Unit 03

Part 5: Active Voice & Passive Voice
Part 6: Notices

PART 5: ACTIVE & PASSIVE VOICE

Common Structure of Passive Voice

Passive Voice in Different Tenses

	Simple	Continuous	Perfect
Past			
Present			
Future			

Tips for Passive Voice

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Passive Expressions With Different Prepositions

HOMEWORK

Exercise 1. Choose the correct answer

1. Though a great deal of money had _____, the project was a failure.

A. invested C. been invested

B. be invested D. invest

2. Public buildings throughout the country will soon _____ a no-smoking policy.

A. implement C. be implemented

B. implementation D. implementing

3. It is a great pleasure to inform you that your company has _____ as our new supplier.

A. selecting C. be selected

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B. selected D. been selected

4. If you require additional information, _____ one of our sales representatives.

A. contacting C. contacts

B. contact D. contacted

5. Because of a mechanical problem, the replacement parts could not _____ by tomorrow.

A. shipped C. be shipping

B. be shipped D. ship

6. A special luncheon will be held in honor of the sales department, which has _____ monthly sales goals.

A. reached C. reaching

B. been reached D. reaches

7. According to a new policy, overnight camping in all national parks is no longer _____.

A. permits C. permitted

B. permitting D. permission

8. All registration paperwork should _____ within two days if applicants do not wish to forfeit their reservations.

A. be submitting C. to submit

B. be submitted D. have submitted

9. The human resources head thinks it is imperative that employees _____ regularly to increase their value in the increasingly competitive market.

A. instructed C. be instructed

B. instruct D. instruction

10. Financial advisers suggest that setting aside cash for emergencies _____ it easier for a first time investor to recover from losses.

A. makes C. make

B. be made D. making

11. The final report should _____ on the more recent findings rather than on the data collected a few months ago.

A. base C. be based

B. based D. to base

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12. Mr. Jones has been _____ to the new manager

A. promoted

C. to promote

B. promote

D. promoting

13. Fit For Life is _____ bi-monthly by the National Commission on Sports.

A. be distributed

B. will distribute

C. distributes

D. distributed

14. The staff meeting _____ for next Tuesday in the council hall.

A. has been scheduled

B. schedule

B. will schedule

D. scheduled

15. Earlier this morning, Mr. Yang _____ that everyone in his department would receive a bonus

A. announcing

B. announcement

C. announce

D. announced

Exercise 2. Choose the correct answer.

From: Vice President Jordan Smith

To: K Group Employees

Subject: Company Renovations

Date: February 26

To all employees,

This weekend the renovations to our second-floor offices _____(4) _____We ask that you take home all important documents and file away any loose materials on your desks. All electronic devices should be turned off and unplugged. _____ (5) _____, all cabinets and drawers should be locked.

The renovations will take approximately 5 days. _____ (6) _____, If you have any meetings scheduled with clients next week, please schedule to meet them outside the company premises due to the noise. We apologize for the inconvenience but we ask for your _____ (7) _____ Thank you.

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4.

A. has began

B. will begin

C. beginning

D. begun

5.

A. Furthermore

B. As a consequence

C. Because

D. Therefore

6.

A. If it takes longer, we will notify you.

B. All businesses will be suspended until the renovations end.

C. During this time, your temporary workspace will be the first-floor conference room.

D. Your office space will look new and improved after the renovations.

7.

A. service

B. association

C. connection

D. cooperation

Exercise 3. Choose the correct answer.

New Horizon to Enter San Diego Telecom Market

New Horizon Telecom, the nation's fastest growing Internet and cellular service provider is happy to _____(12) _____ that is expanding into Sandiego.

The company requested that consulting firm DataVision conduct a survey early this year, and results showed significant demand for_____ (13) _____New Horizon Telecom's high-speed Internet and quality phone services. Moreover, the lackluster service offered by competing telecommunications firms NationTell and Dash Wireless indicates the potential for thousands of customers to switch over to New Horizon, CEO Desomond Changs says the

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move makes perfect economic sense for the company. _____ (14) _____, Chang expects New Horizon to see around 50 million dollars in additional annual revenues.

The service should be up and running in San Diego before the end of the year.

_____ (15) _____ Updates will be posted on the company's Website as more information is disclosed.

12.

A. request

B. support

C. announce

D. certify

13.

A. not only

B. with

C. as well as

D. both

14.

A. On the other hand

B. In contrast

C. Specifically

D. Regardless

15.

A. NationTel and Dash Wireless reached a similar agreement.

B. The added income will help the company make a decision.

C. Employees at regional offices perform better than those at headquarters.

D. However, a definite timetable has yet to be finalized.

Exercise 4. Choose the correct answer.

Questions 1 -2 refer to following letter.

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Novella Fashion, 191 Royalty Ave,. Anselmo, NE 68812, Phone: 402-555-7991

February 2, 2014

Ms Amy Adler

1541 Hilingdon Ave.

Anselmo, NE 68813

Ticket No. 2009-121

Dear Ms Adler,

As a long-time valued customer of Novella Fashion, we would like to invite you to the exclusive Private Preview Showing of our Spring Fashion Collection for 2014. The collection is the work of top designers handpicked by Novella Fashion.

The Showing will take place at our store at 191 Royalty Ave. on Monday evening, February 23, from 7.00pm to 11.30pm. Limited free parking will be available in our parking lot at 195 Royalty Ave. For entry into the parking lot and to the Private Preview Showing you will be required to show this invitation letter with your ticket number printed on it. In addition to the main catwalk show that will run throughout the evening, there will also be a number of spring merchandise draws, as well as a door prize draw for $3000 worth of purchases. To participate in any of the draws, you will need to produce this letter.

For us to estimate attendee numbers, and provide sufficient snacks and drinks, we ask that you call Mariella Senna by February 16, we will assume that you are not attending the show and will issue your ticket number to someone else. Everyone here at Novella Fashion looks forward to meeting you and sharing our Spring Collection with you at our Private Preview Showing.

Your sincerely,

Rosa Sellers

Show Coordinator

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1. Which of the following will NOT occur on the evening of February 23?

A. Refreshments will be available

B. The designers will talk about their work

C. Two different types of prize draw will occur

D. There will be an exhibition of new clothes

2. What does Amy Adler have to do if she wants to go to the show?

A. Buy a ticket over the phone

B. Arrive by a certain time on February 23

C. Tell Mariella Senna that she will attend

D. Exchange the letter for a ticket

Questions 153 -154 refer to following letter.

Dear participants,

Welcome to the Fifth Spatial Computing Conference (SCC). Once you have finished registering and received your name badge and program, please head downstairs to the Granville Room for coffee, tea, and a light breakfast. Today's schedule is as follows:

* 9:30 a.m. — Welcome reception, Granville Room. Meet other participants and discuss ideas about computing trends, industry innovations, and your hopes for the conference. We ask that you please sit at the table with the number indicated on your name badge. We will seat guests from different specializations together to offer visitors a chance to interact with people working in a variety of fields.

*11 a.m. - Opening explanatory discussion, Gladstone Room. Join Patrizio Vincente, Michelle Bealieu, and Mark Blackwell to discuss developments in spatial computing since last year's conference.

* 12:30 p.m. —Lunch break, Granville Room

* 1:30 p.m. - Seminars on database technology, image processing, and mobile applications. These will be held in the Gladstone, Halifax, and Johnstone Rooms.

* 3:30 p.m. — Seminars on location data, forest mapping, and space analysis. These will be held in the Gladstone, Halifax, and Johnstone Rooms.

* 5:30 p.m. - SCC will conclude for the day. But for those who want to stay behind for the next hour to speak with each other and the facilitators about what they've learned, you

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may head to the Granville Room, where refreshments will continue to be served

153. What is the purpose of the announcement?

A. To provide a list of meal times

B. To tell participants about events

C. To inform attendees of timetable

D. To propose a tentative conference schedule

154. What is NOT indicated about the welcome reception?

A. Seating will be assigned by organizers.

B. It will begin with an introductory speech.

C. It will involve people from different fields.

D. Food and beverages will be offered

155. Which venue will be available to attendees after the seminars end?

A. The Granville Room

B. The Halifax Room

C. The Johnstone Room changes

D. The Gladstone Room

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