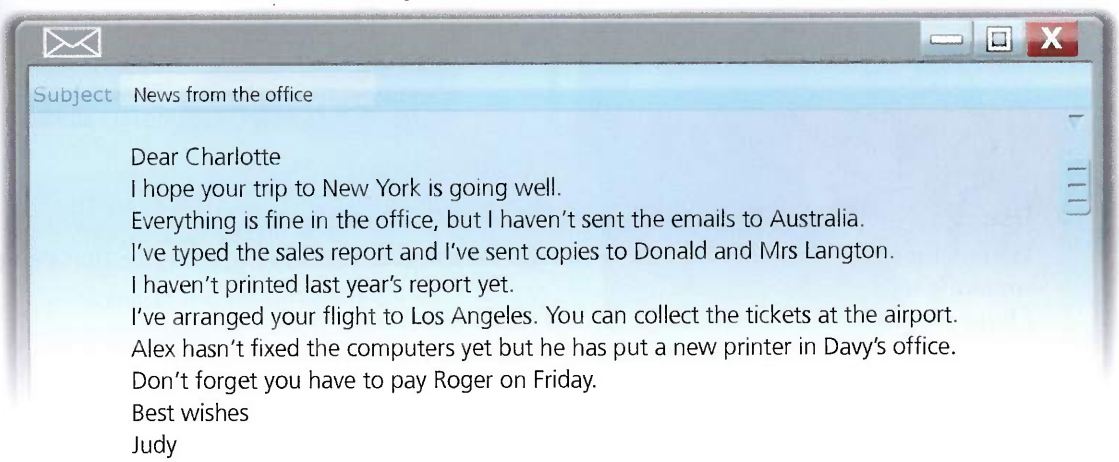
Practice

1 **Choose the correct words in *italics*.** 4.41 **Listen and check.**

0 Julia's bag (*has*) / *have* been stolen.
1 *Did* / *Has* your mobile phone been repaired yet?
2 An amazing new medicine has *been* / *be* discovered in America.
3 Cameras must not *be* / *to be* used inside the theatre.
4 Where is the cleaner? The beds haven't been *make* / *made* yet!
5 Money and passports can be *leave* / *left* in the hotel safe.
6 *Are* / *Have* those letters been delivered?

2 GRAMMAR IN USE **Read the email from Judy to her boss. Then use the information to complete the sentences below.**



Subject News from the office

Dear Charlotte
I hope your trip to New York is going well.
Everything is fine in the office, but I haven't sent the emails to Australia.
I've typed the sales report and I've sent copies to Donald and Mrs Langton.
I haven't printed last year's report yet.
I've arranged your flight to Los Angeles. You can collect the tickets at the airport.
Alex hasn't fixed the computers yet but he has put a new printer in Davy's office.
Don't forget you have to pay Roger on Friday.
Best wishes
Judy

0 The emails to Australia *haven't been sent*.
1 The sales report .....
2 Copies .....
3 Last year's report .....
4 Your flight to Los Angeles .....
5 The tickets .....
6 The computers .....
7 A new printer .....
8 Roger .....

3 **Complete the sentences with forms of the verbs in brackets ().** 4.42 **Listen and check.**

0 Concert tickets *can be bought* on the Internet. (can/buy)
1 This dress ..... at 40 degrees. (must/wash)
2 Requests for tickets ..... to our office in Manchester. (should/send)
3 All answers ..... in black ink. (must/write)
4 Mobile phones ..... during the flight. (may not/use)
5 Dangerous items ..... on the aircraft. (should not/take)
6 All passports ..... at the desk. (must/show)
7 A snack ..... during the flight. (will/serve)
8 This credit card ..... outside the United Kingdom. (cannot/use)