

Yes/no questions *Did I pass the test?* and short answers *Yes, you did.*

Yes/No questions

Yes/no questions are questions with Yes or No as the answer.

Present simple	<i>Do you like swimming?</i>	Yes.
Present continuous	<i>Are you reading this?</i>	No.
Present perfect	<i>Have you ever been to Italy?</i>	
Past simple	<i>Did you post my letter?</i>	
Past continuous	<i>Were you working?</i>	
will	<i>Will it rain tomorrow?</i>	
going to	<i>Are you going to pay me?</i>	
be (present)	<i>Are you American?</i>	
be (past)	<i>Was that your money?</i>	

Short answers

We usually add a short answer after Yes or No. The short answer is made of a pronoun + the auxiliary used in the question.

<i>Have we won?</i>	<i>Yes, we have.</i>
<i>Did I pass the test?</i>	<i>Yes, you did.</i>

<i>Did I pass the test?</i>	<i>Yes, you did</i>	<i>No, you didn't.</i>
<i>Are you waiting?</i>	<i>Yes, I am.</i>	<i>No, I'm not.</i>
<i>Does Jim like swimming?</i>	<i>Yes, he does.</i>	<i>No, he doesn't.</i>
<i>Is Maria reading this?</i>	<i>Yes, she is.</i>	<i>No, she isn't.</i>
<i>Was it working?</i>	<i>Yes, it was.</i>	<i>No, it wasn't.</i>
<i>Have we won?</i>	<i>Yes, we have.</i>	<i>No, we haven't.</i>
<i>Have they finished?</i>	<i>Yes, they have.</i>	<i>No, they haven't.</i>

1 Underline the correct words in each sentence.

- 1 Last year more than a million cars were stolen / are stolen.
- 2 Helen *has decided* / *has been decided* to visit China.
- 3 America *visited* / *was visited* by the Vikings.
- 4 The police *have not found* / *have not been found* the missing dog.
- 5 More interesting facts *are discovered* / *are discover* every year.
- 6 The basketball team *is chosen* / *chooses* by the captain.
- 7 The next meeting *will hold* / *will be held* on 14 December.

2 Complete each sentence in the passive.

- 1 The police arrested fifteen people.
Fifteen people were arrested by the police.
- 2 They have found little Jimmy safe and well.
Little Jimmy safe and well.
- 3 We plant hundreds of trees every year.
Hundreds of trees every year.
- 4 We will sell most tickets on the day of the match.
Most tickets on the day of the match.
- 5 They took the injured people to hospital.
The injured people to hospital.
- 6 They have discovered a new planet.
A new planet

3 Rewrite each sentence in the passive. Do not change the meaning.

- 1 They built the bridge in 2006.
.....
The bridge was built in 2006.
- 2 A dog has eaten my sandwich!
.....
- 3 They'll deliver the letter tomorrow.
.....
- 4 They have cancelled our train.
.....
- 5 One of the students broke a window in the classroom.
.....
- 6 People eat millions of bars of chocolate every day!
.....

Passive 2: agent *Peter was kidnapped by aliens.*

by + agent

This tells us who does the action.

*Peter was kidnapped **by aliens** from another galaxy.*

In this sentence; who did it = aliens.

with + agent

This tells us what was used to do the action.

*The door was opened **with a special key**.*

In this sentence; what was used = a special key.

Without an agent

An agent is not always necessary. The agent may be unknown, not important or obvious, or we may want to be impersonal and not say who did the action.

- **Agent unknown**

The window was broken last night.

We do not know who broke it.

- **Agent not important**

The castle was built in the 18th century.

We are interested in the date, but not in the builder.

- **Agent obvious**

The man was arrested and taken to prison.

It is obvious that he was arrested by the police.

*He was arrested **by a tall, thin policeman with red hair**.*

In this case, the policeman who arrested him is interesting.

- **Impersonal sentence**

The match has been cancelled.

The person or people who decided to cancel the match are not named.



born is always passive

*Jim was **born** in Australia.*

- A verb may be used in the passive in one language, but not in another. Check in a dictionary.

1 Rewrite each sentence using *with* or *by*. Do not change the meaning.

- 1 A friend gave Tina a lift to school.
Tina was given a lift to school by a friend.....
- 2 Tom Smooth will play the part of Hamlet.
The part of Hamlet
- 3 They used a screwdriver to open the window.
The window
- 4 A team of archaeologists has found an ancient city.
An ancient city
- 5 A ball broke the classroom window.
The classroom window
- 6 A Japanese millionaire bought the painting.
The painting
- 7 Howard Carter discovered the tomb of Tutankhamun in 1922.
The tomb
- 8 Millions of people enjoy Susan's books.
Susan's books
- 9 Heavy traffic causes a lot of pollution.
A lot of pollution

2 Change each sentence to the passive. Do not use the words underlined.

- 1 Workers build thousands of new houses every year.
Thousands of new homes are built every year.....
- 2 The two teams will play the match on Sunday.
.....
- 3 Nowadays people cut down many trees for no reason.
.....
- 4 The police asked Jim to go to the police station.
.....
- 5 Someone has stolen my bike.
.....
- 6 People delivered our new washing-machine yesterday.
.....
- 7 Three masked men kidnapped the bank manager.
.....
- 8 A firm of builders will rebuild the museum next year.
.....

Imperatives *Stand up!*

We use imperatives to give orders, instructions and directions. They are also used to give advice in informal English. We do not use the imperative to make polite requests.

Orders

We give an order when we tell someone to do something.

<i>Stand up!</i>	<i>Stop talking!</i>
<i>Stop!</i>	<i>Don't stop!</i>
<i>Listen!</i>	<i>Don't listen!</i>
<i>Go away!</i>	<i>Come back!</i>
<i>Sit down!</i>	<i>Come here!</i>
<i>Go over there!</i>	

Instructions

Instructions tell us how to do something.

Press escape to cancel.
Choose the most suitable word for each space.

Directions

Directions are instructions for finding places.

Turn right at the bank.
Go straight on.

Informal advice

In some informal situations (e.g. with good friends) we can use the imperative to give advice or make suggestions.

Don't buy that one.
Come and see us some time!
Sit down, you look tired!

1 Write an instruction for each situation. Use a verb from the box.

close	come	stop	open	sit	lend	take	turn off
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- 1 A young child is reading in bed late at night. His mother says to him:
.....
Turn off the light!
- 2 A man's dog is running away. The man shouts at the dog:
.....
- 3 It is the first class of the day and the students have their books on their tables.
The teacher says:
.....
- 4 The front door of the house is open. The father says to his son:
.....
- 5 Lots of students are standing up in a class. The teacher says:
.....
- 6 You are going to the cinema with some friends. Your sister is bored.
You say to her:
.....
- 7 You are talking to your friend in class. The teacher says:
.....
- 8 Your friend asks where the disco is. You know it's in the next street on the left.
You say:
.....

2 Write the opposite.

- 1 Stand up! Sit down!
- 2 Go away!.....
- 3 Turn on the light!.....
- 4 Start work!.....
- 5 Open the window!.....
- 6 Go to sleep!.....
- 7 Pull the door!.....
- 8 Get off the bus!.....

3 Complete the sentences. Use one word in each space.

- 1 Pleasesit..... down! I want to start the lesson.
- 2 I don't want to talk to you! Please away.
- 3 here, please. I want to talk to you.
- 4 This computer is easy to use. Just it on, and it's ready.
- 5 please! Silence in the library!
- 6 left at the end of the road, and the station is in front of you.
- 7 the plate! It's very hot!
- 8 I'll see you later. for me outside the cinema.