CAUSATIVE HAVE

Business Trips

2 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.

1. had / Paul / secretary / his / reschedule / the meeting _____
2. have / I / assistant / my / book / the hotel _____
3. will have / we / driver / a / pick us up _____
4. has / the manager / secretary / the / send / the emails _____

3 3. Choose the correct verb form.

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

Person → base verb

Thing → past participle

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

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

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

LIVEWORKSHEETS