

- 4 No one is monitoring the process.  
The process \_\_\_\_\_.
- 5 We still haven't shipped your order.  
Your order \_\_\_\_\_ yet.
- 6 People just don't do things like that around here.  
Things like that \_\_\_\_\_ around here.

### Passive structures: questions

**6** Put the words in the correct order to make a question with a passive form.

- 1 this machine is serviced regularly?  
Is this machine serviced regularly?
- 2 being at the moment is it serviced?  
\_\_\_\_\_
- 3 yesterday it was serviced?  
\_\_\_\_\_
- 4 will next week be it serviced?  
\_\_\_\_\_
- 5 it recently has serviced been?  
\_\_\_\_\_
- 6 it is serviced going to be soon?  
\_\_\_\_\_

Now use 1–6 above to make corresponding negative questions with a passive form. Use contractions where possible.

- 7 Isn't this machine serviced regularly?
- 8 \_\_\_\_\_  
at the moment?
- 9 \_\_\_\_\_  
yesterday?
- 10 \_\_\_\_\_  
next week?
- 11 \_\_\_\_\_  
recently?
- 12 \_\_\_\_\_  
soon?

**7** Make the questions below less personal by changing them to a passive form and leaving out the agent.

- 1 Will you deliver the goods by next week?  
Will the goods be delivered by next week?
- 2 Has someone changed the password?  
\_\_\_\_\_
- 3 Are you using this photocopier?  
\_\_\_\_\_
- 4 Are they going to give us a meal when we arrive?  
\_\_\_\_\_
- 5 Did Robert give you any options?  
\_\_\_\_\_

### Passive structures: modals

**8** Study the active and passive forms in the box. Then rewrite 1–6 below as passives.

Somebody should do it right now.  
*It should be done right now.*

Somebody should have done it yesterday.  
*It should have been done yesterday.*

- 1 We must find a solution.  
A solution \_\_\_\_\_.
- 2 They must have found a solution by now.  
A solution \_\_\_\_\_ by now.
- 3 We could postpone the product launch.  
The product launch \_\_\_\_\_.
- 4 We could have postponed the launch, but it's too late.  
The launch \_\_\_\_\_, but it's too late.
- 5 The company might design it like that on purpose.  
It \_\_\_\_\_ on purpose.
- 6 The company might have designed it like that on purpose.  
It \_\_\_\_\_ on purpose.

### Balance between active and passive

**9** Complete this memo by putting the verb in brackets into the present perfect active (*has done*) or present perfect passive (*has been done*).

This memo (1) \_\_\_\_\_ (write) at the request of the Senior Quality Inspector. Regular checks over the last few weeks (2) \_\_\_\_\_ (show) that defects (3) \_\_\_\_\_ (reach) an unacceptable level of three per thousand pieces. It seems that this (4) \_\_\_\_\_ (cause) by incorrect set-up of the machine tools. The operators involved (5) \_\_\_\_\_ (now/told) that they must take greater care when preparing their tools for the manufacturing process.

Some operators (6) \_\_\_\_\_ (ask) us if they can have more time to set up their machines, and we (7) \_\_\_\_\_ (agree). They now have 30 minutes instead of 20.

You will see that some minor changes (8) \_\_\_\_\_ (make) to the Defect Report Form to allow us to identify the problems more rapidly.

Notice the balance between active and passive forms. Too many passives make a text formal and difficult to understand.

### have something done

**10** When a professional person does some work for us, we can use *have something done*. Rewrite the sentences below using this structure in the same tense as the original.

- 1 A technician fixed this computer last week.  
I had this computer fixed last week.
- 2 PwC audit our accounts.  
We \_\_\_\_\_ by PwC.
- 3 The garage is servicing my car on Friday.  
I'm \_\_\_\_\_ on Friday.
- 4 The builders are going to install air conditioning.  
We're \_\_\_\_\_.
- 5 A girl at Gina's Salon does my hair.  
I \_\_\_\_\_ by a girl at Gina's Salon.