

## DAY 13 ACTIVE- PASSIVE

### I. Định nghĩa

- Câu chủ động là câu có chủ ngữ (S) trực tiếp thực hiện hành động (V).

VD: James breaks the balloon. (James làm vỡ quả bóng bay.)

S        V        O

- Câu bị động là câu có chủ ngữ (S) bị tác động bằng hành động (V) bởi 1 chủ thể khác (agent).

VD: The balloon is broken (by James). (Quả bóng bay bị làm vỡ bởi James.)

S                    V

(be P2)

### II. Công thức câu chủ động, câu bị động

1. Câu chủ động thường có công thức dạng:

SVO (với ngoại động từ) hoặc SV (với nội động từ).

VD: He fixed the computer.                    |                    He is working.

S    V                    O                    |                    S                    V

2. Câu bị động có công thức chung dạng: S + be + P2 (by agent)

VD: The computer is fixed (by him)

⇒ **CÂU BỊ ĐỘNG KHÔNG CÓ THÀNH PHẦN TÂN NGỮ**

### III. Công thức câu bị động ở các thì khác nhau: BE + P2

Hiện tại đơn	Am/ is/ are + P2	Is advertised
Quá khứ đơn	Was/ were + P2	Were advertised
Tương lai đơn	Will be + P2	Will be advertised
Hiện tại tiếp diễn	Am/ is/ are being + P2	Are being developed
Quá khứ tiếp diễn	Was/ were being + P2	Was being developed
Hiện tại hoàn thành	Has/have been + P2	Has been found
Quá khứ hoàn thành	Had been + P2	Had been found
Tương lai hoàn thành	Will have been + P2	Will have been found
Modal Verbs (should, can, may, have to ...)	Modal Verbs + be + P2	Should be examined May be canceled

### IV. Cách chia động từ chủ động/ bị động

**1. Nội động từ:** Với câu chứa nội động từ: luôn chia động từ ở dạng chủ động

VD: The accident \_\_\_\_\_ last night. Happened/ was happened.

Các nội động từ: happen, occur, take place, arise, arrive, appear, disappear, emerge,...

**2. Ngoại động từ:** Với câu chứa ngoại động từ, xét thành phần ngay sau vị trí động từ:

+ Nếu là tân ngữ: chia động từ ở dạng chủ động

\*Tân ngữ bao gồm các dạng: đại từ tân ngữ (me, you, us,...), danh từ (the policy, a meeting,...)

+ Nếu không phải tân ngữ: chia động từ ở dạng bị động

VD: The manager \_\_\_\_\_ an important conference next Monday. (will attend/ will be attended)

**Check-up:** Chuyển câu dưới đây thành câu bị động.

1. My mother reads newspapers every morning.

\_\_\_\_\_

2. Our company has implemented the new policy for 2 months.

\_\_\_\_\_

**Exercise 1: Complete the sentence with one correct option**

1. Our new product lines \_\_\_\_\_ for 2 weeks. (have released/ have been released)

2. Our appliances will \_\_\_\_\_ for free. (service/ be serviced)

3. We \_\_\_\_\_ our gratitude to loyal customers. (convey/ are conveyed)

4. The CEO \_\_\_\_\_ a bonus to some excellent employees at the end of the quarter. (was paid/ paid)

5. Scientists \_\_\_\_\_ that greenhouse gas emissions are the major cause of global warming. (argue/ are argued)

6. Management \_\_\_\_\_ to develop a good relationship with the new partners. (required/ was required)

7. He \_\_\_\_\_ to sales manager last week. (promoted/ was promoted)

8. Richard \_\_\_\_\_ the report while we were having lunch. (wrote/ was written)
9. All the necessary documents should \_\_\_\_\_ by the end of the month. (submit/ be submitted)
10. The technician \_\_\_\_\_ the door last week right after the director's visit to the office. (repaired/ was repaired)

**Exercise 2: Complete the sentence with one correct option**

1. The current tenants must \_\_\_\_\_ the offices by the end of June.  
A. vacant            B. vacancy            C. vacate            D. be vacated
2. The airline industry \_\_\_\_\_ by the government before 1979.  
A. regulates            B. regulation            C. was regulated            D. was regulating
3. The company's future sales may \_\_\_\_\_ by the growth of its competitors.  
A. affecting            B. be affected            C. be affecting            D. affect
4. The finance manager \_\_\_\_\_ that the company spent too much money of office equipment.  
A. is concluded            B. concluded            C. to conclude            D. conclusion
5. Air pollution has to \_\_\_\_\_ no matter how much money is spent.  
A. reduce            B. is reduced            C. be reduced            D. reducing
6. They \_\_\_\_\_ to the welcoming party, but they decided not to go there.  
A. invite            B. invited            C. have been invited            D. has been invited
7. Your package will \_\_\_\_\_ immediately after we confirm your payment.  
A. deliver            B. delivered            C. been delivered            D. be delivered
8. If all the information \_\_\_\_\_ correctly, you will then be directed to the payment.

- A. entered            B. will be entered    C. will be entering    D. is entered
9. The outdoor concert \_\_\_\_\_ on schedule if the weather is beautiful.  
A. will be occurred    B. is occurred        C. will occur            D. occurring
10. Mr. Coleman has \_\_\_\_\_ as a temporary worker at the History Museum.  
A. hired                B. been hired         C. been hiring         D. be hired

**Exercise 3: Complete the sentence with one correct option**

1. Ms. Veronica \_\_\_ the clients to her new home in New York last Thursday  
A. invited            B. will invite         C. was invited         D. to invite
2. The British Columbia Parks Association \_\_\_ a visitor center at Grouse Mountain last year.  
A. opens             B. was opened        C. opened              D. opening
3. The construction of the bridge \_\_\_\_\_ to cost more than 10 million dollars.  
A. projecting        B. is projected        C. projects             D. be projecting
4. Some telephone inquiries \_\_\_ to make sure our agents treat customers courteously  
A. have been        B. are recorded        C. to record            D. recording  
recording
5. Nature Look Magazine \_\_\_\_\_ the theme of its annual photography contest online on February 1.  
A. revealing        B. will reveal         C. to reveal            D. reveal
6. If some of the items from your order are out of stock, they \_\_\_\_\_ in a shipment next week.  
A. will be                            B. sent                C. will send            D. sending  
sent

7. The property manager \_\_\_\_ a letter to tenants about the change, but some of them did not read it.
- A. will issue      B. was issued      C. issuing      D. issued
8. The agenda had to \_\_\_\_\_ because of its revision by the team manager.
- A. be reprinted      B. reprint      C. is reprinted      D. reprinting
9. Ms. Frost \_\_\_\_\_ a lot of job opportunities during her tenure at Welkins Investment
- A. creating      B. create      C. created      D. is created
10. The workers \_\_\_\_ the dishes by hand before the restaurant finally bought some equipment.
- A. will be washing      B. are washing      C. had been      D. had washed  
washed

**Exercise 4: Complete the sentence with one correct option**

- |  |  |
|--|--|
| <p>1. Dr. Maria Chilton told her patient to spend a minimum of thirty minutes ---<br/>---- every day.</p> <p>(A) exerciser<br/>(B) exercise<br/>(C) exercising<br/>(D) exercised</p> | <p>2. HB Research Center's extraordinary ideas and ----- achievements provided us with interesting topics for further discussions.</p> <p>(A) remark<br/>(B) remarkable<br/>(C) remarks<br/>(D) remarkably</p> |
|--|--|

SPEND TIME/MONEY VING

3. The Budget Travel Guide for students travels focuses ----- on ways to save money while enjoying exotic locations around the country.
- (A) exclusively  
(B) exclude  
(C) excluding  
(D) exclusive
4. Many workers are taking ----- of the language study program which has been designed specifically for company employees.
- (A) use  
(B) inventory  
(C) advantage  
(D) place
5. Radiologists are well aware that ----- exposure to x-rays can be harmful to one's health.
- (A) repeat  
(B) repetition  
(C) repeated  
(D) repeating
6. When employees were informed of the new regulations, they showed strong signs of -----.
- (A) disapprove  
(B) disapproving  
(C) disapproved  
(D) disapproval
7. The company purchased a back-up generators to prevent information loss in case of a power -----.
- (A) fails  
(B) failure  
(C) to fail  
(D) failed
8. Delemark's profits are expected to rise ----- over the next ten years as the company begins to offer new services abroad.
- (A) closely  
(B) lately  
(C) cheaply  
(D) significantly
9. This flash memory card is widely used because of its ----- to climate changes.
- (A) resisted  
(B) resitant  
(C) resisting  
(D) resistance
10. We strive to meet your needs by helping ----- your problems within 48 hours.
- (A) resolve  
(B) resume  
(C) remain  
(D) retain
11. ----- insignificant details should be handled carefully to ensure customers' satisfaction.
- (A) Seem  
(B) Seems  
(C) Seeming  
(D) Seemingly

12. In order to respond ----- to customer complains, the company management decided to set up a new team.  
 (A) overtly  
 (B) intensely  
 (C) severely  
 (D) promptly
13. While no analyst can ----- the market, it is clear that Asians will face a vastly different consumer market in the future.  
 (A) predict  
 (B) to predict  
 (C) predicting  
 (D) predicted
14. Children who are two years old and younger are ----- free of charge to most concerts and films.  
 (A) admit  
 (B) admits  
 (C) admitted  
 (D) admitting
15. Although we have ----- not to offer you a position at this time, we will keep your résumé on file for future openings.  
 (A) decided  
 (B) deciding  
 (C) decision  
 (D) decidedly
16. All passengers should present their ---- documents at the check-in counter.  
 (A) boarded  
 (B) boarding  
 (C) board  
 (D) to board
17. The recent increase in tourism has done less to improve the business of small retailers in this area than we ----- predicted.  
 (A) original  
 (B) originally  
 (C) originated  
 (D) originality
18. The cost of repairing the water damage to the museum ----- to be more than one million dollars.  
 (A) expects  
 (B) is expecting  
 (C) is expected  
 (D) expected
19. Once the berries are harvested, Green Fields Farms washes and packages the fruit for -----.  
 (A) distribute  
 (B) distributed  
 (C) distribution  
 (D) distributional
20. Topics at the business communication workshop ----- defending an argument, synthesizing information, and writing precisely and concisely.  
 (A) include  
 (B) includes  
 (C) including  
 (D) inclusion

## HOMEWORK

### 1. Nghe và điền từ vào chỗ trống

<p><b>File 1</b>  M: Hello. I _____ that your _____ displays work by _____. I'm a _____, and I was wondering if you'd be _____ some of my art the next time you _____.</p> <p>W: _____. _____ some of your work first, to _____ it's appropriate for _____. Do you _____?</p> <p>M: No, but I have my portfolio in my car. It _____ photos of _____, and _____ of some of my smaller pieces. _____?</p> <p>W: Actually, now's _____. We get _____ around _____, so I need to _____. But I can look at _____, if you come back then.</p>	<p><b>File 2</b>  M: Hi, Swapna. I'm _____ our _____ fund-raising _____ in December. I was wondering if you'd _____ the other two people helping at the _____ this year.</p> <p>W: I know we've always had three _____, but I actually think two is plenty. _____?</p> <p>M: You're _____ right about the _____, but we can still use _____, though. We need a lot of _____ to _____ brochures as _____. Maybe you could help with that instead.</p>
<p><b>File 3.</b>  W: Hi, David. I _____ that the _____ is _____ a _____. Have you thought about _____?</p> <p>M: Yes, I have. I'm _____ the _____, but I'm _____ that I'm not _____. I work well with my _____, but I don't have any _____.</p>	<p><b>File 4.</b>  W: Peter, I think _____. It looks like we're _____ for the laser _____ and we have a lot of materials to _____ for this _____ we're _____ tomorrow.</p> <p>M: _____. We'll be getting a few boxes _____ this morning. I noticed we were _____ a few days ago and called the _____.</p>

<p>W: Well, _____ to _____ about it? He can probably _____.</p> <p>M: _____, _____ to him when I _____. I guess I need to _____ quickly. The _____ are due _____.</p>	<p>_____ to order some.</p> <p>W: Oh, _____, then. I can _____ the _____ and materials this afternoon and _____ for tomorrow.</p>
---	---

## 2. Nghe- chọn đáp án đúng (nghe 1 lần- chọn đáp án đúng- check điểm)

7	16	25
8	17	26
9	18	27
10	19	28
11	20	29
12	21	30
13	22	31
14	23	
15	24	

## 3. Chọn đáp án đúng

<p><b>1. One of the most difficult problems _____ whenever we try to achieve goals.</b></p> <p>A. arise B. arises C. is arised D. are arised</p> <p>Dịch:</p>	<p><b>2. Applicants are ____ to submit their photo identification at the information desk.</b></p> <p>A. reminded B. remind C. reminding D. to remind</p> <p>Dịch:</p>
---	--

<p><b>3. High Tech, Inc. is ___ relatively higher profits than other companies in the same industry.</b></p> <p>A. generate  B. generating  C. to generate  D. generated</p> <p>Dịch:</p>	<p><b>4. The accident ___ on the Bell Street at the beginning of last week.</b></p> <p>A. take place  B. took place  C. was taken place  D. had been taken</p> <p>Dịch:</p>
<p><b>5. Your letter of March 10 regarding publication rights ___ to the proper department for immediate action.</b></p> <p>A. foward  B. was forwarded  C. has forwarded  D. will forward</p> <p>Dịch:</p>	<p><b>6. Ms. Tsai will ___ the installation of the new workstations with the vendor.</b></p> <p>A. coordinated  B. be coordinated  C. coordination  D. be coordinating</p> <p>Dịch:</p>
<p><b>7. Please be aware that the old computers will ___ with new ones by the end of the year.</b></p> <p>A. replacing  B. replace  C. be replaced  D. be replacing</p> <p>Dịch:</p>	<p><b>8. For the past three years, the company's subscription to Market Trend Insider ___ by the office manager because it is so helpful.</b></p> <p>A. was renewing  B. has been renewed  C. will be renewed  D. has renewed</p> <p>Dịch:</p>
<p><b>9. All the files have to be promptly ___ to enhance the accuracy of the records.</b></p> <p>A. submit  B. submitting  C. submitted</p>	<p><b>10. By the time Mr. Jason returns from his business trip, the company's new policy ___.</b></p> <p>A. was decided  B. will have decided  C. had decided</p>

D. to submit Dịch:	D. will have been decided Dịch:
<b>11. At the yesterday's meetings, Mr. William ___ some suggestions to reduce expenditure.</b> A. makes B. make C. made D. has made Dịch:	<b>12. There ___ an enormous effort by the company to increase its share of the market over the past few years.</b> A. are B. was C. has been D. is Dịch:
<b>13. Since Mr. Benson was named the head of the department, he ___ no progress.</b> A. made B. has made C. makes D. will make Dịch:	<b>14. Due to his impressive ___ and experience, Alan was offered interviews with three Australia's top food companies.</b> A. qualified B. qualifies C. qualifications D. qualifying Dịch:
<b>15. If the items do not meet your satisfaction, you can return ___ within 30 days for a full refund.</b> A. it B. them C. him D. yourself Dịch:	<b>16. As your application still remains ____, we will not be able to process your paperwork properly.</b> A. incompletely B. incomplete C. incompleting D. to complete Dịch:
<b>17. We are ___ to inform that your application has been accepted.</b> A. pleasing B. pleasant C. pleased	<b>18. The workers are ___ the new products in the warehouse.</b> A. store B. stored C. storing

D. please Dịch:	D. have stored Dịch:
<b>19. After you complete the enclosed survey, please send ___ responses to us within five working days.</b> A. you B. your C. yours D. yourself Dịch:	<b>20. BYF Company specializes in ___ promotional items to help companies advertise their brand.</b> A. personally B. personalized C. personality D. personalizes Dịch:
<b>21. The company strives to improve its ___ products and develop new product lines.</b> A. exist B. existing C. existed D. exists Dịch:	<b>22. Aetna news agency ___ a charity ball to raise funds for its “Save the children” campaign.</b> A. holding B. hold C. will be held D. will hold Dịch:
<b>23. Several ___ designed our new computer systems to suit the needs of their company.</b> A. research B. researcher C. researchers D. researching Dịch:	<b>24. Since we had a recent rate change, expect ___ next electricity bill to be slightly lower.</b> A. your B. yours C. yourself D. you Dịch:
<b>25. Our company must ___ stricter regulations on dress codes to improve our company images.</b> A. establish	<b>26. Making our customers ___ is our priority in Regean Hotel.</b> A. satisfaction B. satisfied

<p>B. establishing C. be established D. to establish Dịch:</p>	<p>C. satisfying D. to satisfy Dịch:</p>
<p><b>27. Tickets to the tennis tournament in Seoul _____ online soon.</b> A. will sell B. sell C. sold D. will be sold Dịch:</p>	<p><b>28. Several teams submitted new logo designs for Decatur Industrial, so it is an honor that _____ was chosen by the company's president.</b> A. we B. us C. our D. ours = our design Dịch:</p>
<p><b>29. The upcoming festival _____ a performance by famous pianist Julie Jung.</b> A. feature B. features C. featured D. will be featured Dịch:</p>	<p><b>30. Sign up to receive our free newsletter and you will _____ receive update notifications and other news via email.</b> A. automatically B. automaticity C. automatic D. automated Dịch:</p>
<p><b>31. Please don't use the copy machine in the supply room since the ink cartridges _____ unavailable now.</b> A. are B. is C. have been D. being Dịch:</p>	<p><b>32. Portland Square Hotel _____ a complimentary breakfast to all of its guest.</b> A. providing B. provides C. provide D. be provided Dịch:</p>
<p><b>33. By the time Clear Blaze Technology's word processing program goes on the market,</b></p>	<p><b>34. Visitors to the Sydney Lab facilities must _____ by an employee at all times.</b></p>

<p><b>software engineers ___ its remaining flaws.</b></p> <p>A. will have corrected  B. had been corrected  C. are correcting  D. will correct  Dịch:</p>	<p>A. be accompanied  B. to accompany  C. accompany  D. accompanying  Dịch:</p>
<p><b>35. Maria’s keynote speech at next month’s conference in Singapore ___ by a short video</b></p> <p>A. was preceded  B. will be preceded  C. were to precede  D. precedes  Dịch:</p>	<p><b>36. The contest will be held on October 15 and all employees ___ to participate.</b></p> <p>A. to invite  B. invite  C. is invited  D. are invited  Dịch:</p>
<p><b>37. Recent research on battery life shows that the battery in our newest mobile phone ___ better than those in similar products.</b></p> <p>A. perform  B. performs  C. performing  D. performance  Dịch:</p>	<p><b>38. Withrop Strategies is seeking to employ ___ individual who meets deadlines.</b></p> <p>A. motivate  B. motivated  C. motivates  D. motivation  Dịch:</p>
<p><b>39. The number of employees hired on a yearly basis ___ increasing drastically.</b></p> <p>A. is  B. are  C. have been  D. has  Dịch:</p>	<p><b>40. These directions are very ___ and need rewriting.</b></p> <p>A. confusing  B. confused  C. confuse  D. confusion  Dịch:</p>