office.
   3. (tell off) about this on more than one occasion, I have no intention of doing it again.
   4. He claims (wrongly accuse) of the crime.
   5. I remember (tell) when I was little that spinach made hair grow on your chest.
   6. Apparently, the whole computer network (have to/overhaul) because of the virus.
   7. They are rumoured (leave) the country for a secret destination.
   8. This line (not cross) under any circumstances.

4. Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.
   Example: We don’t want such an embarrassing fiasco happening next year.
   repeated
   We don’t want such an embarrassing fiasco to be repeated next year.
   1. She wants it to be clear to people that she’s fair. seen
      She wants to fair.
   2. He often says to people how much of his success is down to you. heard
      He... how much of his success is down to you.
   3. The theory is that she fell overboard at night and drowned. fallen
      She overboard at night and drowned.
   4. The plan was originally to complete the building by June. due
      The building by June.
   5. When I was a child, I was never allowed to play with the children next door. let
      When I was a child, the children next door.
SECTION 3

Structures with get and have

1 CAUSATIVES

We can use get and have in both active and passive patterns when we talk about making other people do something for us.

- The active pattern, meaning 'cause or order someone to do something', is get + person + to-infinitive, or have + person + infinitive without to:
  - I'll get the waiter to bring you the menu.
  - I'll have the waiter bring you the menu.

Note that have is much more common in American English; get is common in spoken British English.

- The passive pattern, meaning 'arrange for somebody else to do something', is get / have + object + past participle:
  - I'll have / get the menu brought to you.
  - I had to get / have my jacket cleaned after the party.
  - I must go and get / have my photo taken for my new passport.
  - I'll get / have those copies made for you immediately.
  - She's getting / having her teeth fixed.

2 GET + -ED: ACTIVE AND PASSIVE

We can sometimes use get instead of be in the passive. This is usually informal:

- They got punished by the principal for making so much noise.
- Lucky Paul got promoted / elected / chosen / appointed yesterday.
- Poor Vassili — his dog got run over last night.

Get meaning 'become' is often used in collocation with some past participles:

- get dressed
- get married
- get used to
- get stuck
- get lost
- get caught
- get burned
- get involved

- The meaning of these phrases can be active:
  - I got dressed as quickly as I could.
- Others have a passive meaning:
  - How did they get caught?

- We can use some of the active phrases with an object:
  - I have to get the children dressed early every morning.
  - Don't get your family involved in the business.

3 THINGS THAT HAPPEN TO YOU

We use have + object + past participle to describe things that happen to us, often misfortunes. The subject is the person who experiences what happened:

- I've had my car stolen. (Compare: My car was stolen.)
- He's had his application for citizenship turned down.
  - (Compare: His application for citizenship has been turned down.)
- My mother's had her letter published in The Times.
  - (Compare: My mother's letter has been published in The Times.)

- In spoken English we can sometimes use get instead of have:
  - She's got another letter published in The Times.
- Note that sometimes only the context will identify precise meaning. Consider:
  - They had their fence pulled down. (= either: they employed somebody to pull it down (causative); or it was pulled down without their planning it, e.g. by vandals.)

If you'd brought the right map, we wouldn't have got lost!

? CHECK

Which of these sentences are causatives?

1. He tried to escape but got caught.
2. They were aiming to walk the entire route but got tired in the end.
3. I need to get my hair cut.
4. I'm going to have my portrait painted.
5. I had my car broken into last week.
Practice

1. Complete each of the following sentences using a causative form, so that it is as similar as possible in meaning to the sentence before it.
   
   Example: Hasn’t that film been developed yet?
   
   Haven’t you had that film developed yet?
   
   1. Can it be true that you’re really going to deliver my sofa today?
      
      Can it be true that I’m ................. today?
   2. One of the others agreed to post my letters for me.
      
      I got ................. to post my letters for me.
   3. My dentist is supposed to be capping my two front teeth this morning.
      
      I’m ................. this morning.
   4. My car really needs servicing.
      
      I really ................. serviced.
   5. Why did you let them go without signing the receipt?
      
      Why didn’t you ................. letting them go?

2. Rearrange the words to make coherent sentences inside the first and last words given.
   
   Example: film to has just be
   
   That film just has to be seen.
   
   1. your ever your house belongings into any and had broken of you
      
      Have ................. stolen?
   2. fingerprints police your on you never had files have can put you
      
      Once ................. relax.
   3. something get got have done just about this to
      
      You ................. office.
   4. your I not passport help would got have my for
      
      But ................. stamped.
   5. us organised get at can the everything of all same
      
      All ................. time.
   6. care any take to must such involved dangerous in family your not get
      
      You ................. situations.
   7. arrested taxed if will get you can be almost and
certainly don’t your
      
      You ................. insured.
   8. interest Government seems to never to brought get under able rates be
      
      The ................. control.

3. Fill the blanks with a suitable word or phrase.
   
   Example: His arm is in a sling after he got it stamped on.
   
   1. I keep getting headaches so I’m going ................. tested.

2. It’s unpleasant for children when they ................. names by other children.
   
   3. I’ve just ................. taken for my new passport.
   4. My handbag was completely flattened after it ................. on in the bus.
   5. My husband’s been to the hairdresser. I really wish he ................. so short.
   6. I know you don’t approve of my new hair colour but you’ll just ................. to it.

4. For each of the following sentences, write a new sentence as similar as possible in meaning to the original sentence, but using the words given. The words must not be altered in any way.
   
   Example: Computing is just something you take for granted after a while. get/to
   
   Computing is just something you get used to after a while.
   
   1. The whole of my sister’s class spent last weekend redecorating her flat.
      
      got/to
   2. We couldn’t find our way out of the woods.
      
      got/in
   3. Do you think there’s any chance of this new party winning the forthcoming election?
      
      get/at
   4. I can’t say I enjoy the teacher reading out my work in front of the class.
      
      having/to
   5. It’s quite simple for a locksmith to copy one or more of your keys.
      
      get/make
SECTION 4
Not using the passive: transitive to intransitive

1 CHANGING THE SUBJECT WITHOUT USING THE PASSIVE

With some transitive verbs we can change the subject of a sentence without using the passive. We don't mention or even imply an agent. Verbs that allow us to change the subject to 'the thing affected by the action' without using the passive are called 'ergative' verbs. By changing the subject of the sentence in this way, the active transitive verb becomes intransitive:

- The dog opened the door. (= active) The door was opened by the dog. (= passive) The door opened.
- (ergative - as if the door opened by itself)

- Here are more examples of ergative verbs:
  - The whistle blew. That jumper does up at the neck.
  - The car crashed into a post. The soup thickened.

2 MEANINGS OF ERGATIVE VERBS

Describing change

Most verbs that we can use in this way describe change of some kind:

<table>
<thead>
<tr>
<th>Transitive</th>
<th>Non-passive intransitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>He reversed the car into the garage.</td>
<td>A car reversed round the corner.</td>
</tr>
<tr>
<td>The pilot landed the plane on only one engine.</td>
<td>The plane landed on time.</td>
</tr>
<tr>
<td>He moved his chair closer to hers.</td>
<td>That new restaurant has moved.</td>
</tr>
</tbody>
</table>

- Other verbs used in this way include:
  - turn stop fill shake spin sail tip shift bounce

Cooking

Another group of verbs that we can use in this way relate to cooking:

<table>
<thead>
<tr>
<th>Transitive</th>
<th>Non-passive intransitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissolve the mixture in a little water.</td>
<td>Stir until the sugar has dissolved.</td>
</tr>
<tr>
<td>Simmer the stock for an hour.</td>
<td>After the stock has simmered for an hour, add seasoning.</td>
</tr>
</tbody>
</table>

- Other verbs used in this way include:
  - bake boil cook fry melt toast thicken burn heat up cool down warm brown freeze thaw

3 OTHER EXAMPLES OF ERGATIVE VERBS

She photographs very well. (= she is photogenic)
Her voice records well. (= her voice sounds good on tape)
Will this stain wash out? (= will the stain disappear with washing?)
Your composition reads well. (= your style is very good)
Black jeans are selling well. (= many people are buying them)
This skirt creases so easily. (= the skirt becomes creased very quickly)

.watch out!

We can't use all verbs describing change in this way. For example, destroy and demolish must stay transitive:

- The old building demolished. (X)
- They demolished the old building. The old building was demolished. (√)

? check

Which of the following sentences are incorrect?
1. The light has destroyed the photograph.
2. Raise your hand if you know the answer.
3. The photograph destroyed because of the light.
4. The treasure was raised to the surface.
5. The hot air balloon raised quickly into the sky.
**Practice**

1. In the following pairs of sentences, a, b or both are correct. Put a cross (X) next to every sentence that is incorrect. Write the correction.

   *Example: a. Drop me a line when you get there.
   b. He was upset to discover he dropped from the team. (X) (had been / was dropped)*

   1. a. The Titanic was sunk by an iceberg.
      b. The boat sank without trace.
   2. a. This shirt dries extremely quickly.
      b. Her hair soon dried by the wind.
   3. a. The hole soon filled with water.
      b. The room was filled with hundreds of people.
   4. a. The western shore washed by warm currents.
      b. Fertile soil washes down into the valleys.
   5. a. My dress ripped when it caught in the car door.
      b. His newspaper was ripped into shreds.
   6. a. The sacked workers compensated for the loss of earnings.
      b. He was compensated for his injuries.
   7. a. My chair tipped backwards until it fell over.
      b. All the leftovers were tipped into a bin liner.
   8. a. Inflation increased over the last six months.
      b. My salary was increased by just over five per cent.
   9. a. They've expanded production facilities at the old factory.
      b. Metal is expanded when heated.
   10. a. The white Mercedes turned into the car park.
      b. The sign had been turned to face the opposite direction.

2. Rewrite each of the following sentences changing the object to subject without using the passive. Add any prepositional phrases necessary.

   *Example: The sun has melted the chocolate.
   The chocolate has melted in the sun.*

   1. The DJ dimmed the lights during the last dance.
   2. Darren improved his performance in the 100 metres by a tenth of a second.
   3. An iceberg sank the *Titanic* in 1912.
   4. Tears filled his eyes.
   5. The committee gradually developed the plan.

3. Rewrite each of the following sentences so that they are similar in meaning to the original sentence. Replace the underlined verb with the verb in brackets. Do not change the form of the given verb in any way.

   *Example: The first line of your play is very well written. (reads)
   The first line of your play reads very well.*

   1. Initially, I think you develop the plot very convincingly. (unfolds)
   2. You step up the tension in the third scene. (increases)
   3. But then everything seems different. (change)
   4. You put in melodrama instead of real drama, don’t you? (replaces)
   5. But you close the first act with only a vague suspicion of murder in the air. (finishes)
   6. It’s crazy that the second act opens with the actual killing. (start)
   7. And the third act concludes with such an anticlimax. (end)
   8. It’s difficult to see tickets being bought for a play like this. (selling)

4. Read the text below and decide which answer (A, B, C or D) best fits the gap.

   Attitudes towards the teaching profession have (1) .......... considerably and it’s sad that the number of students considering a career in teaching has (2) .......... off a lot. Consequently, the teacher training faculty has (3) .......... by about 25%. However in other departments, the options have (4) .......... greatly, though competition with other colleges has, it must be admitted, (5) .......... . Meanwhile, departments have expanded into new areas such as media studies, and computer studies in particular has (6) .......... beyond all expectations.

   1. A turned   B affected   C modified   D changed
   2. A depressed   B dropped   C sunk   D declined
   3. A shrunk   B curtailed   C reduced   D cut
   4. A stretched   B protracted   C widened   D lengthened
   5. A boosted   B enhanced   C fuelled   D intensified
   6. A encouraged   B grown   C raised   D promoted
2 PHRASAL VERBS AND PREPOSITIONS

Some phrasal verbs are most commonly used in the passive:

I was completely bowled over by her extraordinary kindness.
I was taken aback by his directness.
Operations are being scaled down following the successful outcome of the mission.
The president was sworn in today.
This coat was handed down to me by my older brother.
I was so caught up in my book that I failed to realise the time.

• We often use some transitive prepositional verbs in the passive. When we do this, the preposition remains after the verb, with no object after it:
Colleen can usually be relied on to make a mess of things.
I assure you that the matter will be thoroughly looked into.
I think that sort of behaviour should be stamped out immediately.
I will not be trifled with like this.
I don’t like being talked down to like that.

• We can follow passive verbs with prepositional phrases. The most common are by (used to mention the agent), with and in:
I’m completely baffled by this question.
I’ve been swamped with requests for my autograph.
Most traces of early man have been discovered in East Africa.
The threat was couched in the vaguest possible terms.

• A few verbs are commonly followed by as (see Unit 15.3):
His son has been named as his successor.
The athlete was acclaimed as a national hero.
The old man has been indicted as a war criminal.
I don’t think any of these remarks could be construed as positive.

2 Which of the following passive sentences contains i) an intransitive phrasal verb, ii) a transitive prepositional verb, iii) a verb + prepositional phrase, iv) a verb + as?

a) The match was rained off and we went home early.
b) The presentation was prepared with great skill.
c) He has long been regarded as the finest actor of his generation.
d) His every mistake was pounced on by the teacher.
Practice

1 The following verbs are commonly used in the passive. Fill each of the gaps in the sentences with an appropriate word from the list, adding any other words needed to make the passive.

overcome deemed inundated dwarfed dubbed shrouded scheduled buffed strung short-listed

1 All the doctors we saw ....... by the reason for her illness.
2 I’m afraid your recent work ....... totally inadequate for the task.
3 Believe it or not, last month a news-reader ....... the sexiest man on television.
4 When the police arrived, the victim’s clothes ....... all over the room.
5 The ex-champion ....... by heat exhaustion in the final and was unable to finish the match.
6 How the intelligence services work ....... in secrecy.
7 Since the film came out, I ....... with requests for my autograph.
8 His house in the foothills ....... by the surrounding mountains.
9 Their new CD ....... for release next January.
10 Many people think a nineteen-year-old’s first novel should ....... for last year’s National Literature prize.

2 In the following passage, some of the passive verbs are functioning as -ed participle clauses. Fill each of the gaps with a word from the list to complete a common collocational or idiomatic phrase.

haunted touched locked earmarked buffeted possessed hounded blessed doomed destined handicapped dogged

Jack, he’s so unlucky: (1) ....... by misfortune, (2) ....... by fate at every turn and (3) ....... by memories of the past. (4) ....... in a battle with his family, (5) ....... by the police and severely (6) ....... by facial features straight out of a horror movie, he’s (7) ....... to failure.

Jill is so different: (8) ....... with an ability to get on with everyone, (9) ....... with genius, already (10) ....... by her company for a top job and (11) ....... to be a success in whatever she does, she’s (12) ....... of just about every quality Jack lacks.

3 Finish sentences (1–10) with a suitable prepositional phrase (a–j).

1 The condemned man was reaprieved
2 I was completely mesmerised
3 The old man was paralysed
4 Both players were penalised
5 I’ve been swamped
6 The meeting has been scheduled
7 Ioannis was somewhat disconcerted
8 His behaviour was in danger of being construed
9 She was hospitalised
10 The factory is staffed

4 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

Example: Trained personnel man the office twenty-four hours a day.

staffed

The office is staffed by trained personnel twenty-four hours a day.

1 Since the advertisement, we’ve had more applications than we can deal with.

swamped

Since the advertisement ....... applications.

2 The minister’s response completely took the interviewer by surprise.

aback

The interviewer ....... the minister’s response.

3 Her lack of inhibition confused and embarrassed me.

disconcerted

I ....... her lack of inhibition.

4 Each new generation is told the secret recipe.

down

The secret recipe ....... to generation.

5 They decreased production following the economic downturn.

scaled

Production ....... the economic downturn.

6 I can’t stand the way the boss always patronises me like that.

talked

I can’t stand ....... to by the boss like that.

7 Their request was phrased extremely formally.

couched

Their request ....... terms.
SECTION 6

The grammar of phrasal verbs

1 TYPES OF PHRASAL VERB

Phrasal verbs vary grammatically. The most important considerations are a) whether the verb is transitive or intransitive, and b) whether the particle is transitive or intransitive:

- Intransitive verb + adverbial particle:
  Shut up!
  How did this situation come about?

- Intransitive verb + prepositional particle:
  I think we’d better look into this more carefully.
  I’d reckoned without your being here.

- Transitive verb + adverbial particle:
  I think we’ve left everyone behind.
  Let’s set our differences aside for the moment.

- Transitive verb + prepositional particle:
  Don’t worry: I won’t hold it against you.
  I showed everyone around the building.

- Verb + adverbial particle + prepositional particle:
  Jane’s gone down with flu again.
  He’s come in for a lot of criticism recently.

Note that some phrasal verbs can be used in more than one category, sometimes with a change in meaning:

  Her father turned her out of the house.
  Looks like it’s turned out nice again.

Note that some words are always adverbial particles (e.g. aback, back, away) and some are always prepositions (of, from, upon, into). Most particles, however, can be used as both adverbial or prepositional particles.

1 Match each of the following examples of phrasal verbs with one of the five types listed above.

a. The sound died away in the distance.
b. You’ve missed out on an awful lot of work recently.
c. I think you should keep that to yourself.
d. It’s not easy to get this concept across.
e. I ran into Ian again yesterday.

2 PHRASAL VERB OR VERB + PREPOSITION?

A verb can be followed by a prepositional phrase. The preposition is part of the phrase, and is not part of a phrasal verb:

He ran up an incredibly high hill. (= phrasal verb)
He ran up an incredibly high hill. (= prepositional phrase)

It is sometimes possible to tell whether the preposition belongs to the verb or the phrase by asking Wh-questions. If the verb needs the preposition in order for the question to make sense, it is probably a phrasal verb:

  Where did he run? Up the hill.
  What did he run up? An incredibly high hill.

However it is not always easy (or important) to distinguish between the two structures, and in practice it is not often important to do so.

(See Unit 14.3 for verbs used with prepositional or adverbial phrases.)

2 Which of these two sentences contains a phrasal verb?

a. She’s driving me up the wall.
b. A blue car drove up to the entrance.

3 POSITION OF OBJECT

With transitive verbs + adverbial particle, the position of the object varies:

- if the object is a pronoun, it nearly always goes after the verb:
  I think you should hand it over immediately.

- short objects can often go after the verb or the particle:
  Would you mind switching the light off?
  Would you mind switching off the light?

- longer objects normally go after the particle:
  They carried off everything that they found in the house.

- with some phrasal verbs, the object nearly always goes after the verb. This is a matter of collocation:
  They called everybody back for another interview.
  He found it impossible to shut the crowd up.
  It is extremely difficult to tell the two brothers apart.

With intransitive verbs + preposition, the object always goes after the preposition:

  It was a great opportunity and she jumped at it.

3 Which sentence is incorrect?

a. The opening minutes of the match were spent sizing up the opposition.
b. I think all that exercise has tired everybody out.
c. You’ve made a terrible mess and it’s going to be difficult to explain away it.
4 PASSIVE PHRASAL VERBS

Some transitive phrasal verbs are more commonly used in the passive than others (see Unit 2, Section 5). This sometimes means we use different verbs when changing a sentence into the passive or active:

My father grew up near London.
My father was brought up near London.
Their teachers put a lot of pressure on them to take extra exams.
They were pressurised into taking more exams.

Practice

1. The following sentences contain examples of each type of phrasal verb outlined in Section 1 on the previous page. Match the example with the types. There are two examples of each type.

1. He's rich enough to dine out most nights.
2. My friends eventually talked me into it.
3. He ignored my work and just tore it up.
4. She just rang off in the middle of the conversation.
5. It's time you faced up to your responsibilities.
6. I think you're reading too much into the situation: it's much simpler than you think.
7. As an entertainer, his appeal cuts across all social boundaries.
8. I stick by what I said earlier.
9. That building is awful: I wish they'd knock it down.
10. I think you'd better take that up with your boss.

2. Finish the following sentences by completing the phrasal verb in italics with a suitable particle and adding the object given. Some sentences have two objects, one for the verb and one for the preposition.

Examples: It's not an easy time but we're determined to see it (it)
It's not an easy time but we're determined to see it through.

1. I had a blazing row with my girlfriend and she threw .......... of the house. (me)
2. She said my problems all stemmed .......... (my inability to accept commitment)
3. She tried to draw .......... (an argument about relationships)
4. I said that nobody was going to talk .......... yet. (me) (marriage)
5. Nobody, and that included her, was going to push .......... and tell me what to do. (me)
6. She told me that if that was what I thought, I could count .......... (her)
7. She wasn't going to waste her life hanging .......... for a no-hoper like me. (-)
8. There were plenty more fish in the sea and she was going to get .......... (2 particles) (someone else)

3. Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

Example: Both parties have ripped the contract to pieces.

torn
The contract has been torn up by both parties.
1. An awful lot has been omitted from the final draft of the agreement.
   out
   An awful lot has .......... the final draft of the agreement.
2. There were thousands of sunbathers on the beach.
   packed
   The beach .......... thousands of sunbathers.
3. Our founder was given an honorary doctorate in law by Edinburgh University.
   conferred
   An honorary doctorate in law .......... Edinburgh University.
4. My traveller's cheques were stolen while I was abroad.
   robbed
   I .......... traveller's cheques while I was abroad.
5. The accused claimed the police officer as a result of provocation.
   provoked
   The accused claimed .......... the police officer.
6. Many of us were shocked when a former actor took the oath as President of the United States.
   sworn
   Many of us were shocked when a former actor .......... President of the United States.
7. The present came as a complete surprise to me.
   aback
   I .......... the present.
8. They have reduced their trading activities in the war-stricken area.
   scaled
   Trading activities .......... in the war-stricken area.
1 Circle a letter A, B, C or D that best fills each numbered gap.

A popular character in the nation's top television soap is (1) ........... for something of which she was probably innocent. Having been (2) ........... guilty of a series of fraudulent acts, she contemplates months of incarceration. A good storyline, but wait! Within hours the television station is being (3) ........... with calls of protest. A national newspaper soon (4) ........... up a campaign to have her freed. Thousands of T-shirts are printed with slogans (5) ........... for her release. Offices and factory floors (6) ........... to the sounds of animated debate. It is even mentioned in Parliament. It's easy to (7) ........... off such idiocies as 'a bit of fun', but there's surely a more serious side. A fair proportion of viewers were obviously (8) ........... in by the story to such an extent that they are unable to (9) ........... fact and fiction apart. Everywhere, millions will pore over their 7-day TV guide to get a preview of the week's soaps, worried that they might (10) ........... out on some little detail of the story. If a character is (11) ........... to be past his or her sell-by date, and the decision has been taken to (12) ........... him or her out, possibly to have them (13) ........... off in spectacular fashion, viewing figures are likely to soar by up to twenty-five per cent. A life-threatening fire can be (14) ........... upon to add millions to the ratings. A major wedding can find half of Britain sitting (15) ........... to the screen! It's all very strange.

1 A jailed  B prisoned  C sentenced  D charged
2 A arrested  B called  C found  D discovered
3 A bombed  B attacked  C streamed  D inundated
4 A opens  B starts  C puts  D establishes
5 A demanding  B calling  C fill  D put
6 A echo  B ring  C take  D put
7 A laugh  B smile  C indulged  D taken
8 A thrown  B carried  C divide  D tell
9 A keep  B take  C miss  D jump
10 A take  B move  C miss  D jump
11 A decided  B resolved  C deemed  D suspected
12 A write  B cast  C sort  D work
13 A ridden  B taken  C driven  D killed
14 A leaned  B construed  C relied  D improved
15 A swamped  B stuck  C paralysed  D glued

2 Fill each of the numbered blanks in the passage with one suitable word.

After living (0) ........... under the threat of extinction for more than thirty years, the national bird of the United States has (16) ........... granted an official reprieve, as the bald eagle and twenty-eight other animal and plant species have been earmarked (17) ........... removal from America's list of endangered species. The bald eagle, also (18) ........... as the white-headed sea eagle, took pride of place at the top of a list of species likely to (19) ........... taken off the endangered register in the coming years. The proposed 'delistings' are (20) ........... promoted (21) ........... the US Interior Secretary to counter a growing feeling among Republicans that endangered-species laws do not work. Charges of ineffectiveness have been (22) ........... against these laws before, but more recently it has (23) ........... been suggested that the situation may actually have been (24) ........... worse by them. The recovery of the bald eagle follows thirty-one years on the critical list. Its numbers had been (25) ........... to fewer than five hundred (26) ........... the use of pesticides that reacted adversely (27) ........... its reproductive system. The number of nesting pairs is now estimated (28) ........... five thousand. Until now, few species have (29) ........... been removed from the list. When they (30) ........... it was usually because they had become extinct.
3. Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

Example:
You can usually trust Bernard to get the job done.
relaid
Bernard can usually be relied on to get the job done.

31. Do not disconnect unless directed to do so by the supervisor.
switched
This machine is only ... are directed to do so by the supervisor.

32. The calculation would have been completely beyond me if it had not been for your help.
baffled
I ... if it had not been for your help.

33. The manageress often tried to make us stay behind to do extra work.
pressure
The manageress often ... stay behind to do extra work.

34. They think a fault in the fuel lines was behind the crash.
caused
A fault in the fuel lines ... the crash.

35. It's a mystery where the tribe originated.
shrouded
The origins ... mystery.

36. The public reaction to the President's announcement surprised everyone.
aback
Everyone ... the President's announcement.

37. The staff call Mr Bennett's office 'the torture chamber'.
dubbed
Mr Bennett's office ... the staff.

38. The guards wouldn't allow him in.
denied
Access ... the guards.

39. It's just possible we may need more staff.
rulled
The possibility of ... out.

40. He finally took the presidential oath.
sworn
He ... president.
UNIT 4a Grammar: Passive Voice

We form the passive voice by putting the verb to be into the same tense as the active verb and adding the past participle of the active verb. The object of the active verb becomes the subject of the passive verb. The subject of the active verb becomes the “agent” of the passive verb and is preceded by “by”. The agent is omitted when it is a) a pronoun, b) words like one, someone, people, etc, c) easily understood. (Someone destroyed the evidence. → The evidence was destroyed.) Most transitive verbs can be used in the passive.

<table>
<thead>
<tr>
<th>Tenses</th>
<th>Active Voice</th>
<th>Passive Voice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple Present</td>
<td>The assistant types reports.</td>
<td>Reports are typed (by the assistant).</td>
</tr>
<tr>
<td>Simple Past</td>
<td>The assistant typed reports.</td>
<td>Reports were typed (by the assistant).</td>
</tr>
<tr>
<td>Present Continuous</td>
<td>The assistant is typing reports.</td>
<td>Reports are being typed (by the assistant).</td>
</tr>
<tr>
<td>Past Continuous</td>
<td>The assistant was typing reports.</td>
<td>Reports were being typed (by the assistant).</td>
</tr>
<tr>
<td>Present Perfect</td>
<td>The assistant has typed reports.</td>
<td>Reports have been typed (by the assistant).</td>
</tr>
<tr>
<td>Past Perfect</td>
<td>The assistant had typed reports.</td>
<td>Reports had been typed (by the assistant).</td>
</tr>
<tr>
<td>Simple Future</td>
<td>The assistant will type reports.</td>
<td>Reports will be typed (by the assistant).</td>
</tr>
<tr>
<td>Future Perfect</td>
<td>The assistant will have typed reports.</td>
<td>Reports will have been typed (by the assistant).</td>
</tr>
<tr>
<td>Conditional</td>
<td>The assistant would type reports.</td>
<td>Reports would be typed (by the assistant).</td>
</tr>
<tr>
<td>Conditional Perfect</td>
<td>The assistant would have typed reports.</td>
<td>Reports would have been typed (by the assistant).</td>
</tr>
<tr>
<td>Present Infinitive</td>
<td>The assistant ought to type reports.</td>
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</tr>
<tr>
<td>Perfect Infinitive</td>
<td>The assistant ought to have typed reports.</td>
<td>Reports ought to have been typed (by the assistant).</td>
</tr>
<tr>
<td>Gerund</td>
<td>The assistant hates people asking her to type reports.</td>
<td>The assistant hates being asked to type reports.</td>
</tr>
<tr>
<td>Perfect Gerund</td>
<td>The assistant remembers her boss having asked her to type reports.</td>
<td>The assistant remembers having been asked type reports. (by her boss)</td>
</tr>
</tbody>
</table>

Notes
- Conversational and informal English often replaces the passive form with an active form with get. The get - passive is normally used in constructions without an agent.
  Mary got hit.
  He got cut.

- Have + object + past participle can be used colloquially to replace a passive verb when we want to talk about an accident or misfortune.
  She had her leg broken. (Her leg was broken.)

Use
The passive voice is used:
- when the person who performs the action ("agent") can easily be understood, or is unknown.
  He has been arrested. (=The police have arrested him.)
  A new government has been elected (= easily understood: by the citizens).
- when it is necessary to express sth more formally.
  Some people think the Minister was involved in the conspiracy to overthrow the government. → It is thought that the Minister was involved in the conspiracy to overthrow the government. /The Minister is thought to have been involved in the conspiracy to overthrow the government.
- when we are interested in the action itself rather than the person who performs it.
  The new hospital will be opened tomorrow (by the Minister of Health).
- when we mean to be tactful by not naming the agent.
  All my shampoo has been used. (instead of: You've used all my shampoo!)

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FURTHER POINTS ON THE PASSIVE VOICE

- Make, hear, see, help are followed by to + infinitive in the passive voice.
  
  He made her leave. → She was made to leave.

- Let becomes was/were allowed to in the passive. When the subject of let and the object of the infinitive that follows let are the same, then let, when used in the passive voice, is followed by a reflexive pronoun + bare passive infinitive.
  
  Don't let him tease you. → Don't let yourself be teased.

- The passive voice with verbs of reporting such as assume, believe, consider, feel, know, report, say, think, understand, etc is formed in two ways. a) It + passive verb + that-clause b) subject + passive verb + to-infinitive.
  
  They believe she is a spy. → It is believed that she is a spy.
  They believe she is a spy. → She is believed to be a spy.

- Verbs which take two objects such as allow, ask, give, lend, send, etc have two passive forms.
  
  He showed me the way to the door. → I was shown the way to the door. The way to the door was shown to me.

- Passive voice can take by + agent or with + instrument (a person is involved), material, past participles (such as filled, packed etc).
  
  It was cut with a knife. (by someone)
  Ice cream is made with milk.
  The stadium was filled with thousands of spectators.

- Verbs followed by a certain preposition take the preposition immediately after them when put into the passive voice.
  
  She accused me of lying. → I was accused of lying.

- Prepositional verbs of movement when turned into the passive voice change to other synonymous verbs which take no preposition.
  
  Columbus reached/arrived in America in 1492. → America was reached (NOT arrived in) by Columbus in 1492. The royal couple entered/went into the room arm in arm. → The room was entered (NOT gone into) by the royal couple arm in arm.

- Modals do not change in the passive voice. We change the active infinitive into passive infinitive.
  
  They can't repair the building. → The building can't be repaired.

1 Turn the following sentences from active into passive, or vice versa.

1 Susan will have redecorated her flat by the end of the month.

5 Lucy is known to have applied for the manager's position.

2 Which car did the family eventually choose?

6 Don’t let them take advantage of you.

3 The bus timetable is going to change during the summer period.

7 Will all the new students be made to learn a second language?

4 You must return all books to the library within a week.

8 He wasn’t allowed to leave the premises.
4a Grammar: Passive Voice

9 The government department should have sent all the necessary forms.
10 The toddler dislikes being forced to eat breakfast.
11 Peter believes he has left his wallet in his jacket pocket.
12 Don’t let the gloomy weather depress you.
13 I just don’t like people staring at me.

2 Turn the following from active into passive where necessary.
1 When Hilary joined the production team, her manager introduced her to important contacts in the industry, and before long she was promoted to head of department.
2 The shops have lowered their prices for the sales. The difficulty is that the credit card company has cancelled my credit card, so I can’t buy anything.
3 Sally says that Harvard University has offered her a place on their Bachelor of Arts course, but she’s decided to reject it as Radcliff has admitted her too.
4 Lucy gave me a novel in which someone stole Monet’s Water Lilies from the National Gallery.
5 The ATM withheld my card last night, so now I’ll probably get it back on Monday. I just hope the machine doesn’t discharge my card over the weekend.
6 Most people believe that the government should do more to protect the local environment. I don’t think they are doing enough to encourage people to recycle.
7 From the manner in which the committee spoke of Madeline Adams, you would have thought they were going to promote her, but instead of that they’ve just dismissed her.
8 It appears they have diagnosed her symptoms as influenza, but they are testing her for suspected pneumonia as well.
9 My car’s battery went flat and they had to tow it to a mechanic. I will have to pay for the tow truck charges, but if they have to replace the battery I won’t have to pay because the guarantee still covers it.
10 When they appointed Therese as head chef of the restaurant, they gave her permission to add any new dishes, so she may replace their existing menu.
CONVERSATIONAL GRAMMAR

Choose the correct item.

1. She was anxious .......... for the post of the Personal Assistant to the Director in the recently affiliated Jacobs Sussard Company.
   A. to select          C. to be selected
   B. to have selected  D. to be selecting

2. “Why are the Newtons asking for loan repayment modifications?”
   “Because their house .......... in the flood.”
   A. was damaged       C. had damaged
   B. damaged           D. was being damaged

3. “How’s the new town planning project going?”
   “Oh, there’s still a lot .......... .”
   A. having done       C. to be done
   B. has been done     D. have done

4a Grammar: Passive Voice

7. Your contract says that you are to be present by 8 am every day.
   You are expected to be present by 8 am every day, according to your contract.

8. Her story didn’t deceive me.
   I wasn’t taken in by her story.

9. He wore a hat so that no one would recognise him.
   He wore a hat to avoid being recognised.

10. I love people asking for my autograph.
    I love being asked for my autograph.

11. They couldn’t hear him.
    He couldn’t make himself heard.

12. They saw him enter the building.
    He was seen to enter/entering the building.

13. Who made this dress?
    Who was this dress made by?

14. No actor can be expected to remember all the names of the plays he has acted in.
    No one can expect an actor to remember all the plays he has acted in.

4. Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

1. She allows her colleagues to take her attention from her work.
   distracted
   She .........................................................
   ......................................................... by her colleagues.

2. She locked the door so that nobody would disturb her.
   avoid
   She .........................................................
   ......................................................... disturbed.
4a Grammar: Passive Voice

3 We can't do much for him now. little
There ........................................................................ now.

4 I believe parking is prohibited in this area. permit
I don't think ................................................................. in this area.

5 No student can be expected to know every word in the book.
students
Nobody ........................................................................ in the book.

6 The agreement states that you are to pay the installment once a month.
according
You ........................................................................... to the agreement.

7 I don't like it when people I don't know very well ask me personal questions.
being
I ................................................................. people I don't know very well.

8 His claim that he didn't know anything didn't deceive me.
taken
I ................................................................. he didn't know anything.

9 Using notes is forbidden in this examination. allowed
Notes ........................................................................ in this examination.

10 I'd hate them to forget about me. left
I'd ................................................................. out.

11 Allegedly, this book was written by two people. said
This ........................................................................ two people.

CONVERSATIONAL GRAMMAR

5 Choose the correct item.

1 "How was your dinner?"
   "A great success! Our guests ate the appetizers, the two main courses and the dessert. There was literally nothing .......... ."
   A to be left  C have left
   B left  D has been left

2 "Is there any news about the ex-President?"
   "Well, he's reported ........ the country last night."
   A to be leaving  C to have left
   B that he left  D to leave

3 "What do you think of Uberto Eco's novel The name of the rose?"
   "Well, it ........ widely regarded as his best, but to tell you the truth I'm not crazy about it."
   A has been  C is being
   B was  D is

4 "Did you enjoy your graduation ceremony?"
   "Oh yes; I didn't like ........ photographed all the time, though."
   A being  C to have been
   B having been  D it to be

5 "How was your first day in your new job?"
   "Extremely embarrassing! We were ........ preset ourselves and talk about our previous work experience."
   A been asked to  C being asked
   B asked  D asked to

6 Underline the correct item.

0 He hates being asked/asking to sign autographs.
   1 The new wing of the museum will be open/opened tomorrow by the Minister of Culture.
   2 It is said that the new cinema complex will have been/to be completed by the summer.
   3 He recalled having/having been severely bitten by insects the last time he was in the area.
   4 The walls of our classroom were filled with/by colourful pictures.
   5 This machinery has been wore/worn out by constant use.
   6 This old house hasn't been lived/lived in for years.
   7 The author is said that he spent/to have spent a fortune on his new villa.
UNIT 12a Grammar: Causative form

Have + object + past participle is used to suggest that we are instructing someone to do something for us.
I'll ask the mechanic to repair my car.
I'll have my car repaired. (not I myself but the mechanic will do the work.)

Notes
- The verb to have forms its question and negative with do/does in the Simple Present and did in the Simple Past.
  Don't print the files, please!
  Don't have the files printed, please!
- Have/get + object + past participle can also be used to replace a passive verb usually describing an accident or misfortune.
  He had/got his car stolen. (= his car was stolen)
- Get + object + past participle can be used to mean finish doing something or to replace have in the structure have something done.
  I must get my homework done over the weekend.
  You should get your trousers taken in now that you’ve lost weight.
- Get + object + to infinitive means make or persuade somebody to do something.
  The coach got the players to train hard for five hours every day.
  See if you can get Paul and Mary to join us at the concert.
- Get + object + present participle (-ing) is used informally to mean make somebody/something start doing something.
  Once you get her talking about her travels, she never stops.
  Also: get moving; get going (without an object)
- Have + object + bare infinitive, though not common in British English, is used for giving instructions or orders.
  The teacher had the pupils do the exercises in class.
- Want and need are also used with an object and a past participle, to indicate that you would like or need sth to be done.
  I want the room cleaned.
  I need the reports checked.

1 Rewrite the following sentences without changing the meaning of the sentences printed before them.

0 The repairman is servicing her television.
   She is having her TV serviced (by the repairman).

1 Someone was setting up Jim’s computer when there was an electricity black-out.
   Jim ................................................................

2 The tailor hemmed my new trousers.
   I ..................................................................

3 Someone washed all the windows in Ruth’s home.
   Ruth ............................................................

4 Someone is editing his thesis.
   He ................................................................

5 The dentist has whitened her teeth.
   She ............................................................

6 The insurance company is inspecting Lyn’s car.
   Lyn ............................................................

7 The shoe repairer dyed Anna’s white shoes.
   Anna ..........................................................

8 The workman will tar the restaurant’s roof for us.
   We ............................................................

9 The store will deliver my aunt’s new refrigerator to her flat.
   My aunt .....................................................
CONVERSATIONAL GRAMMAR

2 Choose the correct item.

1 "How did the bride wear her hair?"
   "She ........ into a bun."
   A had it styled    C has styled it
   B had been styled it D has had it styled

2 "Why doesn’t Constance buy a dishwasher?"
   "She can’t .......... because there isn’t enough space
   in her kitchen."
   A have one installed   C have one install
   B have installed one D have install one

3 "Has Paul moved back to his house?"
   "Yes. He .......... all the earthquake damage
   repaired."
   A has had    C had
   B has    D had been having

4 "Why are there so many workers in Zoe’s garden?"
   "She .......... it landscaped."
   A had    C will have had
   B had had    D is having

5 "Your shoes look new."
   "I .......... by the hotel porter."
   A had polished them   C have them polished
   B had them polished D have polished them

6 "What are you going to wear to dinner?"
   "I don’t know. I wish I .......... my lace dress cleaned
   yesterday."
   A have had    C was having
   B would have    D had had

7 "We were thinking about doing our place up."
   "Oh, ........ the house completely renovated; just
   revamp it with some new furnishings."
   A don’t have    C not to have
   B haven’t    D not having

8 "When do you want this report by?"
   "I’d like .......... finished by 4 o’clock."
   A to have the work   C have the work been
   B the work to have D having the work

9 "Why is Ron so upset?"
   "He .......... broken into."
   A gets a house    C didn’t get his house
   B hasn’t got a house D has had his house

10 "Where’ve you been Mary?"
   "Well, my tutor .......... some research into post
   graduate studies."
   A made me to do   C got me to do
   B had me to do D put me do

11 "Did the kids enjoy the circus?"
   "Absolutely! The clown got them .......... all the
   time."
   A laugh    C to laugh
   B to be laughing D laughing

12 Shall we get .......... ? It’s getting late.
   A to go    C going
   B go    D gone

--- STRUCTURAL CONVERSION ---

1 Somebody is going to water the flowers for her.
   She’s going to have the flowers watered.

2 Your hair needs cutting.
   You’ll have to have your hair cut.
   You should have your hair cut.

3 I’m having my house decorated.
   My house is being decorated.
   Someone is decorating my house.

4 Is anyone checking your answers?
   Are you having your answers checked?

5 The dentist filled her tooth.
   She had her tooth filled.
   She got her tooth filled.
   Her tooth was filled.

6 I hate her asking someone else to do her homework.
   I hate her having her homework done by someone else.

7 I’d love it if someone cut the grass for me.
   I’d love to have the grass cut.

8 The hairdresser permed my hair.
   I got my hair permed at the hairdresser’s.
12a Grammar: Causative form

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

1 All the arrangements were made by his secretary.
   everything
   He ................................................................. by his secretary.

2 She burnt her hands during the fire.
   got
   She ................................................................. the fire.

3 Are you going to have the roof fixed before winter?
   repair
   Are ................................................................. before winter?

4 Our broken immersion heater must be repaired urgently.
   seen
   We must ................................................................. urgently.

5 The windows need draught-proofing.
   have
   You’ll ................................................................. draught-proofed.

6 A famous architect designed their new home.
   had
   They ................................................................. their new home.

7 It would be a good idea for an accountant to sort out your tax problems.
   should
   You ................................................................. an accountant.

8 Her wedding dress is going to be made by a famous designer.
   have
   She ................................................................. by a famous designer.

9 Joe’s brother treated him to a meal.
   paid
   Joe ................................................................. for him by his brother.

10 Henry is going to ask for professional help to upgrade his PC.
   get
   Henry ................................................................. his PC.

11 An ophthalmic optician carried out a second operation on his eye.
   perform
   He ................................................................. on his eye.

12 It would be a good idea for your teeth to be capped, you know.
   ought
   You ................................................................., you know.

13 A party will be thrown for the twins when they return.
   them
   The twins ................................................................. when they return.

14 We used to read fairytales to our children at bedtime.
   them
   Our children ................................................................. at bedtime.

4 Underline the correct item.

0 Could you please have the parcel deliver/delivered by midday?

1 No matter what Jo said, she couldn’t get him to see/see her point.

2 Sam had his ankle broken/had broken his ankle in the rugby match last night.

3 Jane had her favourite vase smashing/smashed by the removal men.

4 Get to move/moving, will you? We’ll miss the train.

5 You should have seen to this/have this seen to as soon as possible.

6 Our teacher had us working/to work in pairs for this project.

7 Cassie had her telephone reconnected/has reconnected her telephone after she’d paid the bill.
30 The passive voice

302 Form

A The passive of an active tense is formed by putting the verb to be into the same tense as the active verb and adding the past participle of the active verb. The subject of the active verb becomes the ‘agent’ of the passive verb. The agent is very often not mentioned. When it is mentioned it is preceded by by and placed at the end of the clause:

This tree was planted by my grandfather.

B Examples of present, past and perfect passive tenses:

Active We keep the butter here.
Passive The butter is kept here.
Active They broke the window.
Passive The window was broken.
Active People have seen wolves in the streets.
Passive Wolves have been seen in the streets.

C The passive of continuous tenses requires the present continuous forms of to be, which are not otherwise much used:

Active They are repairing the bridge.
Passive The bridge is being repaired.
Active They were carrying the injured player off the field.
Passive The injured player was being carried off the field.

Other continuous tenses are exceedingly rarely used in the passive, so that sentences such as:

They have/had been repairing the road and
They will/would be repairing the road

are not normally put into the passive.

D Auxiliary + infinitive combinations are made passive by using a passive infinitive:

Active You must/should shut these doors.
Passive These doors must/should be shut.
Active They should/ought to have told him.
    (perfect infinitive active)
Passive He should/ought to have been told.
    (perfect infinitive passive)

E Other infinitive combinations
Verbs of *liking/loving/wanting/wishing etc.* + *object* + *infinitive* form their passive with the passive infinitive:

**Active**  He wants someone to take photographs.

**Passive**  He wants photographs to be taken.

With verbs of *command/request/advice/invitation* + *indirect object* + *infinitive* we form the passive by using the passive form of the main verb:

**Active**  He invited me to go.

**Passive**  I was invited to go.

But with *advise/beg/order/recommend/urge* + *indirect object* + *infinitive* + *object* we can form the passive in two ways: by making the main verb passive, as above, or by *advise etc.* + *that ... should* + *passive infinitive*:

**Active**  He urged the Council to reduce the rates.

**Passive**  The Council was/were urged to reduce the rates   or   He urged that the rates should be reduced.

*agree/be anxious/arrange/be determined/determine/decide/ demand* + *infinitive* + *object* are usually expressed in the passive by *that... should*, as above:

**Active**  He decided to sell the house.

**Passive**  He decided that the house should be sold. (See also 235.)

**Gerund combinations**

*advise/insist/propose/recommend/suggest* + *gerund* + *object* are usually expressed in the passive by *that... should*, as above:

**Active**  He recommended using bullet-proof glass.

**Passive**  He recommended that bullet-proof glass should be used.

(See 235.)

*it/they + need + gerund* can also be expressed by *it/they + need + passive infinitive*. Both forms are passive in meaning.

Other gerund combinations are expressed in the passive by the passive gerund:

**Active**  I remember them taking me to the Zoo.

**Passive**  I remember being taken to the Zoo.

### 303 Active tenses and their passive equivalents

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<th>Active voice</th>
<th>Passive voice</th>
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<td>keeps</td>
<td>is kept</td>
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<td>is keeping</td>
<td>is being kept</td>
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<tr>
<td></td>
<td>Simple past</td>
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<td>was kept</td>
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</table>
30 The passive voice

<table>
<thead>
<tr>
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<tr>
<td>Present perfect</td>
<td>has kept</td>
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<td>will keep</td>
<td>would keep</td>
<td>would have kept</td>
<td>to keep</td>
<td>to have kept</td>
<td>keeping</td>
<td>having kept</td>
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<td>Past perfect</td>
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<td>Present infinitive</td>
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<td>Perfect infinitive</td>
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B In colloquial speech get is sometimes used instead of be:

The eggs got (= were) broken.
You’ll get (= be) sacked if you take any more time off.

C Note that in theory a sentence containing a direct and an indirect object, such as Someone gave her a bulldog, could have two passive forms:

She was given a bulldog.       A bulldog was given to her.

The first of these is much the more usual, i.e. the indirect object usually becomes the subject of the passive verb.
(See also 302 E, F.)

D Questions about the identity of the subject of an active verb are usually expressed by an affirmative (see 55):

What delayed you?          Which team won?

Questions about the subject of a passive verb are also expressed by an affirmative:

Something was done. ~ What was done?
One of them was sold. ~ Which of them was sold?

Interrogative verbs in active questions about the object become affirmative verbs in passive questions:

Active     What did they steal? (interrogative)
Passive    What was stolen? (affirmative)

Conversely, affirmative verbs in active questions become interrogative verbs in passive questions:

Active     Who painted it? (affirmative)
Passive    Who was it painted by? (interrogative)

Other types of question require interrogative verbs in both active and passive:
Active      When/ Where/Why did he paint it?
Passive     When/ Where/Why was it painted?

304 Uses of the passive

The passive is used:

A  When it is not necessary to mention the doer of the action as it is obvious who he is/was/will be:
   The rubbish hasn’t been collected.       The streets are swept every day.
   Your hand will be X-rayed.

B  When we don’t know, or don’t know exactly, or have forgotten who did the action:
   The minister was murdered.       My car has been moved!
   You’ll be met at the station.       I’ve been told that. . .

C  When the subject of the active verb would be ‘people’:
   He is suspected of receiving stolen goods. (People suspect him of ...)
   They are supposed to be living in New York. (People suppose that they are living ...)

(See 245, 306 for infinitive constructions with passive verbs.)

D  When the subject of the active sentence would be the indefinite pronoun one: One sees this sort of advertisement everywhere would usually be expressed:
   This sort of advertisement is seen everywhere.

In colloquial speech we can use the indefinite pronoun you (see 68) and an active verb:
   You see this sort of advertisement everywhere.

But more formal English requires one + active verb or the more usual passive form.

E  When we are more interested in the action than the person who does it:
   The house next door has been bought (by a Mr Jones).

If, however, we know Mr Jones, we would use the active:
   Your father’s friend, Mr Jones, has bought the house next door.

Similarly:
   A new public library is being built (by our local council)

though in more informal English we could use the indefinite pronoun they (see 68) and an active verb:
   They are building a new public library

while a member of the Council will of course say:
   We are/The council is building etc.

F  The passive may be used to avoid an awkward or ungrammatical sentence. This is usually done by avoiding a change of subject:
   When he arrived home a detective arrested him.

would be better expressed:
When he arrived home he was arrested (by a detective).

When their mother was ill neighbours looked after the children would be better expressed:
When their mother was ill the children were looked after by neighbours.

G The passive is sometimes preferred for psychological reasons. A speaker may use it to disclaim responsibility for disagreeable announcements:

**EMPLOYER:** Overtime rates are being reduced/will have to be reduced.

The active will, of course, be used for agreeable announcements:

*I am/We are going to increase overtime rates.*

The speaker may know who performed the action but wish to avoid giving the name. Tom, who suspects Bill of opening his letters, may say tactfully:

*This letter has been opened!* instead of *You've opened this letter!*

H For the *have + object + past participle* construction, *I had the car resprayed*, see 119.

305 Prepositions with passive verbs

A As already noted, the agent, when mentioned, is preceded by *by*:

**Active** Dufy painted this picture.

**Passive** This picture was painted by Dufy.

**Active** What makes these holes?

**Passive** What are these holes made by?

Note, however, that the passive form of such sentences as:

*Smoke filled the room. Paint covered the lock.*

will be:

*The room was filled with smoke. The lock was covered with paint.*

We are dealing here with materials used, not with the agents.

B When a *verb + preposition + object combination* is put into the passive, the preposition will remain immediately after the verb:

**Active** We must write to him.

**Passive** He must be written to.

**Active** You can play with these cubs quite safely.

**Passive** These cubs can be played with quite safely.

Similarly with *verb + preposition/adverb* combinations:

**Active** They threw away the old newspapers.

**Passive** The old newspapers were thrown away.

**Active** He looked after the children well.

**Passive** The children were well looked after.
306 Infinitive constructions after passive verbs

A After acknowledge, assume, believe, claim, consider, estimate, feel, find, know, presume, report, say, think, understand etc. (see also 245)

Sentences of the type People consider/know/think etc. that he is ... have two possible passive forms:

- It is considered/known/thought etc. that he is ...
- He is considered/known/thought etc. to be ...

Similarly:

- People said that he was jealous of her =
- It was said that he was ... or He was said to be jealous of her.

The infinitive construction is the neater of the two. It is chiefly used with to be though other infinitives can sometimes be used:

- He is thought to have information which will be useful to the police.

When the thought concerns a previous action we use the perfect infinitive so that:

- People believed that he was = It was believed that he was or He was believed to be ...
- People know that he was = It is known that he was or He is known to have been ...

This construction can be used with the perfect infinitive of any verb.

B After suppose

1 suppose in the passive can be followed by the present infinitive of any verb but this construction usually conveys an idea of duty and is not therefore the normal equivalent of suppose in the active:

- You are supposed to know how to drive = It is your duty to know/You should know how to drive

though He is supposed to be in Paris could mean either ‘He ought to be there’ or ‘People suppose he is there’.

2 suppose in the passive can similarly be followed by the perfect infinitive of any verb. This construction may convey an idea of duty but very often does not:

- You are supposed to have finished = You should have finished but
- He is supposed to have escaped disguised as a woman = People suppose that he escaped etc.

C Infinitives placed after passive verbs are normally full infinitives:

Active We saw them go out. He made us work.
Passive They were seen to go out. We were made to work.

let, however, is used without to:

Active They let us go.
Passive We were let go.

D The continuous infinitive can be used after the passive of believe, know, report, say, suppose, think, understand:

- He is believed/known/said/supposed/thought to be living abroad = People believe/know/say/suppose/think that he is living abroad.
- You are supposed to be working = You should be working.
The perfect form of the continuous infinitive is also possible:

- *He is believed to have been waiting for a message = People believed that he was waiting for a message.*
- *You are supposed to have been working = You should have been working.*
3 Rewrite the sentences using an appropriate form of the modal verbs in brackets.

1 I don’t think she went to the festival because she had to work that weekend. (could)
   She _______________, because she had to work that weekend.
2 It was silly of her to leave her bags unattended. (should)
   She _______________.
3 We were obliged to take a taxi because the buses had stopped running for the night. (have)
   We _______________ because the buses had stopped running for the night.
4 Perhaps I was mistaken, but I was sure that he winked at me as he said it. (could)
   I _______________ but I was sure that he winked at me as he said it.
5 No one applies for a job to become a spy, so it’s obvious to me that he was recruited by the secret service. (must)
   No one applies for a job to become a spy, so he _______________.
6 I don’t know how the window was broken, but perhaps a child threw a stone at it. (might)
   I don’t know how the window was broken, but a child _______________.

4 Put the words in order to make sentences using inversion with an adverbial phrase.

1 the food / it / was also burnt / was / cold / not only / but
2 the force of the blast / the windows in buildings three streets away / were / was / that / shattered / such
3 manage to stay awake / did / only / he / by / speaking to himself as he walked
4 had / when / opened his mouth to speak / she / interrupted / hardly / he
5 she / had / the room erupted into loud applause / finished speaking / than / no sooner
6 when / did / he / had / realize his mistake / opened the parcel / he / only
7 fatal / poisonous / just a small bite / so / that / was / the snake’s venom / could have been
8 of giving up / he / only / had / ever thought / in moments of deep frustration

5 Correct the mistake in each sentence.

1 I used to owning a beautiful old Citroen DS, but I sold it.
2 It was a lucky escape. The car crashed right where the children had played a few minutes before.
3 I said it was going to rain. You should take your umbrella.
4 The concert was amazing. We could get seats right at the front.
5 Not only they stole my laptop, but they also stole my memory stick.
6 I couldn’t find the tickets, so only by paying the entrance fee again we were able to get in.

PASSIVE FORMS

Form

We form the passive with the verb be + past participle. We can use the verb be in all tenses and with modal verbs, although the present perfect continuous and past perfect continuous forms are not used very often. The past participle of the main verb does not change form.

<table>
<thead>
<tr>
<th>Active</th>
<th>Passive</th>
</tr>
</thead>
<tbody>
<tr>
<td>They are closing the road for three weeks.</td>
<td>The road is being closed for three weeks.</td>
</tr>
<tr>
<td>They opened the new wing last year.</td>
<td>The new wing was opened last year.</td>
</tr>
<tr>
<td>People have asked that question many times before.</td>
<td>That question has been asked many times before.</td>
</tr>
</tbody>
</table>

For the passive form of modal verbs, we use modal + be + past participle.

<table>
<thead>
<tr>
<th>Active</th>
<th>Passive</th>
</tr>
</thead>
<tbody>
<tr>
<td>We can see the coast of France from here.</td>
<td>The coast of France can be seen from here.</td>
</tr>
<tr>
<td>They should have warned us about the delays.</td>
<td>We should have been warned about the delays.</td>
</tr>
</tbody>
</table>

by + agent

If we want to say who or what performed the action (the agent), we introduce the agent with the preposition by.

The building was designed by Zaha Hadid.

We can give information about the purpose of the action or why it takes place using the preposition for.

The tests were carried out for medical reasons.

Verbs with two objects

Some verbs take two objects (e.g. award, buy, book, find, give, offer, owe, pass, show, teach). In these cases, there are two possibilities for forming a passive sentence.

My aunt gave me this watch when I was seven.  
This watch was given to me by my aunt when I was seven.

Use

We use the passive to focus on what happens: the action or process which takes place. We often use the passive in (formal) writing contexts, for example news stories, technical descriptions, business reports and academic texts. We also use the passive for describing processes which consist of a series of stages.

We often use the passive:
- when the agent is unknown, obvious or not relevant
  The car was stolen some time during the night from in front of the house. (= by some thieves, but we don’t know who)
in factual writing when we want to avoid using subjects like they, we, you, people
Further information can be found on our website.
• when we want to describe a sequence of actions happening to one thing, i.e. a process
  The gas is cooled until it becomes a liquid and is then pumped into tankers.
• when we put new or interesting information later in the sentence (the end-weight principle). In the following example we know who she is (given information). The new information is who trained her.
  Have you met my beauty therapist, Sonie? She was trained at Chanel. (not Chanel trained her.)

We can only form the passive with transitive verbs (verbs that take a direct object). We don’t form the passive with intransitive verbs (verbs without a direct object, e.g. cry, disappear, laugh, rise, sleep).
  The musical was first performed in 1985.
  The book mysteriously disappeared from the library. (not The book was mysteriously disappeared from the library.)

→ Exercise 1

The passive infinitive and -ing form

We form the passive infinitive with to be + past participle.
  I’m expecting the building work to be finished by December.
  It’s embarrassing to be told off when you’re an adult.

We form the perfect passive infinitive with to have been + past participle. Often the perfect or the present passive can be used without a difference in meaning.
  I expected the building work to have been finished / to be finished by now.

We use being + past participle to form the passive -ing form.
  I congratulated her on being shortlisted for a prize.
  Being told off when you’re an adult is embarrassing.

To form the negative, we put not before the passive infinitive or -ing form.
  We were surprised not to be included on the guest list.
  He was annoyed not to have been asked to the party.
  She resented not being invited to the press conference.

→ Exercise 2

Nominalization in passive sentences

When we form nouns from other parts of speech (e.g. verbs and adjectives), this is called ‘nominalization’. We often use nominalization in formal writing and speech, for example to report on events. In these cases, we usually have to use another verb with the nominalized form. (For more information about nominalization, see page 141.) In formal writing, we can also make the added verb passive.

1 They announced yesterday that they were selling the company.
   → They made an announcement yesterday that they were selling the company.
   Passive: An announcement was made yesterday that they were selling the company.

2 We prefer candidates with an IT background.
   → We give preference to candidates with an IT background.
   Passive: Preference is given to candidates with an IT background.

Notice that in sentence 2, we have to add a preposition in the nominalized form.

→ Exercise 3

Passive reporting verbs

We use passive reporting verbs to describe what people know, think or say about a particular event or situation – when we don’t want to say something is an established fact. This structure is common in formal writing, e.g. newspaper articles, academic essays and business documents. We can report actions and events in two different ways.

• It + passive reporting verb + that-clause
  It is thought that this is the first time that the drug has been used to treat cancer patients.

Reporting verbs that commonly follow this pattern are: agree, assume, allege, announce, believe, claim, consider, decide, hope, report, say, suggest, think, understand.

• subject + passive reporting verb + to + infinitive
  This is thought to be the first time that the drug has been used to treat cancer patients.

Reporting verbs that commonly follow this pattern are: allege, assume, believe, consider, know, report, say, think, understand.

Passive reporting verbs are sometimes used with an agent, but often do not use an agent because the speaker is reporting what is generally believed or does not want to give the sources of the information.

In those days it was believed that the world was flat.
In those days the world was believed to be flat.

→ Exercises 4 and 5
EXERCISES

1 Read the sentences. Then write sentences using the passive form of the verbs in bold. Include the agent where necessary.

1 The report says nothing about how they are going to fund these measures. Nothing is said in the report about how these measures are going to be funded.

2 We have carried out numerous tests on the engine’s reliability and we will publish the findings in due course.

3 While a team of French engineers was developing the drone, several technical issues came to light.

4 While some experts claim that global temperatures have risen by around 1.5 degrees, other experts dispute this fact.

5 This is the actual spacesuit that Neil Armstrong wore when he took those first historic steps on the Moon.

6 The travel agency has just announced that it will not compensate customers who cancelled their holidays because of the heatwave in Spain last month.

7 They would have added extra concert dates to their tour, if demand had been stronger.

8 They should finish the main building by the end of the year, but the ancillary buildings will require more time to complete.

2 Complete the sentences with the passive infinitive or -ing form of the verbs.

1 Holidaymakers are advised to take extra precautions against ________________ (bite) by mosquitoes.

2 I’d rather ________________ (tell) if I’m not doing the work in the way you like.

3 ________________ (pressure) into doing something against your will is never a nice feeling.

4 She complained about ________________ (treat) unfairly by her employer.

5 ________________ (make) to work on a Sunday is illegal in some countries.

6 It was better ________________ (call) for an interview and then rejected than ________________ (not / call) at all.

7 Certain conditions need ________________ (meet) before you can apply for citizenship.

8 I was disappointed ________________ (not / ask) to join the team, but actually rather relieved ________________ (not / involve) as it was a lot of work.

3 Complete the sentences using nominalization. Nominalize the verb in bold and use the verb in brackets in the correct passive form.

1 They will announce the winner tomorrow. (make) The announcement of the winner will be made tomorrow.

2 Has anyone attempted to contact them? (make) ________________ any ________________ to contact them?

3 We thought a lot about this before we came up with the proposal. (give) A lot of ________________ to this before we came up with the proposal.

4 They concluded that the project was not viable in the long-term. (reach) The ________________ that the project was not viable in the long-term.

5 The sales team is meeting in Geneva this year. (hold) The sales team ________________ in Geneva this year.

6 No one has researched this area thoroughly before. (do) No thorough ________________ in this area before.

7 I think we must allow for different age groups. (make) I think ________________ for different age groups.

8 We need to consider the opinions of everyone. (give) ________________ to the opinions of everyone.

4 Write follow-up sentences using a passive reporting verb structure. Use the words given.

1 There is great anticipation about the upcoming film. (It / say / feature / special effects not seen before)

2 Did you hear about the Van Gogh painting that someone found in the attic? (It / now / think / be / a fake)

3 The Queen will not be stopping off in Manchester as expected. (She / believe / go / straight to Scotland)

4 There was great excitement at Edinburgh Zoo yesterday. (The Giant Panda / report / give birth)

5 The CEO’s announcement of his retirement came as a shock. (He / suppose / carry on / for another year)

6 News is just coming in about the Swarovski jewel thieves. (They / report / escape / from a high-security prison)

7 Police are warning people to stay indoors. (The escaped criminal / know / be / dangerous)

8 I wish I had seen the documentary on tigers last week. (It / suppose / be / fascinating)

5 Correct the mistake in each sentence.

1 The price of bread has been gone up by 200 per cent in the last eight months.

2 They are thought that they are hiding in the mountains.

3 The project was began in 2012 and it has been plagued with problems ever since.

4 I was surprised to not be invited for an interview.

5 No decision has taken yet, but I’m sure it won’t be long.

6 I was doubted myself at times, but my friends encouraged me to persevere with the idea.
CAUSATIVES

have / get something done

We use have / get + object + past participle to mean that we arrange for another person to do something for us. We can use by + agent to mention the agent, but in many cases the agent is obvious and doesn’t need to be mentioned.

I’m going to get my eyes tested next week. (= by the optician)

I had the parcel delivered to my workplace. (= by the courier)

Notice that we don’t usually use get something done in the present perfect. (not Have you got your hair cut?)

We can also use get + object + past participle to say that the person did something themselves or something happened by accident.

I’ll try to get the report finished today. (= I’ll do it myself)

She got her fingers caught in the elevator doors. (= by accident)

I’ll try to have the report finished today is also possible, but in this case it is unclear if the speaker or another agent will be involved.

We can use the verbs want, would like, need + object + past participle to talk about things we need or would like to be arranged to be done.

We need (to get) the roof repaired. It’s leaking.

I’d like (to get) this suit cleaned by next Thursday.

Exercise 1

have someone do / get someone to do

We can use have + person object + infinitive or get + person object + to + infinitive to describe that we are arranging for something to be done for us. We use these forms when we want to specify who the person doing the job is.

I had an architect draw up some plans.

We need to get a professional translator to do this.

get something to do / doing

We use get + object + to + infinitive to say that we managed or didn’t manage to make something work.

She got the phone to switch on again.

I couldn’t get the key to fit in the lock.

We sometimes use get + object + -ing to talk about things that we manage to set in motion.

I’d like to get the discussion going with a question about ...

How did you manage to get the washing machine working again?

Exercises 2 and 3

EXPRESSIONS WITH GO AND GET

We use go or get + adjective like the verb become, to say that something has started to have that quality. Often it describes changes for the worse.

These oranges are going bad. We can’t eat them.

Sorry, I’m getting confused. Can you explain that again?

Adjectives with go include: go bad, go bald, go bankrupt, go blind, go crazy, go deaf, go missing, go quiet, go red in the face, go rusty, go sour, go well/fine, go wrong

Adjectives with get include: get angry, get annoyed, get confused, get dark, get ill/sick, get involved, get lost, get married, get old, get pregnant, get ready, get started, get tired, get upset

With somewhere, nowhere and anywhere, go and get have a slightly different meaning.

He’s going nowhere. (= He is staying where he is.) Are you getting anywhere in your discussions with John? (= making any progress)

Exercise 4

REPORTED SPEECH

We use reported speech to report someone’s words or thoughts. When we report people’s words, we put the verb we are reporting one step back in the past.

"I’m waiting for Jo." → He said that he was waiting for Jo.

"I’ll think about it." → She said that she would think about it.

With the modal verbs could, should, would, might, ought to and with verbs in the past perfect, the verb remains the same.

"You should see them." → He said that I should see them.

"If I had known, I would have left." → She claimed that if she had known, she would have left.

If the situation you are reporting is still true when you report it (or true from your point of view at the time), the tense of the verb can stay the same.

"I hate eating fish." → He said that he hates eating fish.

"I didn’t want to go." → She said that she didn’t want / hadn’t wanted to go.

When we report questions, we don’t use auxiliary verbs or question marks and the subject-verb order is affirmative.

• We use the same wh-question word to report questions.

"When are you leaving?" → He asked me when I was leaving.

• For yes/no questions, the reported question is introduced with if or whether.

"Have you heard of them?" → She asked if I’d heard of them.

When we report speech, we often need to change other words, such as time phrases or demonstrative pronouns.

"I like these games." → He said that he liked those games.

"I saw the film yesterday." → She said that she had seen the film the day before.

Exercises 5 and 6
EXERCISES

1. Complete these conversations using get or have + object + past participle of the verbs given.

A: Your hair looks a different colour. Have you 1_________? (it / dye)
B: No, it's the same colour. I 2_________ last week, though. (cut)

2. A: Your finger looks very sore.
B: I know. I 3_________ in a drawer at home. (it / stick)
A: You should 4_________ by a doctor. (it / look at)

3. A: Our neighbours have an amazing house. They 5_________ by a professional architect. (design)
B: When did they 6_________? (do)

4. A: How's your book coming along? Have you written it?
B: No, I probably won't 7_________ until the end of the year. (finish)

5. A: Is Sarah painting her bedroom?
B: Yes, but it's going very slowly. She's only managed to 8_________. (one wall / paint)

6. Choose the correct option to complete the sentences.

1. Can you have Francesca call / to call me as soon as she's free?
2. If you made a lot of mistakes, the teacher would get you do / to do the whole exercise again.
3. That documentary we saw last night got me to think / thinking. Why couldn't I do a cycle ride for charity?
4. It was so cold this morning that I couldn't get the car started / starting.
5. Because we didn't know much about Venezuela, we had a travel agent organize / organized the whole trip for us.
6. Can you help me get this window to open / opening? It seems to be stuck.
7. You'll never guess how much it cost me to get my suit to dry clean / dry cleaned.
8. Why did James have you pick / to pick him up at the airport? There's a bus that runs every fifteen minutes.

7. Put the words in order to make sentences.

1. your / need / tested / eyes / you / get / to
2. at work / the flowers / to / get / I'll / delivered / her
3. medium rare / would like / cooked / my steak / I
4. never / me / to / get / you'll / go / on a motorbike
5. the meeting / who / to / started / get / would like / ?

4. Complete the text with the correct form of go or get.

The company 1_________ out of business last month. I don't know what 2_________ wrong exactly, but I think it was because Jenny, the manager 3_________ ill earlier in the year and had to take several months off. So she left her deputy in charge, but then the deputy took time off to 4_________ married. The guy who took over didn't really know what he was doing and the whole thing 5_________ from bad to worse. So in the end, Jenny, who was 6_________ crazy by this point, went back to try and rescue the situation, but by then things had 7_________ out of control. A lot of their customers had 8_________ frustrated with the situation and had found other companies to work with.

5. Read the statements. Then complete the reported statements.

1. 'Have I seen that face somewhere before?'
   I asked myself 9_________.

2. 'I will be here at the same time next week.'
   He promised that 10_________.

3. 'I would like to come but I don't think I can.'
   She said 11_________.

4. 'What would my father have done, if he were in this situation?'
   I wondered 12_________.

5. 'Are you busy just now?'
   She asked me 13_________.

6. 'You really ought to think hard before you make such a big decision.'
   He advised me that 14_________.

7. 'Why didn't you ask for help two days ago?'
   She questioned 15_________.

8. Find and correct the mistake in each sentence.

1. What do I have to do to get you understanding?

2. I like him as a teacher because he always gets you think.

3. I need to have my passport to be renewed.

4. I'm going to the hairdresser's to cut my hair.

5. She told me yesterday that she is having a horrible day at work.

6. I needed to know what time were they arriving.