

discover) there (to be) a new doctor, called David Simmons, and (to have) the feeling that he (to hear) this name before. He (to look) at the other people in the room. A young woman (to blow) her nose. She probably (to have) a bad cold. There was a child who (to complain) while his father (to talk) on his mobile phone. Most of the other people in the room (to read) magazines. Martin (to pick up) a magazine about holidays and (to start) to read.

One hour later Martin (to be called) into the doctor's surgery. "Hello," (to say) the doctor with a friendly smile. He (to stand up) and (to shake) Martin's hand. "Your face (to look) very familiar." As Martin (to shake) the doctor's hand, he suddenly (to realise) who he (to be). "I (to know) why your name (to ring) a bell. It's you, David. You (to remember) me? We used to go to primary school together. I (to be) Martin Jarrot." "Why yes, Martin!" (to exclaim) the doctor. "Of course I (to remember) you. How wonderful it (to be) to see you after all these years! Yes, we used to be great friends." It (not take) long for Martin's leg to heal.

After meeting again in such an unexpected fashion, Martin and David (to renew) their friendship. They even (to go) to visit some other ex-classmates and (to organise) a school reunion. It (not to be) such a bad thing for Martin to go to the doctor's after all!

## UNIT 2

### THE PASSIVE

#### Meta-Language: Common Terms

**1. Look up the meaning of the unfamiliar words in the metalanguage vocabulary. Give English definitions to all the terms on the list. Learn the words.**

passive voice  
auxiliary verb  
notional verb  
agent  
object  
active voice  
instrument  
object  
complement  
transitive  
intransitive  
passive voice  
active voice  
emphasis  
focus  
generalised

predicate  
past participle

### Passive Verb Forms

The passive voice is formed by means of the auxiliary verb *to be* in the required form and the past participle of the notional verb.

The present, past and future tenses in the passive are formed by means of the present, past and future forms of the auxiliary verb *to be* and *the past participle* of the notional verb.

The Future Continuous, the present perfect continuous, the past perfect continuous and the future perfect continuous are not found in the passive voice.

The uses of tenses in the Active and in the Passive Voice are the same.

| Name   | Construction      |   | Example  |
|--|-------------------|---|--|
| future simple<br>future perfect                                    | You<br>We<br>They | will be + pp<br>will have been + pp                             | <i>You'll be told soon enough.</i><br><i>Everything will have been done by Tuesday</i>   |
| present simple<br>present progressive                              | I                 | am + pp<br>am being + pp  | <i>English is spoken here.</i><br><i>Excuse the mess; the house is being painted.</i>  |
|  | You<br>We<br>They | are + pp<br>are being + pp                                      |  |
|  | He<br>She<br>It   | is + pp<br>is being + pp  |  |
| present perfect<br>simple past<br>past progressive<br>past perfect | I                 | have been +pp<br>was + pp<br>was being + pp<br>had been + pp    | <i>Has Mary been told?</i><br><i>I wasn't invited, but I went.</i><br><i>I felt as if I was being watched.</i><br><i>I knew why I had been chosen.</i> |
|  | You<br>We<br>They | have been + pp<br>were + pp<br>were being + pp<br>had been + pp |  |
|  | He<br>She<br>It   | has been +pp<br>was + pp<br>was being + pp<br>had been + pp     |  |

### Basic uses of the passive

#### 1. 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.

*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.*

## **2. Verbs with two objects**

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

With the direct object used as the subject:

*A note was handed to me.*

With the indirect object used as the subject:

*I was handed a note.*

Other common verbs of this type are:

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

## **3. 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.*

## **4. Verbs which can't be passive**

A transitive verb is a verb having or needing a direct object. Most verbs with a direct 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 direct 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*.

## **Exercises**

**1. Rewrite each sentence in the passive, omitting the words underlined.**

a) Someone left the phone 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.

*Keys: Advanced Language Practice, Unit 6, ex 3*

**2. Correct any verb forms which are impossible or inappropriate. Which verbs can't be passive?**

- 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.

*Keys: Advanced Language Practice, Unit 6, ex 1*

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

- a) The boxes (not/pack) yet.
- b) Your food (still/prepare).
- c) The new ship (launch) next week.
- d) Luckily by the time we got there the painting (not/sell).
- e) We had to go on holiday because our house (decorate).
- f) I'm afraid that next week's meeting (cancel).
- g) If we don't hurry, all the tickets (sell) by the time we get there.
- h) All main courses (serve) with vegetables or salad. At least that is what is written on the menu.
- i) The second goal (score) by Hughes in the 41st minute,
- j) The cathedral (build) in the fourteenth century.

*Keys: Advanced Language Practice, Unit 6, ex 4*

**4. 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 ..... the work of accountants ..... simplified.
- c) Someone has suggested that the shop should close.  
It ..... that the shop should close.
- d) 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.

*Keys: Advanced Language Practice, Unit 6, ex 2*

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

- a) Nothing (see) 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 J250,000 (still/ not/reach).
- i) No decision (make) about any future appointment until all suitable candidates (interview).

*Keys: Advanced Language Practice, Unit 6, ex 6*

**6. Complete the text using the phrases from the box.**

was obliged to, are believed to have been, is known to have experienced, is not known, are thought to be, was packed, is thought to have been, was seen, were made to, was brought

A plane carrying 15 members of the government to a conference in Brussels is ..... (1) a small-scale fire earlier this morning. The plane (2) about 20 minutes into its journey when the fire occurred in the luggage area. It (3) how the plane caught fire, but initial eyewitness accounts confirm that a trail of smoke (4) coming from the under-carriage. The fire (5) rapidly under control, but the pilot (6) make an emergency landing. Five people (7) treated for shock. The plane (8) with business people flying to Belgium. All 209 passengers (9) stay behind for questioning after landing at a military airport in northern France. Police (10) treating the incident as suspicious.

### **Passive Voice Denoting an Action or a State**

The combination *to be + the past participle* can denote an action, in which case it is a simple predicate expressed by a verb in the passive voice. It can also denote a state, then it is a nominal predicate.

As the director was ill, the documents were signed by his assistant. (Were signed denotes an action.)

When I came, the papers were signed and lay on the secretary's table. (Were signed denotes a state.)

It is sometimes difficult to distinguish between the verb *to be + the past participle* as a nominal predicate.

We have the passive voice (simple predicate) in the following cases:

(a) when the doer of the action is indicated (as a rule).

They were thus introduced by Holly. (Galsworthy)

(b) when there is an adverbial modifier of place, frequency and, as a rule, of time.

The Guardian is published in London.

Good books are quickly sold.

The documents were signed a few minutes ago.

(c) when the verb is used in the continuous or in the perfect form.

Some efforts were even then being made to cut this portion of the wreck away. (Dickens)

Ever since that, the cannon business has always been left to an adopted foundling named Andrew Undershaft. (Shaw)

We have a compound nominal predicate when the past participle denotes a state of mind: He was frightened by the remark.

When these criteria cannot be applied the context itself helps to decide whether the predicate is a simple or a compound nominal one.

### **Exercises**



**1. Translate the following sentences into Russian. Find sentences where the combination to be + Participle II describes a state, not an action.**

1. Mr. Dorrit's rooms were reached. Candles were lighted. The attendants withdrew. (Dickens) 2. The door was instantly opened. (Ch. Bronte) 3. I have been treated and respected as a gentleman universally, (Dickens) 4. About noon, I was summoned to dress madame. (Ch. Bronte) 5. My boxes are locked, strapped and labelled; I hate being hurried. (Collins) 6. This brisk little affair was all settled before breakfast. (Ch. Bronte) 7. He was like a man who had been separated from one he loved for many years... (Greene) 8. I stopped at a barber shop and was shaved and went home to the hospital. (Hemingway) 9. We shall have time to-morrow, when my packing is finished. (Voynich) 10. My wife and daughters were charmed with her. (Collins) 11. The purchase was completed within a month. (Dickens) 12. You are received (Hardy) 13. The door was opened by a girl. (Priestley) 14. I'll be dressed in a minute. (Hemingway) 15. The small room was lit only by a dying fire and one candle with a shade over it. (Eliot) 16. 17. The chambermaid's curiosity was aroused once. (Priestley) 18. Was your novel ever published? (Wilde) 19. He has not been well educated up to now. (Clark) 20. Huckleberry was filled with admiration of Tom's facility in writing and the sublimity of his language. (Twain) 21. The beds, which for years had been neglected, now were trim with the abominations of carpet bedding. (Maugham) 22. A whisper goes about the house that Mr. Dombey's hair is curled (Dickens) 23. He was in the house when the diamond was lost. (Collins) 24. When at last the notes were finished, I typed them out... (Hilton) 25. Pen was fascinated and troubled by this suggestion. (Murdoch.) 26. The big brightly lit stone-flagged kitchen was silent... The shutters were closed and barred. (Murdoch) 27. 28. ... perhaps you know that Mirah's brother is found. (Eliot) 29. Another half-hour and all doors would be locked — all Lights extinguished (Ch. Bronte) 30. 31. The scoop, under the ranger's fence, cannily selected for his sleeping-place, was overhung by branches. (Galsworthy) 32. My things are all packed. (Hemingway) 33. Two doors opened out of it [the passage] to the left and to the right. One of these had obviously been closed for many weeks. (Conan .Doyle) 34. At that moment hasty steps were heard in the entry. (Hardy)

**2. Write 5 sentences of your own in which the passive denotes an action and 5 sentences in which it denotes a state.**

### **Using and not Mentioning the Agent**

The Passive Voice can be used:

(a) without the doer of the action being mentioned (the usual case).

Examples:

*In silence the soup was finished — excellent, if a little thick; and fish was brought.*

*In silence it was handed. (Galsworthy)*

*Tom Tusher was sent off early, however, to a school in London. (Thackeray)*

(b) with the doer of the action being mentioned. This occurs only when the doer of the action is to some extent emphasized. The noun or pronoun denoting the doer of the action is introduced by the preposition by.

Examples:

*He was wrenched from his blank wretchedness by the sound of the door opening from his mother's room. (Galsworthy)*

*They were thus introduced by Holly. (Galsworthy)*

*This room was dimly lighted from the ceiling by a single electric lamp. (Bennett)*

Let's look at different situations in which the agent is used or not used for some particular reason.

### **1. Changing the focus of the sentence**

The passive is generally used to change the focus of the sentence.

The passive voice is a way of talking about something without thinking too hard about how it happened.

What you need to know about the passive voice is how it can affect the details you notice. Here is a short story in the passive voice:

*The vase was broken by the cow.*

When you read that sentence, what do you see in your mind? The first thing you imagine is a broken vase, right? It's only after you picture the vase that you see the cow. She's an afterthought. The fact that she's the one who broke the vase is not very important.

Here's the same story about the cow and the vase, but this time it's in the active voice:

*The cow broke the vase.*

See the difference? Now you picture the cow breaking the vase. You can't separate the cow and the broken vase (the cause and the effect) the way you could in the passive version. In fact, in the passive one, you could get away with not mentioning the cow at all — the vase was broken, period — and then you'd never know who did it.

There are other ways to use the passive voice, but this one is the most insidious. It lets the person speaking separate what happened from how it happened, and sometimes leave out the "how" altogether. That's what people are doing when they say "mistakes were made" — they want you to think no one is responsible.

The passive voice can change the emphasis of a sentence from the subject to an object.



*Jack won the prize, (focus on Jack)*

*The prize was won by Jack. (focus on the prize)*

*My wallet was found by one of the cleaners.(focus on the wallet)*

*One of the cleaners found my wallet. (focus on the cleaner)*

## **2. Special emphasis on the agent**

In some cases we want to emphasize the person or thing acted on. For example, it may be your main topic:

*Insulin was first discovered in 1921 by researchers at the University of Toronto. It is still the only treatment available for diabetes.*

## **3. The agent is unknown**

We use some verbs more often in the passive than in the active because the agent is unknown:

*My wallet has been taken.*

In this case, there is no point in adding an agent 'by somebody'.

*The cave paintings of Lascaux were made in the Upper Old Stone Age. [We don't know who made them.]*

## **4. The agent is irrelevant or unimportant**

If the agent is not important to the meaning of the sentence it is not mentioned, passive voice is normally preferred.

*An experimental solar power plant will be built in the Australian desert. [We are not interested in who is building it.]*

*I was advised to obtain a visa in advance. [It doesn't matter who advised me to do so.]*

## **5. Generalised agent**

If we are talking about a general truth, or 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.*

*Rules are made to be broken. [By whomever, whenever.]*

## **6. 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.*

## 7. Impersonality

Using the passive is a way of avoiding the naming of a specific person who is responsible for an action, that is why it is common in bureaucratic writing to make an action impersonal.

*It has been decided to reduce all salaries by 10%.*

*Mistakes were made.* [You want to be vague about who is responsible.]



### Exercises

**1. Write 3 situations (about 100 words each) to illustrate some of the uses of the passive mentioned in the explanations above. You may use the example sentences or your own ones.**

*Model:* Yesterday I decided to go to the swimming pool which is part of the university amenities. I handed my coat to the cloakroom attendant, got the cloakroom tag and rushed to the changing room as the session had already started. When I got to the supermarket later that day, I couldn't find my purse. I thought I had lost it, but when I came to the swimming pool on the next day, the cloakroom attendant asked me if I had lost a purse. When I said yes, she took out my purse and handed it over to me. **My purse had been found by one of the cleaners.**

**3. 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.

*Keys: Advanced Language Practice, Unit 6, ex 5*

**2. 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) (select) for a free holiday. According to our information, you (2) (answer) a telephone survey last month, as a result of which your name (3) (enter) in the holiday draw. Now our computer (4) (choose) your name, so you and your family (5) (invite) to spend a week in a European destination of your choice. This offer (6) (make) on the condition that you attend a special promotions day with other lucky families in your region who (7) (offer) a similar deal. You (8) (ask) to attend on any Saturday next month at the Royal Hotel, Manchester. If you (9) (interest) in attending and taking up this offer, please (10) (detach) the slip below and return it to us as soon as possible.

*Keys: Advanced Language Practice, Unit 6, ex 8*

**Have/get Something Done, Need Doing, Structures with Reporting Verbs**

*Have/get something done*

|                    |  |
|--------------------|--|
| Present Simple     | He has the house painted.<br>Does he have the house painted?<br>He doesn't have his house painted.                           |
| Present Continuous | He is having the house painted.<br>Is he having the house painted?<br>He isn't having his house painted.                     |
| Past Simple        | He had the house painted.<br>Did he have the house painted?<br>He didn't have his house painted.                             |
| Past Continuous    | He was having the house painted.<br>Was he having the house painted?<br>He wasn't having the house painted.                  |
| Future Simple      | He will have the house painted.<br>Will he have the house painted?<br>He won't have the house painted.                       |
| Future Continuous  | He will be having the house painted.<br>Will he be having the house painted?<br>He won't be having having the house painted. |
| Present Perfect    | He has had the house painted.<br>Has he had the house painted?<br>He hasn't had the house painted.                           |
| Past Perfect       | He had had the house painted.<br>Had he had the house painted?   |

|                            |  |
|----------------------------|--|
|                            | He hadn't had the house painted.   |
| Present Perfect Continuous | He has been having the house painted.<br>Has he been having the house painted?<br>He hasn't been having the house painted. |
| Past Perfect Continuous    | He had been having the house painted.<br>Had he been having the house painted.   |

The passive pattern *get/have + object + Past Participle* is used to say that we have arranged somebody to do something for us. This passive pattern typically describes a service performed for us by someone else:

*I have my hair cut every month.*

*I'm having/getting my house decorated at the moment.*

*You ought to get/have your blood pressure checked.*

*I've just had/got my car serviced. I have/get it done every winter.*

**NOTE!** "Get something done" is possible instead of "have something done" mainly in informal spoken English.

This pattern can also describe something unfortunate that happens to someone. *Get* is much less common than *have* in these situations:

*I had my wallet stolen in the crowd.*

*He had his car broken into last night.*

*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.*

*Get* can be used instead of *be* to form the passive in spoken language: *Martin got arrested at a football match.*

- 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 (to have + pp) 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.*

It is important to understand two different but related uses of *get* in forming the passive voice.

**get + adjectives: get = become**

*She got tired.*

**get + past participles: a form of the passive**

*He got married.*

It is very common to use *get* in place of *be* to form the passive voice.

### Exercises

**1. Complete the second sentence in these exchanges using the verb in brackets and any other words given. Use the causative form with *have/get smth. done*.**

Example:

A: “Your hair looks nice”.

B: “Thanks, I’ve just ...”. (*cut*)

B: “Thanks, I’ve just had it cut”.

1. A: “I’m finding it difficult to read small print nowadays”.

B: “Why don’t you go and ... ?” (*eyes; test*)

2. A: “What a lovely dress – where did you buy it?”

B: “I didn’t. I ... by the dressmaker down the road”. (*make*)

3. A: “My car’s been making some funny noises just lately”.

B: “You should ...”. (*service*)

4. A: “Your hair looks different! What have you done to it?”

B: “I ... , that’s all”. (*just; cut*)

5. A: “This house is freezing”.

B: “Yes, we need ...”. (*central heating; install*) 53

6. A: “The living room looks lovely”.

B: “I’m glad you like it. We’ve ...”. (*just; redecorate*)

7. A: “Why aren’t you wearing your watch?”

B: “I ... at the moment”. (*repair*) 8. A: “Oops! Sorry, I’ve spilt some wine on your trousers”. B: “Don’t worry. I was going to ... anyway”. (*clean*)

8. A: “That tree is blocking the view from my front window”.

B: “Well, you don’t expect me ... , do you?” (*cut down*)

9. A: “I’ve got a terrible toothache”.

B: “Well, why don’t you go and ... ?” (*that cavity; fill*)

**2. Underline the correct form A, B, C or D to fill the spaces in 1–5.**

1. Bill ... before having his photo taken.

a) cut his hair

b) got cut his hair

c) got his hair cut



d) got hair cut

2. ... my PA phone for a taxi?

- a) Shall I had
- b) Shall I have
- c) Has she
- d) Had I

3. ... broken into while we were away on holiday.

- a) We had our house
- b) Thieves had our house
- c) It was our house
- d) They have

4. Surprisingly, he ... as chairperson.

- a) got himself elected
- b) get himself elected
- c) getting elected
- d) has get himself

5. They ... last week.

- a) get married
- b) have married
- c) get to marry
- d) got married

**3. Put the following sentences into the passive voice using the causative form of have (have smth. done).**

1. The maid cleans his room every day. 2. The chef cooked us a very special dinner. 3. The photographer has taken a photo of me. 4. They are building our house. 5. The dress-maker will make a beautiful dress for Judy. 6. The technician has been installing our new telephone line. 7. The agent published Mary's book last year. 8. The photographer developed my photos. 9. My dentist took one of my wise teeth out. 10. He has fixed her television set. 11. She is brushing Peter's hair. 12. They are decorating my brother's room tomorrow.

**4.**

**5. Complete each space in this text with a suitable word.** The first (0) is given as an example.

to be, take, burgle, have (3), do, it, get/have (2), get(2), mend, spill

It's been one of those days and it isn't over yet. First of all, I had to take the car to the garage to have the brakes repaired (0). The car was in a bad enough state, but we ... (1) had it damaged even more by some idiot as we were waiting at the traffic lights the other day. He bumped into the back of the car and we told him he would

have to pay to ... (2) the car ... (3) and he said he would ... (4) it paid for by his insurance company. I certainly hope he does. The mechanic told me I could've ... (5) myself killed driving the car and that we should've ... (6) the brakes checked months ago. I left the car at the garage, then went straight to the hairdresser to have my hair ... (7). I wanted to have ... (8) cut really short, so it took ages. After that, I had to take Bill's suit to the dry-cleaner's to ... (9) it cleaned after he had had wine ... (10) over it at the party last night. Next, I had to go to the supermarket. When I had finished, my bags were so heavy I had to ... (11) them delivered to my house – and that cost more money. And the day isn't half over yet. I've still got to have my photograph ... (12) for a new passport – my old one ... (13) stolen when we had our house ... (14) a few months back. What a life! Things can't get worse, can they?

**6. 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.

*Keys: Advanced Language Practice, Unit 7, ex 1*

**7. 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) They think the treasure dates from the thirteenth century.

date

The treasure is ..... from the thirteenth century.

b) Your hair needs cutting.

get

You ..... cut.

c) Jill's parents are making her study hard.

made

Jill ..... her parents.

d) Apparently the ship did not sustain any damage.

appears

The ship ..... any damage.

e) It is thought that the two injured men were repairing overhead cables.

have

The two injured men ..... overhead cables.

f) There is a rumour that the escaped prisoner is living in Spain.

be

The escaped prisoner ..... living in Spain.

g) We have agreed to meet again in a fortnight.

will

It has ..... meet again in a fortnight.

h) We decided to try again later.

would

It was ..... try again later.

i) There is confirmation of Mr Jackson's intended resignation.

that

It is ..... to resign.

j) Most of the committee thought it was not a viable solution.

not

It was thought ..... by most of the committee.

*Keys: Advanced Language Practice, Unit 7, ex 3*

**8. In the list above find passive verb forms which can be used with get. Make up sentences with them.**

Example:

to be serviced – to get serviced – to need servicing;

I'm going to get my car serviced.

My car needs servicing.

**9. Work in pairs. Imagine that you're a family and you are decorating a room. One of you wants to do all the jobs himself, the other one believes you need professional help. Use both active and passive constructions according to the model. Use a dictionary if necessary.**

Example 1:

*A: The windows are filthy. They need cleaning.*

*B: I can clean them myself.*

*A: I think we should have them cleaned and you could fix the door, it's creaking.*

Example 2:

*A: The door is creaking. It needs fixing.*

*B: I can fix it myself.*

*A: I think we should have it cleaned and you could paint the ceiling, it's peeling.*

- a) to fix the door (creaking)
- b) to install air-conditioning (stuffy)
- c) to clean the windows (filthy)
- d) to paint / to do the ceiling (peeling)
- e) to install / to put in central-heating
- f) to rewire the house
- g) to redecorate the house / flat
- h) to repair the roof (leaking)
- i) to repair the pipes (dripping)

**10. Imagine you are moving into a small unfurnished flat. The notes below describe what is wrong with the accomodation. Read the notes and Discuss with your partner what needs doing before it can be used, and why. Use the constructions 'it needs doing', 'to have smth done'. Complete the table.**

|           | walls | ceiling | floor | windows | lighting | doors |
|-----------|-------|---------|-------|---------|----------|-------|
| Main room |       |         |       |         |          |       |
| Bedroom   |       |         |       |         |          |       |
| Kitchen   |       |         |       |         |          |       |
| Bathroom  |       |         |       |         |          |       |

NOTES ABOUT THE FLAT

*Torn flowery wallpaper in the main room, the paint on the ceiling is peeling.*

*Most rooms very small, not enough light in them (small windows), but some rooms have a large fireplace.*

*Next to railway, but noise not really noticeable.*

*Some floorboards are missing or rotten, windows are broken, and some ceilings have fallen down.*

*Water comes in through the roof.*

*Large garden but very overgrown, and full of old junk.*

*Faulty electric wiring, dripping pipes.*

*Only one toilet. Inside doors tend to stick.*

*Difficult to open some of them.*

*Some stairs are dangerous.*

*There are no carpets, of course!*

*Most walls have wallpaper but it's all filthy, and there are too many dark colours.*

*The whole place is in generally dirty condition.*

**11. 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.

*Keys: Advanced Language Practice, Unit 7, ex 4*

**12. 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 with mud.
- d) The victim was struck by 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.

### **The Use of the Passive Voice in Fiction and Non-Fiction**

The scientific genre traditionally relies on passive voice. It is common in descriptions of processes, and in scientific and technical language in general (the agent is not mentioned). 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.*

However, over the past several years, there has been a movement within many science disciplines away from passive voice. Scientists often now prefer active voice in most parts of their published reports, even occasionally using the subject "we" in the Materials and Methods section.

The active voice is commonly used. The passive voice is useful to give variety to writing or when the writer wants to emphasise that somebody or something had something done to them, e. g. *Mum was frightened by a spider.*

Passive voice is often preferred in lab reports and scientific research papers, most notably in the Materials and Methods section:

*The sodium hydroxide was dissolved in water. This solution was then titrated with hydrochloric acid.*

In these sentences you can count on your reader to know that you are the one who did the dissolving and the titrating. The passive voice places the emphasis on your experiment rather than on you.

However, passive sentences can get you into trouble in academic writing because they can be vague about who is responsible for the action:

*Both Othello and Iago desire Desdemona. She is courted.* [Who courts Desdemona? Othello? Iago? Both of them?]

Academic writing often focuses on differences between the ideas of different researchers, or between your own ideas and those of the researchers you are discussing. Too many passive sentences can create confusion:

*Research has been done to discredit this theory.* [Who did the research? You? Your professor? Another author?]

*Some students use passive sentences to hide holes in their research:*

*The telephone was invented in the nineteenth century.* [I couldn't find out who invented the telephone!]

Finally, passive sentences often sound wordy and indirect. They can make the reader work unnecessarily hard. And since they are usually longer than active sentences, passive sentences take up precious room in your paper:



*Since the car was being driven by Michael at the time of the accident, the damages should be paid for by him.*

In fiction passive voice tends to be avoided.

**Sometimes a writer can use the passive voice if he wants to speed up the story:**

Half an hour later, the tents were stowed and the fire dowsed.

A lot of mundane actions are now contained in that one sentence. It would have taken many more words to write that in active voice and nothing really would have been gained for the reader.

### Exercises

**1. 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

*Keys: Advanced Language Practice, Unit 6, ex 7*

**2. Read a passage of Chapter 5 of Jane Eyre and underline all the verbs in the passive. What does the use of the passive suggest? Discuss the impression of the 'lack of agency' on the part of Jane and her classmates at Lowood School.**

A distant bell tinkled: immediately three ladies entered the room, each walked to a table and took her seat. Miss Miller assumed the fourth vacant chair, which was that nearest the door, and around which the smallest of the children were assembled: to this inferior class I was called, and placed at the bottom of it.

Business now began, the day's Collect was repeated, then certain texts of Scripture were said, and to these succeeded a protracted reading of chapters in the Bible, which lasted an hour. By the time that exercise was terminated, day had fully dawned. The indefatigable bell now sounded for the fourth time: the classes were marshalled and marched into another room to breakfast: how glad I was to behold a prospect of getting something to eat! I was now nearly sick from inanition, having taken so little the day before.

**4. 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.

### 5. Translate into English, using the passive voice.

I 1. Их развлекают (entertain). 2. Ей продиктовали несколько писем. 3. Кому дадут эту работу? 4. Какие меры будут приняты? 5. Тогда как раз строилась школа. 6. Ну, что-нибудь уже решено? 7. Там за ним будет хороший уход. 8. Что говорили на эту тему? 9. Их учат английскому языку около года. 10. Когда это надо сделать? 11. Почему это нельзя сделать сегодня? 12. Когда вам сообщили это известие? 13. Почему ничего еще не сделано? 14. Чей фортепианный концерт сейчас исполняется?

II 1. Во время экскурсии по городу нам показали завод, где производят сталь. 2. Со мной так никогда еще не разговаривали. 3. Книги, которые хорошо читаются, редко найдешь на полках библиотеки. 4. Объяснили ли вам, почему тогда не разрешили принять участие в соревнованиях? 5. Когда мы приехали в Киев, это здание было только что восстановлено. 6. В прошлом месяце, нако нец, вышла книга, которую с таким нетерпением ожидали. Сейчас ее широко обсуждают в прессе. 7. Не говори таких вещей, а то над тобой будут смеяться. 8. Мне еще ничего об этом не говорили. 9. Ваш проект уже принят? – Нет, он все еще рассматривается. – Сколько же времени его уже рассматривают? 10. Вас уведомят по телеграфу, как только чертежи будут посланы. 11. Вчера ему предложили новую работу, а она ему не нужна. 12. Он включил радио. Исполняли Наймана, фортепианный концерт. 13. Я не знал, кому меня представляют. 14. На приеме на профессора не обратили внимания, а вокруг его хорошенькой жены развели суету (make fuss of).

III 1. Что-нибудь делается, чтобы восстановить это здание? 2. Его еще никогда не принимали за англичанина. 3. В твоей комнате ничего не тронули с тех пор, как тебя послали в санаторий. 4. За каждый пенни нужно отчитаться (account for). 5. Вас когда-нибудь учили, как надо вести себя? 6. Детей угостили мороженым. 7. У меня украли коллекцию марок. 8. Со мной так никогда не разговаривали. 9. Надо что-то сделать для этих людей. 10. Боюсь, что эту вазу нельзя починить. 11. О его приятеле хорошо отзываются. 12. Моего дядю произвели (promote to) в капитаны. 13. Тебе скажут, когда отправляется поезд. 14. Она чувствовала, что от нее что-то скрывают. 15. Будет так темно, что меня совсем не будет видно. 16. Почему так прохладно в зале? – Его как раз проветривают (air). Читальный зал, как вы знаете, проветривается несколько раз в день.

IV 1. Больного не будут оперировать без его согласия. 2. Телеграмма была при- нята поздно ночью, и, так как она была очень важной, капитана тут же раз- будили и передали ему ее. 3. Факты, на которые ссылался свидетель, заинтересовали адвоката. 4. Было рассмотрено много различных маршрутов, а об этом даже не подумали. 5. Проект был в основном одобрен, но архитектору указали на отдельные недостатки. 6. Советую вам пойти на этот концерт: будут исполнены ваши любимые произведения. 7. Нам объяснили новое правило, затем продиктовали несколько примеров и дали упражнения для домашней работы. 8. Не беспокойтесь, о вашем багаже позаботятся, и он будет доставлен в номер. 9. Он не слышал, что в это время говорилось. 10. Мы узнаем, хорошо ли за ним смотрели. 11. Ему дали первоклассное образование.

**6. Insert the required tense (Passive Voice). Try to imagine the situations in which the following sentences were used.**

1. "I don't want to hear another word. I \_\_\_\_\_ never \_\_\_\_\_ so \_\_\_\_\_ in my whole life. (to insult) (I. Shaw) 2. Godfrey waited, before he spoke again, until the ale \_\_\_\_\_ and the door \_\_\_\_\_. (to bring, to close) (Eliot) 3. In whatever spare time he could find, he read the current research journals, trying to understand the implications of the experiments which \_\_\_\_\_ throughout the world. (to perform) (Wilson) 4. In 1834 the Houses of Parliament, with the exception of Westminster Hall \_\_\_\_\_ by fire. They \_\_\_\_\_ by Sir Charles Barry. (to destroy, to rebuild) 5. "I'm afraid that we're going to have to move," he said. "This lab won't be big enough for us after all. But there's a double room on the eleventh floor that \_\_\_\_\_". (to use, negative) (Wilson) 6. Lanny noticed that he \_\_\_\_\_ by three white men from the coffee stall on the other side of the road. (to watch) (Upton Sinclair) 7. It was past eleven o'clock — a late hour for the little village of Cobham when Mr. Pickwick retired to the bedroom which \_\_\_\_\_ for his reception. (to prepare) (Dickens) 8. We \_\_\_\_\_ if we \_\_\_\_\_, but never mind. (to scold, to see) (Ch. Bronte) 12. The Nobel Prize to him \_\_\_\_\_ in 1924 when the advent of wave mechanics had revealed the importance of his work, ten years after his famous experiment \_\_\_\_\_. (to give, to perform) (Wilson) 9. I called... to ask if a diamond brooch of mine \_\_\_\_\_. (to find) (Wilde) 10. Annette's most valuable stone was ruby, which \_\_\_\_\_ to her when she was twelve by an Indian prince who was in love with her mother. (to give) (Murdoch) 11. He [Jim] put down his pail... and bent over the toe with absorbing interest while the bandage \_\_\_\_\_. (to unwind) (Twain) 13. He carefully examined the contents of his case, and did not speak again until the beer \_\_\_\_\_ and he had paid for it. (to bring) (Priestley) 14. The little patient \_\_\_\_\_ and \_\_\_\_\_, and now lay composed in her crib. (to examine, to soothe) (Ch. Bronte) 15. It was an idea that \_\_\_\_\_ at that moment by Colonel Melchett and Colonel Bantry. (to discuss) (Christie) 16. He [Arthur] went up to his room. Nothing in it \_\_\_\_\_ since his arrest. (to change) (Voynich) 17. You can feel when you \_\_\_\_\_. (to watch) (Hilton) 18. The oldest of London's present-day theatres is the Theatre Royal, Drury Lane, which \_\_\_\_\_ in 1663 and \_\_\_\_\_ since \_\_\_\_\_ several times. (to open, to reconstruct) 19. Below decks the

atmosphere was close. Many cigarettes \_\_\_\_\_, and \_\_\_\_\_ . (to smoke, to smoke) (Clark) 20. She kept an eye on the Leanham people to see that her action \_\_\_\_\_duly \_\_\_\_\_ . (to notice) (Maugham) 21. Rumania is a Balkan State which long \_\_\_\_\_for its mineral springs. (to know) (Maugham) 22. After a few routine questions \_\_\_\_\_ and \_\_\_\_\_ Dr. Lord leant back in his chair and smiled at his patient. (to ask, to answer) (Christie) 23. He strode up to the front door of the forlorn house and rang the bell like one who \_\_\_\_\_ there for weeks. (to expect) (Priestley) 24. One could not walk or drive about Philadelphia without seeing or being impressed with the general tendency toward a more cultivated and selective social life. Many excellent and expensive houses \_\_\_\_\_ . (to erect) (Dreiser) 25. I constantly \_\_\_\_\_ in the street. I like it. It gives an amusement to the dullest walk. (to follow) (Maugham) 26. A minute earlier, a small boy with a partly deflated red balloon had run out into the cleared forbidden street. He \_\_\_\_\_just\_\_\_\_\_and\_\_\_\_\_back to the curb by his father... (to capture, to drag) (Salinger)

### 7. Translate into English, using the passive voice where possible.

(A) 1. Его нигде не видели в течение всей недели. Он болен? 2. Пожар начался ночью, и пламя было видно издалека. 3. Когда я приехала в Ленинград, этот дом еще строился. 4. Этот дом "был построен до того, как началась война. 5. Я уверена, что вам помогут в вашей работе. 6. Город, в котором родился Низами, был основан в IX веке. 7. Московский университет назван именем Ломоносова. 8. Павлову была присвоена почетная степень доктора Кембриджского университета. 9. Санчик и Маврик появились у ворот своей школы. Ворота еще не открывались... (Пермяк) 10. Как мало еще сделано, а уже свистит свисток на обед. (Пермяк) 11. Электронное письмо послали поздно вечером, так что оно будет прочитано только утром. 12. Эта книга уже распродана. 13. После того как письмо Петру было написано, он повеселел... (Тендряков) 14. Произведения Пушкина переведены на более, чем 90 языков. 15. В этот момент обсуждался очень важный вопрос и все внимательно слушали. Он обсуждался уже более двух часов. 16. Миссис Лекки стояла в прихожей, держа в руках открытку, которую только что принесли. 17. Она знала, что сестра вернется домой поздно. Ее пригласили в театр. 18. Домой они пришли очень поздно, все двери были уже закрыты. Ваковский) 19. ...когда я появился здесь, уже все было утверждено, подписано. (Тендряков) 20. ...в кабинете давно не открывали окна... Воздух был тяжел... (Рыбаков) 21. Почему такая работа не напечатана? (Тендряков)

(B) 1. Наконец, ровно через три недели, из города привезли пианино. (Короленко) 2. Когда Володю привезли в Сосняки, ему было семь лет. (Рыбаков) 3. В тот же день послано было письмо в город. (Короленко) 4. Его [Паклина] повели вниз. (Тургенев) 5. Послышался топот копыт. (Тургенев) 6. В кухне... заметны были \_\_\_\_\_ некоторые приготовления: все было вытерто и вычищено. Видно было, что нас ждали. (Достоевский) 7. Не прошло трех минут, как преступник был связан. (Лермонтов) 8. Его везде охотно

принимали. (Тургенев) 9. Каждый день в комнату вносили бич, обручи. (Чехов) 10. Паклин уже взялся за шапку, как вдруг... в передней раздался удивительно приятный... баритон. (Тургенев) 11. «Басанова арестовали», — прибавил он. (Тургенев)

(С) 1. Мне только что предложили интересную работу. 2. Больному запретили курить. 3. Детям велели идти спать. 4. Сусанину приказали показать дорогу на Москву. 5. Меня попросили прийти через несколько дней. 6. Мне задали несколько вопросов, на которые я не сразу мог ответить. 7. Бекки Шарп предложили должность гувернантки. 8. Больному посоветовали ехать на юг. 9. Мне вчера сказали, что вы были больны. 10. Нам вчера дали несколько новых журналов и книг. 11. Ему посоветовали остаться дома. 12. Мне показали проект нового театра. 13. Его спросили, кто живет в этом доме. 14. Это как раз та статья, которую нам посоветовали. прочесть. 15. Меня прислали помочь вам. 16. Меня просили рассказать вам, что случилось. 17. Мне велели прийти ровно в пять часов. 18. Ей посоветовали заниматься музыкой. 19. Ему посоветовали обратиться к хорошему врачу. 20. В то время, когда мне предложили ехать в деревню, я вовсе не думал так нестерпимо скучать. (Куприн)

### **The Passive Voice with Prepositions**

The passive voice is possible with intransitive verbs used with prepositions: *to account for, to agree upon, to allude to, to arrive at (a conclusion, agreement, decision), to call for, to call upon, to comment upon, to count upon, to depend on (upon), to dispose of, to fire at, to hear of, to insist on (upon), to interfere with, to laugh at, to listen to, to look after, to look at, to look down upon (смотреть на кого-либо сверху вниз), to look up to (смотреть на кого-либо снизу вверх), to provide for, to put up at (остановиться), to put up with (примириться), to read to, to refer to, to rely on, to run over, to send for, to speak about (of), to stare at, to talk about (to, over).*

Examples:

*At last an agreement was arrived at.*

*Her strange behaviour was largely commented upon.*

*He can be depended upon to keep strict silence.*

*This is certainly a great inconvenience, but it must be put up with.*

*The article is often referred to.*

*Steerforth was looked up to by all the boys.*

### **Exercises**

**1. Translate the sentences with the prepositional passive verbs into Russian.**

1. In the front room the bricks of the floor were being tumbled aside by the shoots from old tree-roots. (Lessing) 2. A man who is much talked about is always very attractive (Wilde) 3. I've been sent for urgently, to get at the truth. (Christie) 4. A



sound of a piano is heard in the adjoining room. (Wilde) 5. The gate was opened by one of the maids. (Dickens) 6. Nothing more was said on either side. (Dickens) 7. I don't suppose there's anybody who isn't cared for by someone or other. (Maugham) 8. With old and young great sorrow is followed by a sleepless night... (Maugham) 9. He was forbidden to receive either letters or telegrams. (Collins) 10. The visitor was allowed to come forward and seat himself. (Eliot) 11. The match was looked upon as made by her father and mother. (Hardy) 12. Klesmer bowed round to the three sisters more grandly than they had ever been bowed to: before.. (Eliot) 13. That's a thing I've not been accused of before. (Maugham) 14. The child shall be taken care of somehow. (Eliot) 15. I just chatter when I 'm chattered to. (Hilton) 16. And for four years now I have been trying to make myself heard in the popular press. I have been laughed at as a crank. I have endured insults. (Priestley) 17. Knight had been looked upon as a bachelor by nature. (Hardy) 18. We know that she likes Nurse O'Brien and is well looked after. (Christie) 19. The strained and precarious relationship between Ann and Randall, which had been quite unprepared for, was also a constant source of pain and surprise. (Murdoch) 20. She is so absolutely to be relied on as that? (Collins) 21. Fabrizi told me he had been written to and had consented to come and take up the campaign against the Jesuits. (Voynich) 22. One child in a household of grown people is usually made very much of, and in a quiet way I was a good deal taken notice of by Mrs. Bretton, who had been left a widow, with one son, before I knew her. (Ch. Bronte) 23. She's quite, well thought of in Cambridge. (Murdoch) 24. I was taught music and singing. (Eliot) 25. Hubble was dismissed, but Kinney was not allowed to retire with him. (Priestley) 26. She [Gemma] was both pleasant to look at and interesting to talk to. (Voynich)

**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.

*Keys: Advanced Language Practice, Unit 7, ex 2*

**3. Insert the required tense (Passive Voice). Try to imagine the situations in which the following sentences were used. Translate the sentences into Russian.**

1. Upon the Doctor and the widow the eyes of both Mr. Tupman and his companion\_\_\_\_\_for some time, when the stranger broke silence, (to fix)



(Dickens) 2. The gentleman was so startled that he took the night train for the Continent and \_\_\_\_\_ never of since. (to hear) (Maugham) 3. After lunch, we heard that Charles Lenton \_\_\_\_\_ for. (to send) (Snow) 4. A n t o n i a: Thank you. Thank you. M a r t i n: What \_\_\_\_\_ I \_\_\_\_\_ for? (to thank) (Murdoch and Priestley) 5. By now we \_\_\_\_\_ by two other people... (to join) (Hansford Johnson) 6. About an hour or so later I \_\_\_\_\_ for and found Mary Gerrard unconscious. (to send) (Christie) 7. The effect of my education can never \_\_\_\_\_. (to do away with) (Eliot) 8. Her uncle and mother came two days ago, and she \_\_\_\_\_ well \_\_\_\_\_. (to take care of) (Eliot) 9. He could see that the bed was empty, and that it \_\_\_\_\_ in. (to sleep) (Bennett) 10. That day she \_\_\_\_\_ little of. (to see) (Hardy)

#### 4. Translate into English, using the passive voice where possible.

(D) 1. Оратора слушали очень внимательно. 2. Дети любят, когда им читают. 3. Об этом событии много говорят. 4. На нее можно положиться? 5. На эту книгу никогда не ссылаются. 6. О поступке Бермана много говорили в колонии. 7. За машиной послали, как только вещи были уложены. 8. В нашей стране с коррупцией должно быть покончено. 9. Зимой в этом доме никогда не жили. 10. Не понимаю, почему об этом фильме так много говорят. 11. Проф. Брэйн очень хороший лектор, его всегда очень внимательно слушают. 12. Он исключительно добросовестный человек, на него можно положиться. 13. Лекция была такой блестящей, что о ней потом много говорили. 14. Послали ли за свежим молоком? (Л. Толстой) 15. От Ивана Макаровича с тех пор никакой весточки. (Пермяк) 16. Послали за извозчиком. (Чехов)

(E) 1. К счастью, доктор жил в этом же доме, и я была избавлена от необходимости выходить ночью. 2. Когда самолет скрылся из виду, все пошли домой. 3. Опять вы опоздали. С этим надо покончить. 4. Ребенка положили в больницу, где за ним очень хорошо хаживали. 5. После лекции был концерт. 6. В доме миссис Рид к Джейн Эйр постоянно придирались. 7. Когда длинноногий парень скрылся из виду, Давид сел отдохнуть. 8. За первой мировой войной последовала революция в России. 9. После смерти миссис Копперфильд к Давиду всегда придирались. 10. Как только Скиф Миллер скрылся из виду, собака бросилась за ним. 11. За молнией последовал удар грома. 12. Перевод такой хороший, что в нем нельзя найти никаких недостатков. 13. С такими серьезными вещами не шутят. 14. К Трэддльсу, товарищу Давида Копперфильда, всегда придирались.

5. Find 5-6 examples of the passive voice in various authentic texts (articles, news etc written by native speakers of English). Prepare copies of the pages with the passages (not just sentyences) in which you have found the examples of the passive voice. Hand out the copies to the class and discuss the usage of the passive in these passages.

## Phrasal Verbs and Phraseological Units in the Passive

We can use some **phrasal verbs** in the passive:

| <b>Active</b>                                    |    | <b>Passive</b>                                 |
|--|----|--|
| They <b>called off</b> the meeting.              | >> | The meeting <b>was called off</b> .            |
| His grandmother <b>looked after</b> him.         | >> | He <b>was looked after</b> by his grandmother. |
| They <b>will send</b> him <b>away</b> to school. | >> | He <b>will be sent away</b> to school.         |

Most transitive phrasal verbs can be used in the passive.

Examples:

*Personal phone calls **are frowned on** at work.*

*First you **will be kitted out** with a safety helmet.*

*The brochure **is beautifully laid out** and illustrated.*

*Serfdom in Russia **was done away with** many years ago.*

Even if the verb is normally 'separable', when it is in the passive the verb and the particle always stay together.

Examples:

*I've **cleaned** the place **up** a bit. >> The place **had been cleaned up**.*

***Will you turn** the television **off**, please? >> The television **had been turned off**.*

The following verbal phraseological units can also be used in the passive voice:

*to find fault with (продираться, находить недостатки), to lose sight of (терять из виду), to make fun of, to make use of (использовать), to pay attention to, to put an end to (положить конец), to set fire to, to take notice of, to take care of.*

Examples:

*The poor child was always being found fault with.*

*Soon the boat was lost sight of.*

*He was exceedingly absent-minded and was always made fun of.*

*His remarks were taken no notice of.*

*The discussion was put an end to by his sudden arrival.*

*The bed was not slept in.*

*The room is not lived in.*

### **Exercises**

**1. a) Write the following verbs and verb phrases in all possible forms of the passive. b) Make three lexical games or exercises to practice the vocabulary.**

Example

- 1) to be found fault with
- 2) to be lost sight of
- 3) to be made fun of
- 4) to be made use of
- 5) to be paid attention to
- 6) to be put an end to
- 7) to be set fire to
- 8) to be taken notice of
- 9) to be take care of
- 10) to be called for
- 11) to be called upon
- 12) to be looked after
- 13) to be looked down upon
- 14) to be looked up to
- 15) to be put up at
- 16) to be put up with
- 17) to be done away with
- 18) to be pushed over
- 19) to be filled in

2. Get prepared for the following vocabulary games. Play the games in class.

*Hot Seat.* Split into two teams. The teams sit facing the board. Then take an empty chair - one for each team - and put it at the front of the class, facing the team members. These chairs are the 'hot seats'. One member from each team comes up and sits in that chair, so they are facing their team-mates and have their back to the board. Students from each team write an expression on the board for the opposite team. The aim of the game is for the students in the teams to describe that expression, using situational contexts, to their team mate who is in the hot seat — that person can't see the word! The student in the hot seat listens to their team mates and tries to guess the expression. The first hot seat student to say the expression wins a point for their team. Then the students change over, with a new member of each team taking their place in their team's hot seat and a new expression for each team written on the board.

### *Two Truths and a Lie*

Players think of two true statements, and one that is false (two truths and one lie) about themselves using the expressions under study. The object of the game is for the other players to guess which statement is the false one. One way to decide who goes first is to randomly choose one person. Then, if only one person guesses the lie correctly, that person goes next. Alternatively, the person sitting closest to the last person goes next. You can go around the circle as many times as you wish, giving everyone a chance to go at least once.

3. Fill in the gaps with the verbs from the box.

to bring up, to do with, to arrange, to call back, to put away, to go,  
to blow up, to find fault with, to take care of, to lay down, to  
declare, to clear away

1. The tea-things \_\_\_\_\_ scarcely when the London coach deposited Mr. Weller, senior, at the door. (Dickens) 2. Ettore was twenty-three. He \_\_\_\_\_ by an uncle in San Francisco and was visiting his father and mother in Torino when war \_\_\_\_\_ (Hemingway) 3. Breakfast \_\_\_\_\_ scarcely ... when a waiter brought in Mr. Dowler's card (Dickens) 4. A short bridge over a canal \_\_\_\_\_ but we climbed across on what was left of the span. (Hemingway) 5. Red carpet \_\_\_\_\_ for the occasion; hothouse plants and evergreens \_\_\_\_\_ in bowers at the extremities and in every recess of the gallery. (Eliot) 6. She realized that the old life \_\_\_\_\_ and \_\_\_\_\_. (Maugham) 7. Merriman, order the dog-cart at once. Mr. Ernest \_\_\_\_\_ suddenly to town. (Wilde) 8. I was told, too, that neither masters nor teachers \_\_\_\_\_ in that establishment. 9. (Ch. Bronte) I shall be quite safe, quite well \_\_\_\_\_. (Dickens)

4. Complete the sentences with these phrasal verbs from the box. Be sure the phrasal verbs are in the correct tense.

to dose off, to hit on, to leave off, to call off, to let off, to hand in, to light up, to track down

- 1 The judge \_\_\_\_ her \_\_\_\_ with a warning.
- 2 It wasn't cold enough, so we \_\_\_\_ the hockey game.
- 3 As soon as Nancy's boyfriend went to the washroom, the guy at the next table \_\_\_\_\_ her.
- 4 Every Christmas my father used to \_\_\_\_\_ our house with thousands of lights.
- 5 The police finally \_\_\_\_\_ the killers \_\_\_\_\_ and arrested them.
- 6 The principal caught me as I was \_\_\_\_\_ a cigarette in the washroom.
- 7 The room that was damaged by the fire was \_\_\_\_\_ to the public.
- 8 I was really angry that I was \_\_\_\_\_ the list.
- 9 That's a great idea! You've really \_\_\_\_\_ something.
- 10 Three students got a zero because their projects weren't \_\_\_\_\_ on time.
- 11 Driver, can you \_\_\_\_ me \_\_\_\_\_ at the next corner?
- 12 Dr. Smith resumed his lecture where he had \_\_\_\_\_ before the lunch break.
- 13 After Wilson screwed up the finance department, he was asked to \_\_\_\_\_ his letter of resignation.
- 14 Even though the enemy soldiers were half a mile away, we \_\_\_\_\_ a few shots.
- 15 The crooked police officers were ordered to \_\_\_\_\_ their badges

5. Complete the sentences with these phrasal verbs from the box. Be sure the phrasal verbs are in the correct tense.

to call in, to run into, to hand back, to let out, to look at, to plan for, to point out, to talk down to, to run over, to screw out of, to burn down, to set up, to take apart, to take off, to give back, to pile up

1. Most of the city was .....by the invading soldiers.
2. Teacher, will points be .....for spelling?
3. Dan is so rude — I have never been .....like that before.
4. A conference will be .....between the lawyers for each side.
5. The Taylors were ..... their life savings by their stockbroker.
6. The children were happy to be ..... of school early.
7. The entire staff was ..... to the office and given pink slips.
8. Several flaws in the plan were .....
9. Raquel was almost ..... by a cement truck while she was driving to work.
10. There wasn't enough room inside the cabin, so the firewood had to be ..... outside.
11. The general said the occupied territory would never be .....
12. The test will be ..... to the students tomorrow.
13. This engine has been .....three times, but no one can figure out what's wrong with it.
14. This is a very important project. Every possible problem must be.....
15. My neighbor stopped at the side of the road to change a flat tire, and he was ..... and killed by a drunk driver.
16. Each proposed design for the new flag was ..... and rejected.

## Learning the Passive through Texts

### Text 1

1. **Read the text and find all instances of the passive voice. How many sentences have an agent (a doer) included in the *by* phrase? Why is a *by* phrase not included in so many passive sentences?**

#### HOW SURVEYS ARE CONDUCTED

A survey is a method of gathering information about a topic, a group of people or a specific area. Surveys are commonly used to collect information and opinions. If the survey is well-designed and conducted correctly, its results can be reliable and valid, and can offer an accurate picture of the surveyed population.

There are many steps involved in conducting a survey, depending on the kind of information that needs to be collected. In general, though, the purpose of the study, the required information, and the sample population are identified first. Then, the questions are developed and the method of gathering answers is determined. Once

this is done, the survey is conducted, the data is collected and, finally, the findings are analyzed and reported.

Surveys are most commonly conducted through questionnaires. They can be used in telephone or face-to-face interviews, or completed and submitted by survey participants. In either case, strong knowledge of the surveyed topic is required to prepare good questions for the survey.

### Text 2

1. Fill in the spaces in this text. Use a verb in the list and an appropriate tense form of the passive.

|   |
|---|
| produce, interview (x2), design, renovate, award, base, build, consider (x20), show, equip, provide, close, visit |
|---|

### THE REPORT

This report ..... *has been produced*..... at the request of the Hotel and Catering Association. The survey on which the report ..... (1) was carried out between March 25 and March 30, 1999. Twenty hotel managers .....(2) for the purposes of this report. The majority of the hotels which .....(3) (all in the Brighton area) .....(4) in the last twenty years and .....(5) to meet the needs of the modern tourist. One hotel which .....(6) unacceptable by the Association .....(7) at the end of the tourist season. Some of the older ones .....(8) recently and also meet the highest standards. This .....(9) by the fact that all the hotels .....(10) with modern facilities, from swimmin pools to satellite TV. In addition, the usual services .....(11) (room service, laundry service) and the restaurant and bar service .....(12) satisfactory in most cases. Most of the hotel staff who .....(13) were highly qualified or experienced. Seventy-five per-cent of the hotels in this report .....(14) a three or four star rating by the tourist board.

### Text 3

2. Complete each space in this text with a suitable word. Use a verb in the list and an appropriate tense form of the passive. The first (0) is given as an example.

|  |
|--|
| to be, take, burgle, have (3), do, it, get/have (2), get(2), mend, spill |
|--|

### ONE OF THOSE DAYS

It's been one of those days and it isn't over yet. First of all, I had to take the car to the garage to have the brakes .....*repaired*.....(0). The car was in a bad enough state, but we .....(1) had it damaged even more by some idiot as we were waiting at the traffic lights the other day. He bumped into the back of the car and we told him he would have to pay to ..... (2) the car



..... (3) and he said he would ..... (4) it paid for by his insurance company. I certainly hope he does. The mechanic told me I could've ..... (5) myself killed driving the car and that we should've ..... (6) the brakes checked months ago. I left the car at the garage, then went straight to the hairdresser to have my hair ..... (7). I wanted to have ..... (8) cut really short, so it took ages. After that, I had to take Bill's suit to the dry-cleaner's to ..... (9) it cleaned after he had had wine ..... (10) over it at the party last night. Next, I had to go to the supermarket. When I had finished, my bags were so heavy I had to ..... (11) them delivered to my house – and that cost more money. And the day isn't half over yet. I've still got to have my photograph ..... (12) for a new passport – my old one ..... (13) stolen when we had our house ..... (14) a few months back. What a life! Things can't get worse, can they?

#### Text 4

### 3. Use the correct tenses and passive forms of the verbs in brackets.

#### FISHY TALES

Mermaids (see) ..... by sailors for centuries. The basis of all mermaid myths (suppose) ' ..... to be a creature called a Manatee: a kind of walrus! Mermaids used (to show) ..... in funfairs until recently. It all began in 1817 when a 'mermaid' (buy) ..... for \$6,000 by a sailor in the South Pacific. She (eventually sell) ..... to the great circus owner Barnum. She (exhibit)! .. ..... in 1842 as 'The Feejee Mermaid'. It (say) ..... that she earned Barnum \$1,000 a week! The thousands who saw this mermaid (musfldisappoint) 8.. ..... She (cleverly make) 9.. ..... by a Japanese fisherman. A monkey's head (delicately sew) 10 ..... to the tail of a large salmon. The job (so skilfully do) 11 ... ..... that the join between the fish and the monkey was invisible. Real imagination (musfhequire) 12 ..... to see this revolting creature as a beautiful mermaid combing her golden hair!

### Learning the Passive through Songs and Poems

#### *Pre-reading*

**Answer the questions: 1) In what type of texts is the passive voice the most appropriate? 2) There is a common belief that the passive should be avoided in poetry and fiction. Think of some reasons why it is believed so. Do you agree with this point of view?**

#### *Reading*

**Read the text and say why the passive voice is avoided in poetry. Have you found any more reasons against using the passive in poetry and fiction? Can you think of some reasons FOR it?**

## Text

*The difference between an active-verb style and a passive-verb style – in clarity and vigor – is the difference between life and death for a writer.*

William Zinsser

*In general, **the passive voice** should be avoided unless there is good reason to use it, for example, in this sentence, which focuses on 'the passive voice.'*

A.P. Martinich, "Thomas Hobbes." *The Blackwell Guide to the Modern Philosophers*, ed. by Steven M. Emmanuel. Blackwell, 2001

Why do we want to use the active voice over the passive voice within poetry?

William Zinsser, author of *On Writing Well*, expounds, “The difference between an active-verb style and a passive-verb style – in clarity and vigor – is the difference between life and death for a writer”.

You see, when we utilize the active voice over the passive voice our poetry can breathe with more life, more vigor and clarity, especially within the regards to the evocation of emotions. Active voice draws the reader into the emotions of the poem; whereas, passive voice may not even be wrong with regards to the poem or how the sentence appears, however, it can become awkward and vague, which derails the evocation of emotions.

Active voice also stands more concise than passive voice and most poets long to be able to say tons and tons with the least amount of words.

So, if you long for your poetry to have the extra kick and punch to the heart of your readers, then look to what voice you write in and ‘ACTIVATE’ your words with the active voice.

Passive voice can occasionally work in fiction—if you do it right. Say, for instance, that you want to emphasize the object of the sentence instead of the subject. Passive voice is the answer!

For instance, say you want to put the focus on the priceless vase and make the reader curious about who stole it. Then passive voice is perfect:

*The priceless vase was stolen.*

Another example of passive voice:

*Fifty signatures were needed to get the stop sign installed.*

This puts the focus where it belongs – on the signatures rather than on the stop sign, which is less important in this case.

Another way to use passive voice is to show when someone is trying to dodge responsibility:

*“Mistakes were made,” Senator Collins said in his speech to the angry voters.*

Clearly, the guy is trying to dodge the blame—a move perfectly underscored through the use of passive voice.

So, as you can see, in fiction, too, passive voice is frowned upon because it can be clunky, confusing or unclear to the reader. And good fiction relies on crisp, clear writing – so stay active whenever possible.

By: A.J. Wagoner <https://ajwagoner.com>

Do you agree with the ideas expressed in the text? Read the text 'In Defence of the Passive Voice':

#### In Defense of the Passive Voice

"The proportion of passive verbs varies with the type of prose: scientific prose, for instance, may show far more passives than narrative prose. But to point this out is not to denigrate scientific writing. The difference merely reflects the different natures of content, purpose, and audience. . .

"Not only is the passive voice a significantly frequent option in modern prose, but it is also often the clearest and briefest way to convey information. . . .

"Indiscriminate slandering of the passive voice ought to be stopped. The passive should be recognized as a quite decent and respectable structure of English grammar, neither better nor worse than other structures. When it is properly chosen, wordiness and obscurity are no more increased than when the active voice is properly chosen. Its effective and appropriate use can be taught."

(Jane R. Walpole, "Why Must the Passive Be Damned?" College Composition and Communication, 1979)

#### Exercises

1. a) Listen to the song looking at the lyrics. Underline the active verb forms and circle the passive verb forms. b) Discuss the effect of using the active and passive. c) Cross out the verbs which can't be used in the passive. Try and make a passive version of the other active verbs. Would active sentences work in the passive? d) Would passive sentences work in the active?

#### Taken in

*Mike + The Mechanics*

<https://www.youtube.com/watch?v=dfvHuhgVuc>

Taken in, taken in again

Wrapped around the finger of some fair-weather friend

Caught up in the promises, left out in the end

No pride, taken for a ride.

You say I'm the only one when I look in your eyes

I want to believe you but you know how to lie

And if you say you understand I don't believe it

And when you reach out for my hand I don't believe it

And if you say you take the blame I don't believe it  
And if say that nothing's changed I don't believe it, don't believe it  
Taken in, taken in again  
Someone saw me coming, a fool without a friend  
*There's one born every minute\** and you're looking at him.

And if you say you want me near I don't believe it  
And when you're holding back the tears I don't believe it  
And when you swear that you are mine I don't believe it  
And it's your heart that's on the line I don't believe it, don't believe it

Taken in, taken in again  
Wrapped around the finger of some fair-weather friend  
Caught up in the promises, left out in the end  
No pride, taken for a ride

You say I'm the only one when I look in your eyes  
I'd love to believe you but you know how to lie  
You say you want me near I don't believe it  
And when you're holding back the tears I don't believe it  
Oh, there's one born every minute, you're looking at him

Taken in, taken in again  
Someone saw me coming, a fool without a friend  
I want to believe you, oh  
When you say you understand  
When you reach out for my hand  
Oh, I wish I could believe you

Taken in, taken in again

**Note:**

**Idioms:**

to take in – take in somebody also take somebody in; to deceive someone: *Do you think the teacher was taken in by your excuse?*

fair-weather friend (figurative) – someone who is your friend only when things are pleasant or going well for you: *Bill stayed for lunch but he wouldn't help me with the yard work. He's just a fair-weather friend. A fair-weather friend isn't much help in an emergency.*

There's one born every minute (humorous) – something that you say about someone who you think has been very stupid: *'He left a window open and then wondered why he'd been burgled!' 'There's one born every minute, isn't there?'*

take someone for a ride (figurative) – to deceive someone: *You really took those people for a ride. They really believed you. I was taken for a ride on this matter.*

2. Listen to the song again. Practice singing the song.
3. Answer the questions:
  - a. Do you like the song?
  - b. How does the man feel?
  - c. Who was he taken in by?
4. **Write a poem. It should be mainly in the passive voice. (You can rhyme the lines, if you can, but it is not necessary.)**

### Passive in Proverbs

**Memorize the following proverbs with the passive form of the verb-predicate used in the A). Present, B). Past and C). Future Indefinite Tense. Concentrate on the use of the verbs in the Passive Voice.**

A.

1. The road to hell is paved with good intentions.
2. A man is known by the company he keeps.
3. A fox is not taken twice in the same snare.
4. Old birds are not caught with chaff.
5. Never ask pardon before you are accused.
6. A liar is not believed when he tells the truth.
7. Advice when most needed is least heeded.
8. Desires are nourished by delays.
9. Forewarned is forearmed.
10. Marriages are made in heaven.
11. A threatened blow is seldom given.
12. Danger foreseen is half avoided.
13. Little thieves are hanged, but great ones escape.
14. What is done cannot be undone.

B.

1. Rome was not built in a day.
2. Fingers were made before forks.
3. Acorns were good till bread was found.

C.

1. Youth will be served.
2. The fish will soon be caught that nibbles at every bait.
3. Ask no questions and you will be told no lies.

### **Passive in Quotations**

**Define the tense form of the verb in the Passive Voice in each of the following quotations. Explain them.**

1. Wisdom is only found in truth. (J. W. Goethe)
2. An injury is much sooner forgotten than an insult. (Ph. Chesterfield)
3. If on Parnassus Top you sit You rarely bite, are always bit. (J. Swift)
4. Even when laws have been written down, they ought not always to remain unaltered. (Aristotle)
5. When peace has been broken anywhere, the peace of all countries everywhere is in danger. (F. D. Roosevelt)
6. What is written without effort is in general read without pleasure. (S. Johnson)
7. New opinions are always suspected, and usually opposed, without any other reason but because they are not already common. (J. Locke)
8. Draw the curtain, the farce is played. (F. Rabelais)
9. Common sense is the most widely shared commodity in the world, for every man is convinced that he is well supplied with it. (R. Descartes)
10. Persons attempting to find a motive in this narrative will be prosecuted; persons attempting to find a moral in it will be banished; persons attempted to find a plot in it will be shot. (M. Twain)
11. When Thales was asked what was most difficult, he said, "To know on one's self." And what was easy, "To advise another." (Diogenes)

### **Passive in Writing**

1. **Read the text and comment on the six tips to write a short story in English.**

#### **6 TIPS ON HOW TO WRITE A SHORT STORY IN ENGLISH**

##### **1. Pick a theme**

Base your story around something you've already learned in English. If you've learned about animal vocabulary for example, then set your story in a zoo. If you've learned about how to talk about yourself in English, have the story be about someone telling the reader about themselves.



The reason for this is that it can give you a little bit of confidence before you start. It will encourage you to learn more words and vocabulary around the subject and will naturally make you revise what you already know.

## **2. Make a plan**

No matter how short you intend your story to be, make a quick plan beforehand. This will stop you from getting lost and will help you spot any problems you are going to have before you start.

You might find it useful to make the plan in your own language first and then make your first task to translate your plan into English.

## **3. Pick a point-of-view**

Decide how you're going to tell your story. It is most likely that you will want to tell the story in the first person (ie. I did something) or the third person (ie. she did something). It is unusual for anyone to use the second person (ie. you did something) so don't try and start with that.

Making this clear from the beginning will keep your story with a sense of cohesion and keep it tied together. A single point of view like this will also make it easier for your reader too.

## **4. Write the actual story in English**

With the plan, it might work out for you to write the plan in your language and then translate it. This is so that you can get your thoughts in order so you're not trying to make yourself be creative and think in an unfamiliar language. Once you come to actually writing the story however, try and stick to English. Writing a story in English will force you to start thinking in the language more and you will get more out of the exercise if you're not just translating everything.

## **5. Keep it simple**

Remember that you're not writing a multi-book series packed full of characters, political intrigue and dragons. If you enjoy writing your short story, you can get to that, but to start with, make sure you keep your short story simple!

You also might want to have a specific length in mind. Stories can be really short and still be effective. Flash fiction for example is between 150 and 1,000 words long.

## **6. Finish it**

It's very easy to give up and leave a short story unfinished, but if you can get to the end, even if you don't think it's very good, you will likely find that

your English will have improved at least slightly. It is also a great confidence booster to have finished a little project like this.

### **7. What do you do after you've finished your short story?**

Firstly, hand it in to the teacher, of course. Secondly, if you enjoyed writing a short story in English, you can always try and write another one, or maybe try your hand at some poetry next!

Source: <http://www.kaplaninternational.com/blog/how-to-write-a-short-story-in-english>

**2. Read the advertisement below. Imagine you are going to take part in the short story competition organized by a magazine. Write a story (300-400 words) using the tips given above. Use the passive voice where appropriate.**

|   |
|---|
| <p style="text-align: center;"><b>SHORT STORY COMPETITION</b></p> <p style="text-align: center;">Deadline: TOMORROW!</p> <p>We're looking for short fiction stories!</p> <p>Think you can write a winning story in 400 words or less?</p> <p>Enter the 17th Annual Writer's Digest Short Short Story Competition for your chance to win \$3,000 in cash, get published in Writer's Digest magazine, and a paid trip to our ever-popular Writer's Digest Conference!</p> |
|---|

### **Passive Verbs And Verb Phrases To Be Learnt**

**1. a) Write the following verbs and verb phrases in different forms of the passive. b) In different texts created by native speakers of English (fiction, dictionaries, articles etc) find examples of the use of the following verbs and verb phrases in the passive form. c) Make three lexical games or exercises to practice the vocabulary.**

*Example:* The Samoan Islands **are believed to have been inhabited** by Polynesian peoples for some 3,000 years.

- 1) to be done
- 2) to be told

- 3) to be built
- 4) to be found
- 5) to be hit (on the head)
- 6) to be picked
- 7) to be struck
- 8) to be handed smth
- 9) to be allowed
- 10) to be agreed with
- 11) to be elected (president)
- 12) to be considered (a failure)
- 13) to be won
- 14) to be taken
- 15) to be (widely) used
- 16) to be arrested
- 17) to be opened
- 18) to be parked
- 19) to be advised to do smth
- 20) to be packed
- 21) to be broken into
- 22) to be built
- 23) to be rebuilt
- 24) to be delivered
- 25) to be interrupted
- 26) to be given the sack (from the job)
- 27) to be held
- 28) to be decided
- 29) to be filled
- 30) to be invented
- 31) to be suggested
- 32) to be brought
- 33) to be paid
- 34) to be painted
- 35) to be prepared
- 36) to be launched
- 37) to be sold
- 38) to be decorated with sth
- 39) to be cancelled
- 40) to be served
- 41) to be delivered
- 42) to be scored
- 43) to be damaged
- 44) to be fit with
- 45) to be discovered
- 46) to be thought to be + adj.
- 47) to be received

- 48) to be raised
- 49) to be made (to do sth)
- 50) to be interviewed
- 51) to be mislaid
- 52) to be questioned
- 53) to be abandoned
- 54) to be banned
- 55) to be prosecuted
- 56) to be introduced
- 57) to be entered
- 58) to be chosen
- 59) to be invited
- 60) to be left
- 61) to be offered sth
- 62) to be asked (sth / to do sth)
- 63) to be interested in sth
- 64) to be consulted
- 65) to be sent
- 66) to be collected
- 67) to be adopted (permanently)
- 68) to be extended
- 69) to be required
- 70) to be serviced
- 71) to get/have sth serviced
- 72) to get/have sth fixed
- 73) to get/have sth repaired
- 74) to get/have sth done
- 75) to get/have one's hair cut
- 76) to get/have sth checked
- 77) to get/have something broken
- 78) to be thought (to be + adjective / to do sth)
- 79) to be believed (to be + adjective / to do sth)
- 80) to be known (to be + adjective / to do sth / that)
- 81) to be known for a fact (that)
- 82) to be said (to be + adjective / to do sth)
- 83) to be decided
- 84) to be confirmed
- 85) to be announced
- 86) to be injured
- 87) to be inhabited
- 88) to be surrounded
- 89) to be smashed
- 90) to be packed
- 91)
- 92) to be kept

- 93) to be looked into
- 94) to be frowned upon
- 95) to be picked on
- 96) to be frowned upon
- 97) to be provided for
- 98) to be run over
- 99) to be stuffed
- 100) to be involved
- 101) to be finished
- 102) to be handed
- 103) to be sent off
- 104) to be transported
- 105) to be discovered
- 106) to be developed
- 107) to be stolen
- 108) to be obliged (to do sth)

**2. a) Write the following verbs and verb phrases in all possible forms of the passive. b) In different texts created by native speakers of English (dictionaries, articles etc) find examples of the use of the following verbs and verb phrases in the passive form. c) Think of some lexical games or exercises to practice the vocabulary.**

*Examples:*

The poor child was always being found fault with.

Soon the boat was lost sight of.

He was exceedingly absent-minded and was always made fun of.

His remarks were taken no notice of.

The discussion was put an end to by his sudden arrival.

Steerforth was looked up to by all the boys.

This is certainly a great inconvenience, but it must be put up with.

- 1) to be found fault with
- 2) to be lost sight of
- 3) to be made fun of
- 4) to be made use of
- 5) to be paid attention to
- 6) to be put an end to
- 7) to be set fire to
- 8) to be taken notice of
- 9) to be take care of
- 10) to be called for
- 11) to be called upon
- 12) to be looked after
- 13) to be looked down upon

- 14) to be looked up to
- 15) to be put up at
- 16) to be put up with
- 17) to be done away with
- 18) to be pushed over
- 19) to be filled in

**3. a) Write the following verbs and verb phrases in all possible forms of the passive. b) In different texts created by native speakers of English (dictionaries, articles etc) find examples of the use of the following verbs and verb phrases in the passive form. c) Think of some lexical games or exercises to practice the vocabulary.**

Examples:

*The bed was not slept in.*

*The room is not lived in.*

*At last an agreement was arrived at.*

*Her strange behaviour was largely commented upon.*

*He can be depended upon to keep strict silence.*

*The article is often referred to.*

- 1) to be slept in
- 2) to be lived in
- 3) to be accounted for
- 4) to be agreed upon
- 5) to be alluded to
- 6) to be arrive at (about a conclusion, agreement, decision)
- 7) to be commented on (upon)
- 8) to be counted on (upon)
- 9) to be depended on (upon)
- 10) to be disposed of
- 11) to be fired at
- 12) to be heard of
- 13) to be dealt with
- 14) to be heard of sb
- 15) to be seen of sb
- 16) to be insisted on (upon)
- 17) to be interfered with
- 18) to be laughed at
- 19) to be listened to
- 20) to be looked at
- 21) to be provided for
- 22) to be read to
- 23) to be referred to
- 24) to be relied on



- 25) to be run over
- 26) to be sent for
- 27) to be spoken about (of)
- 28) to be stared at
- 29) to be talked about (to, over)
- 30) to be run over
- 31) to be dated from
- 32) to be taken over
- 33) to be tampered with
- 34) to be disposed of
- 35) to be taken out (about a tooth)
- 36) to be concealed
- 37) to be selected for sth
- 38) to be replaced with sth
- 39) to be thronged with sb
- 40) to be included in sth
- 41) to be covered with sth
- 42) to be covered in (snow)
- 43) to be crammed with sb/sth
- 44) to be crammed full of sb/sth

## UNIT 3 CONDITIONALS

### Metalanguage: Common Terms

1. **Look up the meaning of the unfamiliar words in the metalanguage vocabulary. Give English definitions to all the terms on the list. Learn the words.**

conditional sentence  
 if-clause  
 result clause  
 to refer to a condition  
 conditional clause  
 adverb clause (of condition)  
 conditional verb-phrase  
 future auxiliary  
 conjunction  
 real situation  
 hypothetical / unreal situation  
 general truth  
 habitual activity  
 past situation