Execises

22.1 Rewrite each sentence with a passive verb. This exercise includes revision of unit 21.

1 Customers in all our target markets will see this advert.
This advert _will be seen_ by customers in all our target markets.

2 Someone gave me a copy of the report.
I _____ a copy of the report.

3 Chris gave me a copy of the report.
I _____ Chris.

4 People expect that the price of oil will rise over the winter period.
The price of oil _____ over the winter period.

5 People think that bonds are a safer investment than shares.
Bonds _____ a safer investment than shares.

6 Geneva is my place of birth.
I _____ in Geneva.

27 **22.2** Put the verbs into the present simple active or passive.

How to make an espresso



First, you (1) _need_ (need) good quality beans. Then, the beans (2) _are ground_ (grind) very finely into a powder. Next, the ground beans (3) _____ (place) into a container in the espresso machine. The base of the machine (4) _____ (contain) water, and when you (5) _____ (heat) the water, it boils and turns into steam. The steam (6) _____ (force) through the coffee by the funnel shape of the container. Finally, the steam condenses at the top of the machine and the liquid (7) _____ (fall) back into a container. Machines in daily use (8) _____ (should/clean) regularly to keep the fresh coffee taste.

22.3 Underline four linking words in the 'espresso' text above used to show a sequence.

28 **22.4** The text on the left needs to be changed to make it more formal. Rewrite it using the same verbs in the correct form of the passive.

Employment contract

If an employee thinks someone has treated them unfairly, they should refer the matter to their line manager. The line manager will arrange a meeting, which he or she must schedule within two weeks. You can invite a trade union representative to the meeting.

EMPLOYMENT CONTRACT

If an employee thinks they (1) _____ unfairly, the matter (2) _____ to their line manager. The line manager will arrange a meeting, which (3) _____ within two weeks. A trade union representative (4) _____ to the meeting.

LIVEWORKSHEETS