

A passive verb form would be more suitable for twelve of the sentences 1–20. Tick (✓) the eight sentences which should not be changed. If you think a sentence should be changed, choose the correct reason(s) (A–D) from the box, then rewrite the sentence.

The first two (0 and 00) have been done as examples.

The passive form is more appropriate because:

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| A the agent is unknown or unimportant                        | C we are describing rules, processes or procedures |
| B the agent is obvious from the context or general knowledge | D we are describing a general feeling or opinion   |

- 0 You must dry clean this garment. *A/B. This garment must be dry cleaned.*.....
- 00 That baby really resembles her mother. ✓.....
- 1 The area sales manager wants Clara to move to the Barcelona office.  
.....
- 2 The builders built the bridge in 1450. ....
- 3 My parents are staying with us over the weekend. ....
- 4 Flight BA 783 departs from Gate 98 at 6.30 p.m. ....
- 5 They collect the information from retail outlets and they enter it on the database.  
.....
- 6 An unidentified person has vandalised the lift in our block.  
.....
- 7 The ancient Egyptians were superb stonemasons. ....
- 8 People hardly ever see foxes in daylight. ....
- 9 Sarah was having a bath when the phone rang. ....
- 10 The jury convicted the man and the judge sentenced him to fifteen years in jail.  
.....
- 11 The machines heat the milk to 110°C and then rapidly cool it to produce the final pasteurised product. ....
- 12 They've given the twins a kitten for their birthday.  
.....
- 13 There seem to be two answers to this question. ....
- 14 People must sign and submit their application forms by the end of January.  
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- 15 Johnny pretends to like classical music to impress his friends.  
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- 16 They say China is the world's fastest growing economy.  
.....
- 17 We will send you an invoice after we have delivered the final consignment of goods.  
.....
- 18 They are carrying out an investigation of the circumstances surrounding the kidnapping. ....
- 19 The local authorities refused to give us any assistance.  
.....
- 20 We divide up the tips and share them equally amongst the staff.  
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