CAUSATIVE HAVE

Business Trips

A **HAVE + PERSON + BASE VERB**

We ask or arrange for someone to do something.

Paul had a mechanic **repair** his car.

B **HAVE + THING + PAST PARTICIPLE**

We ask for a service to be done.

Paul had his car **repaired**.

1. Identify the pattern

Read and write A or B.

A = have + person + base verb
B = have + thing + past participle

1. Paul had a mechanic **repair** his car. _____
2. Paul had his car **repaired**. _____
3. I had my secretary **book** the hotel. _____
4. We had our tickets **printed**. _____
5. She will have the assistant **confirm** the meeting. _____
6. They had their luggage **delivered** to the hotel. _____

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2. Build the sentence

Put the words in the correct order.

Example: had / Paul / mechanic / a / repair / his car
→ Paul had a mechanic repair his car.

1. had / Paul / secretary / his / reschedule / the meeting _____
2. have / I / assistant / my / book / the hotel _____
3. will have / we / driver / a / pick us up _____
4. has / the manager / secretary / the / send / the emails _____

3. Choose the correct verb form.

1. Paul had the mechanic **repair** / **repaired** his car.
2. I will have my assistant **book** / **booked** the accommodation.
3. The manager has his secretary **send** / **sent** the emails.
4. We had our boarding passes **print** / **printed**.
5. She will have her luggage **deliver** / **delivered** to the hotel.
6. They had their travel arrangements **confirm** / **confirmed**.

Person → base verb | Thing → past participle

5. Complete with HAVE, HAS, HAD or WILL HAVE

- HAD = past
- HAVE / HAS = present
- WILL HAVE = future

1. Yesterday, Emma _____ the hotel receptionist call a taxi for her.
2. Our manager _____ his assistant confirm the flight details every week.
3. Next Monday, we _____ the travel agent change our itinerary.
4. Usually, Daniel _____ the receptionist print his boarding pass.
5. Last night, I _____ my luggage delivered to the conference hotel.
6. Next month, they _____ their meeting room prepared before the guests arrive.

LIVEWORKSHEETS