Read and complete with the correct form of the *active* or *passive* voice.



TeenLink

How is a book made?

by Harry Davies

A book begins with an author. Then the author needs a great idea for a story and a computer. Before computers 1 were invented (invent) authors used a pen and lots of sheets of paper. That's why the first copy of a book 2 ..... (call) a 'manuscript' – the word comes from the latin words 'manus=hand' and 'scriptus=written'. This was hard work because when the author 3 ..... (make) changes to the text he/she had to write that part again. With computers, changes 4 ..... (make) a lot more easily.

When the manuscript is ready it 5 ..... (take) to a publisher. The publisher 6 ..... (read) it and decides whether to publish it or not. Then the manuscript 7 ..... (give) to an editor. Editors 8 ..... (help) authors. They read the manuscript and make any changes that are necessary. The book is then ready to go to the designer's studio. There, the right style and size of letters 9 ..... (choose) and the artwork 10 ..... (add). When everyone is happy with how the book looks, it 11 ..... (send) to the copy editor. The text 12 .....(check) for spelling and grammar mistakes and then it is ready for printing.

LIVEWORKSHEETS