Unit 04

ACTIVE AND PASSIVE VOICES

I. THEORY

PASSIVE VOICE STRUCTURES

1. Passive voice in different tenses:

	Past	Present	Future
Simple			
Continuous			
Perfect			

PASSIVE VOICE TIPS

LIVEWORKSHEETS

2. Language development

Words	Part of speech	Meaning
Promote		
Submit		
Handle		
Product line		
Involved in		
Interested in		
Worried about		
Concerned about		
Accustomed to		
Dedicated to		
Satisfied with		
Pleased with		
Delighted with		
Conference		

LIVEWORKSHEETS

II. HOMEWORK

Exercise 1. Choose the correct answer.

1. We always .....a present to Elsa on her birthday.

A. are taking
C. take
B. taking
D. are taken

2. I .....Michael for years.

A. have known
C. knowing
B. know
D. was known

3. Rita .....class every day.

A. not to attend
C. not attending
B. doesn't attend
D. isn't attended

4. Kevin can't talk on the phone because he .....dinner right now.

A. is eating
C. has eaten
B. eats
D. has been eating

5. We .....since 5:00.

A. talk
C. talking
B. are talking
D. have been talking

6. I don't want to go outside today because it .....

A. rain
C. is raining
B. rains
D. is rain

7. My parents .....in Floria since 1999.

A. has lived
C. are living
B. have lived
D. live

8. Babies .....when they are hungry.

A. cry
C. have been crying
B. are crying
D. cries

9. The store .....two sales so far this year.

A. is having
C. has
B. has been having
D. has had

LIVEWORKSHEETS

10. Mr and Mrs. Wilson .....some disputes with their neighbors.

E. having
C. have having
F. have been having
D. have been had

11. Barbara .....that package to you tomorrow morning.

A. deliver
C. are going to deliver
B. is going to deliver
D. delivering

12. By next month, I .....at this company for a year.

A. will work
C. will have been working
B. will be working
D. am going to work

13. By the time this movie is over, we .....this entire bag of popcorn.

A. will have eaten
C. are going to be eating
B. are eating
D. will be eaten

14. We .....soccer while you're swimming at the pool.

A. were playing
C. has been playing
B. will have been playing
D. are going to be playing

15. We .....for you tomorrow when you arrive at the airport.

A. are waiting
C. wait
B. will be waiting
D. waited

16. The price of gasoline .....up again next month.

A. will go
C. is going to
B. going
D. has gone

17. When we get to the party, everybody .....

A. are dancing
C. has danced
B. will be dancing
D. dances

18. My schedule's perfect! I .....in Rio de Janeiro just in time for Carnaval.

A. be arriving
C. arriving
B. will have arrived
D. arrive

19. I .....five new books by the time my vacation is over.

A. will have read
C. have read
B. be reading
D. have been reading

20. Be careful. You .....into delicate negotiations at the conference next week.

A. will have been entering
C. are entering

LIVEWORKSHEETS

B. Have entered D. will have entered

21. I need your advice because I .....about buying a new car.

A. thinks C. thinking

B. am thinking D. think

22. I .....it's time to leave now, don't you?

A. am thinking C. was thinking

B. think D. thought

23. My parents .....to buy a new car this month.

A. is wanting C. want

B. are wanting D. wants

24. When I walked in the door, I .....the telephone ring.

A. heard C. was hearing

B. hear D. am hearing

25. Please be quiet because I .....to the radio right now.

A. listened C. am listening

B. listen D. was listening

26. While Harry was walking to work, he .....a car accident.

A. saw C. sees

B. was seeing D. is seen

27. We .....a lot of interesting people when we lived in New York.

A. were knowing C. know

B. knew D. were known

28. We'll start when he .....ready.

A. will C. will be

B. will is D. is

29. We .....at a party two months ago.

A. meet C. have met

B. met D. meeting

30. So far, there .....no word from them.

A. is C. has

B. was D. has been

LIVEWORKSHEETS

31. When I called on her, Mary .....her room.

A. clean
C. cleaning
B. cleans
D. was cleaning

32. My boss .....on a business trip last Friday.

A. go
C. goes
B. went
D. going

33. Since last winter, they .....financial difficulty.

A. has experienced
C. have experienced
B. experienced
D. experiencing

34. Mr. Jackson .....for the firm for ten years.

A. has worked
C. works
B. have worked
D. working

35. As of next February, the accounting manager .....away for 2 years.

A. has been
C. had been
B. will have been
D. been

36. Before they submitted the proposal, they .....a lot of research for it.

A. has done
C. will have done
B. had done
D. done

Exercise 2. Choose the correct answer.

Dear Mr. Dennis Lee,

We thank you for your order from Best Buy. We are glad to meet your order for ten printers, three copy machines, and two fax machines. Since this is your first order, we .....(1).....a **special 20%**

1.

A. evaluated
C. canceled
B. dedicated
D. enclosed

discount coupon for you. You can use this on your next purchase. We are certain you will be .....(2).....with the

LIVEWORKSHEETS

2.

A. satisfy

C. satisfied

B. satisfying

D. satisfaction

Quality of both our products and services.

We hope to do more business with you soon.

Exercise 3. Choose the correct answer.

To: All teachers

From: The principal

Re: Promoting Science

As you know, we at Grange High School for Girls are actively trying .....(3).....the sciences to our

3.

A. to promote

C. promote

B. promotion

D. promoted

students. Recent school league tables showed the students at Grange High School for Girls to be .....(4).....the lowest in science-related subjects. We have less students choosing to study sciences,

4.

A. among

C. by

B. from

D. around

and those students who do take sciences do not get good grades. I would like to ask you to encourage the girls to become interested in science. Let them know that it is not "just for boys". To make sure they understand, what opportunities are available to .....(5).....with a good knowledge of biology,

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5.

A. persons

C. another

B. someone

D. every

chemistry, or physics, I am inviting a series of speakers to talk about their experiences. Wherever possible, these speakers will be women from the local community who are at the top of their field. Our first speaker will be Dr. Philippa Green, who is in charge of Grange Hospital's blood laboratory. Our second speaker is not yet .....(6).....but I have invited Mrs. Edwina Jones, color designer for reveal

6.

A. to be sure

C. decide

B. definitely

D. confirmed

Hair Dyes Inc. Please encourage your students to attend these after-school talks.

LIVEWORKSHEETS