

# UNIT 7.2 - E. FURTHER PRACTICE



1. Work with a partner. Take it in turns to make true sentences, using words from each box. Use the passive form of the verb. For some sentences you can use more than one verb.

A	B	C
Microsoft software	grow	rare, medium, or well done
Bordeaux wine	produce	on a Friday
Rice	rob	at Flushing Meadow
Italian	eat	in the USA every day
50% of banks	speak	in Atlanta
Steak	use	in parts of Switzerland
The Coca-Cola company	play	in China
38 million banknotes	base	in the south-west of France
The US Open tennis championships	print	in 85% of the world's computers

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

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2. Complete the description of the process below, using the verbs in brackets. All the verbs should be in the present simple passive form.

First of all, your package (*pick up*) (1) ..... from your home, and all the details of your shipment (*record*) (2) ..... by the driver on a barcode scanner. Then your package (*take*) (3) ..... to the nearest collection station. International and long-distance shipments (*send*) (4) ..... to the airport, where they (*fly*) (5) ..... to an international hub airport. These (*locate*) (6) ..... in more than 200 countries worldwide. When they arrive, shipments (*transport*) (7) ..... by plane to a regional airport, or they (*transfer*) (8) ..... immediately to a delivery station. Finally, your package (*deliver*) (9) ..... to its final destination. The progress of your package (*monitor*) (10) ..... at all times by our tracking system, and you can contact us at any moment to find out where it is.

### 3. Active or passive?

Complete each pair of sentences with an appropriate form of the verb indicated, as in the example. One sentence is passive, and the other is active.

1. (*speak*) English is spoken as a first language by nearly half a billion people.

My wife speaks English very well.

2. (*make*) Canon ..... a wide range of high-tech products for the office and home.

The bodywork is Spanish, but the engine ..... in Germany.

3. (*use*) We ..... this process to speed up production.

This software ..... to detect errors in the system.

4. (*give*) This list of company rules ..... to every employee.

My boss ..... me a long list of things to do every morning.

5. (*arrange*) All our meetings ..... at least a week in advance.

Her secretary ..... all her appointments.

6. (*show*) This graph ..... our results for the last quarter of the year.

Visitors to the company ..... the main factory, but not the high-security block.

7. (*sell*) Our new low-price range of CDs ..... only in supermarkets.

They ..... a lot in the USA, but not many in South America.

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4. Your boss has asked you to write a technical report on how the Work Finder system works. Expand these notes to make complete sentences. Use the present passive.

1. A request for help / receive / Customer Service department

→ A request for help is received by the Customer Service department.

2. This request / send / Work Finder

→ .....

3. The details of the call / pass / Power Planner

→ .....

4. The work of the technicians / monitor / Power Planner

→ .....

5. The work schedule / arrange / and / the information / send back / Work Finder

→ .....

6. The technicians / give / their schedules / Work Finder

→ .....

5. Rewrite each sentence, starting with the words given, so that it means the same as the preceding sentence.

1. The corporation's sales and service organisation covers the country.

→ The country is covered by the corporation's sales and service organisation.

2. We enclose payment together with our order.

→ Payment .....

3. The customer should receive the delivery by Friday.

→ The delivery .....

4. They may have notified him before the invoice arrived.

→ He .....

5. FCS are only marketing their new dental equipment in Europe.

→ FCS's new dental equipment .....

6. They have enlarged the premises since my last visit.

→ The premises .....

7. According to a recent report, the group is making similar investments in other parts of the world.

→ Similar investments .....

8. We will produce the components at our company.

→ The components .....

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6. Rewrite these passive sentences in the active form. Begin with the words given.

1. The first fax machines were installed in 1988.

→ The firm *installed its first fax machine in 1988.*

2. The systems can easily be operated by ordinary office staff.

→ Ordinary office staff .....

3. The new software can be mastered easily in a couple of days.

→ You .....

4. Increased productivity has been achieved by using better trained staff.

→ Using better trained staff .....

5. The new note-taking method will be introduced in our office.

→ We .....

6. The invoices are now sent out a week earlier.

→ The department .....

