

## Exercises

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.