

**Exercise 1. [The Passive]** Choose the correct passive forms to complete the sentences.

- Exercise 2. [The Passive]** Read the information. Then rewrite the sentences in the passive, using "It is/was + past participle + that". The first question has been done for you.

→ It was thought that the man was responsible for several similar robberies last year.

2. We hoped that some witnesses might come forward, but so far, nobody has approached us.  
→ \_\_\_\_\_ come forward, but so far, nobody has approached us.
3. We understand that someone will release a statement soon.  
→ \_\_\_\_\_ a statement soon.



4. People don't often say that politicians have a sense of humor, but this story shows that some politicians can be funny.

→ \_\_\_\_\_ a sense of humor, but this story shows that some politicians can be funny.

5. Why did the reporter announce that the factory is staying open, when in fact it's going to close?

→ Why \_\_\_\_\_ open, when in fact, it's going to close?

**Exercise 3. [The Passive]** Read the active sentences. Then complete the passive sentences. You might have to change the form of some of the words. The first question has been done for you.

E.g. 1. ACTIVE: A fire completely destroyed a local factory last night.

→ PASSIVE: A local factory was completely destroyed last night in a fire.

2. ACTIVE: Several witnesses in nearby houses heard the noise.

→ PASSIVE: \_\_\_\_\_ by several witnesses in nearby houses.

3. ACTIVE: Fortunately, the fire didn't kill anybody.

→ PASSIVE: Fortunately, \_\_\_\_\_ in the fire.

4. ACTIVE: However, flying glass cut three security guards.

→ PASSIVE: However, \_\_\_\_\_ by flying glass.

5. ACTIVE: People are still investigating the cause of the fire.

→ PASSIVE: \_\_\_\_\_ investigated.

6. ACTIVE: However, people are treating it as an accident, not a crime.

→ PASSIVE: However, \_\_\_\_\_ as an accident, not a crime.

7. ACTIVE: One possibility is that an electrical fault inside the factory caused the fire.

→ PASSIVE: One possibility is \_\_\_\_\_ inside the factory.

8. ACTIVE: The police advise members of the public to stay away from the scene of the fire.

→ PASSIVE: \_\_\_\_\_ to stay away from the scene of the fire.



**Exercise 4.** [IELTS Reading: Skimming - Matching information] Skim the paragraphs and answer the questions.

### Space tourism

**A** Space exploration is important. Apart from the fact that it inspires whole new generations of young scientists, it helps us understand our environment and has given us a perspective on the world in which we live. Mostly, space travel has been restricted to military or scientific exploration, but this is now changing. Now there is a growing space tourism industry, which enables people to pay money to achieve their dreams of leaving the Earth.

**B** Space tourism is not yet a realistic possibility for most people, although there have been commercial flights into space for a few lucky people over the past few decades. In fact, the very first space tourist, Dennis Tito, travelled to the International Space Station as long ago as 2001. Since then, six other fee-paying astronauts have made the trip into space. The explanation for why it was possible for these visitors to have the privilege to leave the Earth, of course, is that they paid enormous sums of money. For his seven days and 22 hours in space, Dennis Tito is reported to have paid \$20 million.

**C** At present, there are several business ventures planning to launch commercial flights to the edge of space, and specially designed vehicles to enable this are being created. Although these do not plan to take tourists away from the Earth's atmosphere, they do offer the chance to travel on board a suborbital flight reaching altitudes of up to 160 kilometres and moving at over 1.4 kilometres per second. This would offer customers the experience of seeing a dark sky filled with stars, as well as a stunning view of the planet Earth below. Tickets would cost in the region of \$200,000 per trip, which would be a bargain compared to the fee Dennis Tito had to pay. However, the trips would be a lot shorter, offering only a few minutes of weightlessness before returning back to the ground, instead of seven days in outer space.

**D** So, it is possible that space tourism could one day become achievable and affordable for many people. However, although a journey into space (or the edge of it) would be a rewarding, once-in-a-lifetime experience for the lucky few, space travel could have widespread drawbacks for the rest of us. According to a study carried out by NASA, a large number of suborbital launches would inevitably release a significant amount of carbon dioxide into the higher levels of the Earth's atmosphere. This alone could cause large-scale disruption to the planet's climate, increasing temperatures globally and disrupting the ozone layer.







Match the summaries A-E in the box with the paragraphs. There is one extra summary that you do not need.

- A. Current developments in the space tourism industry
- B. The benefits and opportunities of space travel
- C. The harmful consequences of space tourism
- D. The number of people who have paid to travel to space
- E. The poor value that trips into space offer compared to their cost

- 1. Paragraph A \_\_\_\_\_
- 2. Paragraph B \_\_\_\_\_
- 3. Paragraph C \_\_\_\_\_
- 4. Paragraph D \_\_\_\_\_

**Exercise 5. [IELTS Reading: Matching information]** Read the passage and answer the questions.

### Setting up in business

- (A) It takes a considerable commitment to set up and run a small business. Owners must be able to do all the tasks necessary to run the business or have sufficient funds to buy in appropriate external help, and even then they must be able to check the quality of the service they are receiving.
- (B) Anyone planning to start a business must be realistic about what can be achieved, and in what time frame. Entrepreneurs often work extremely long hours, not just during 'trading' hours, but also after hours doing all the associated paperwork. If entrepreneurs overwork, they will find it difficult to make good decisions and will lack the energy to analyse and evaluate marketing and finance data. If an entrepreneur becomes over tired and over anxious, they can undermine their businesses by giving the impression that things are bad and the business is just about to close down.
- (C) Many organizations provide support networks for entrepreneurs running small businesses. These networks provide training and access to experienced business mentors for little or no charge. The Business Link network, funded by Department of Trade and Industry, is one source of this kind of support. If entrepreneurs are under 30 years of age, the Prince's Trust also provides training and mentoring for business start-ups. There are various other privately run business networking groups which can be both fun and mutually supportive.
- (D) Owners need to consider four key issues: training, leadership and team development, delegation and management systems.







- (E) Investment in training is necessary to ensure that staff have the skills to do their jobs efficiently and they can meet the requirements of current legislation such as health and safety. Staff may also need training to develop skills to meet internationally recognized quality standards for products and service delivery. Research shows that small and medium-sized firms often find it very difficult to organize effective training.
- (F) Ideally, workplace teams should be happy, creative working groups of individuals who support each other, work to each other's strengths and work towards the business's goals. This might require the owners to undertake self-assessment and target-setting reviews to ensure that the business is staying focused on its objectives. Team development can be fostered by organizing events such as team lunches and days out walking together.
- (G) Owners should delegate and employ appropriate people to do the tasks that they cannot do or do not have time to do. By freeing themselves from some of the easier day-to-day tasks of the business, owners can spend their time monitoring the overall business and thinking about where the business should be going. Certainly if the owners are passionate about the business, they need time to step back and focus on the long-term goals and vision of the organization. They also need time to network, to build up sales leads and to explore further investment opportunities for the business.
- (H) In time, owners need to be able to let go of control of some aspects of the business and to develop more formal management systems. This is probably the most difficult task for any entrepreneur. Many entrepreneurs find it very difficult to trust paid employees to run their businesses.
- (I) At this stage in their development, without outside help and guidance, many businesses simply reach their 'natural' capacity and they do not develop or grow any further. Entrepreneurs need to decide whether they want to keep their business small – so that they retain control of all decisions – or whether they want to go on growing their business and therefore accept that this will necessarily change their role in the business.

The passage has nice paragraphs A-I. Which paragraphs mention the following information 1-6?  
You may use any letter more than once.

1. physical and mental problems that a business owner can face \_\_\_\_
2. leadership and team improvement ideas \_\_\_\_
3. the advantage of not expanding in business \_\_\_\_
4. individuals and larger groups that are available to help people who are new to business \_\_\_\_
5. the reasons why the more basic jobs in a small company should not be not carried out by employers \_\_\_\_
6. external reasons why companies should try to keep their employees' knowledge and expertise up-to-date \_\_\_\_