

CAUSATIVE HAVE

Business Trips



- A HAVE + PERSON + BASE VERB**
We ask or arrange for someone to do something.



Paul had a mechanic **repair** his car.

- B HAVE + THING + PAST PARTICIPLE**
We ask for a service to be done.



Paul had his car **repaired**.

1. Identify the pattern

Read and write A or B.

- A = have + person + base verb
B = have + thing + past participle



- Paul had a mechanic **repair** his car.
- Paul had his car **repaired**.
- I had my secretary **book** the hotel.
- We had our tickets **printed**.
- She will have the assistant **confirm** the meeting.
- They had their luggage **delivered** to the hotel.



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2. Build the sentence

Put the words in the correct order.

Example: had / Paul / mechanic / a / repair / his car
→ Paul had a mechanic repair his car.



- had / Paul / secretary / his / reschedule / the meeting
- have / I / assistant / my / book / the hotel
- will have / we / driver / a / pick us up
- has / the manager / secretary / the / send / the emails

3. Choose the correct verb form.

- Paul had the mechanic **repair** / **repaired** his car.
- I will have my assistant **book** / **booked** the accommodation.
- The manager has his secretary **send** / **sent** the emails.
- We had our boarding passes **print** / **printed**.
- She will have her luggage **deliver** / **delivered** to the hotel.
- They had their travel arrangements **confirm** / **confirmed**.



Person → base verb



Thing → past participle

5. Complete with HAVE, HAS, HAD or WILL HAVE

- Yesterday, Emma _____ the hotel receptionist call a taxi for her.
- Our manager _____ his assistant confirm the flight details every week.
- Next Monday, we _____ the travel agent change our itinerary.
- Usually, Daniel _____ the receptionist print his boarding pass.
- Last night, I _____ my luggage delivered to the conference hotel.
- Next month, they _____ their meeting room prepared before the clients arrive.

- HAD = past
- HAVE / HAS = present
- WILL HAVE = future

