

Internet research

Search for the keywords *Peter Principle* to find out about why high-achieving people sometimes fail dramatically at a certain point in their careers. Do you agree with this theory?

Using the passive

5 Complete the pairs of sentences below with a) an active and b) a passive verb form. Decide how the choice of the active or passive voice affects the meaning and emphasis of the sentence.

- target** (present continuous)
 - We _____ the training initiative at those employees who need it the most.
 - The training initiative is _____ at those employees who need it the most.
- make** (past perfect)
 - The Chairman of the board admitted that 'mistakes _____'.
 - The Chairman of the board admitted that they '_____ mistakes'.
- cover** (present simple)
 - The course _____ all the areas of confidence building, fostering team spirit and self-awareness.
 - All the areas of confidence building, fostering team spirit and self-awareness _____ by the course.
- bring under control** (present perfect)
 - The government _____ massive arrival of illegal immigrants, particularly the influx of refugees fleeing civil war in neighbouring countries at the end of the decade.
 - The massive arrival of illegal immigrants, particularly the influx of refugees fleeing civil war in neighbouring countries at the end of the decade, _____.
- transform** (past perfect)
 - From a backward agricultural society, by 1970, the people _____ the country into a powerful industrial state.
 - From a backward agricultural society, by 1970, the country _____ into a powerful industrial state.
- rate** (present perfect)
 - People _____ this product highly since it was released.
 - This product _____ highly since it was released.

6 Work with a partner. Is the active or the passive voice the most appropriate for each of the pairs of sentences? Use the list of reasons below to help you.

- We want to avoid mentioning who did the action so the passive is appropriate.
- The passive is appropriate because it is unimportant, or unnecessary, to say who did the action.
- The subject of the sentence is extremely long, so the active sounds better because it puts the long material at the end.
- There is no reason to use the passive, so the active is better.

Tense, aspect and voice

7 Work in small groups. Play noughts and crosses. Draw a grid and number the spaces as shown. The first team chooses either noughts or crosses and then picks a number and a topic from the box. If they can make a correct sentence about the topic using the corresponding tense and aspect (either active or passive) they win the square and fill it with either a nought or a cross. The winning team are the first to get a horizontal, vertical or diagonal line of noughts or crosses.

how I've been developing my career how communication has changed
the most influential business people of our time the qualities of the best leaders
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- Square 1 present tense, simple
Square 2 present tense, perfect
Square 3 present tense, continuous
Square 4 present tense, perfect continuous
Square 5 past tense, simple
Square 6 past tense, perfect
Square 7 past tense, continuous
Square 8 past tense, perfect continuous active or passive
Square 9 any tense or aspect, passive voice

1	2	3
4	5	6
7	8	9

e.g. 2 communication

The way colleagues in the same office communicate with each other has been changed by technology. They send each other emails instead of talking.