Exercise 1

Look at the phrases and answer the questions.

- Where would you expect to find these?
- What is different about d)?

a) The house was built in the early nineteenth century.

b) ENGLISH is spoken here.

c) THIS GARMENT MUST NOT BE DRY-CLEANED

d) WE REGRET THAT TODAY'S SERVICES TO MANCHESTER HAVE BEEN CANCELLED BY MIDLAND TRAINS LTD.

e) My Fair Lady performed by the Lower Compton Dramatic Society

_T_T_T_T_T_

Refreshments will be served in the interval

f) This product should be refrigerated after opening.
Exercise 2

All the phrases in Exercise 1 use the passive form. Study these reasons for using the passive and match them with the phrases above. Fill in the table below by writing the letter of the matching phrases in the right-hand column.

<table>
<thead>
<tr>
<th>matching phrase(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>We don’t know who did the action. (1 example)</td>
</tr>
<tr>
<td>The action is more important or interesting than the agent (the person/thing which does it). (3 examples)</td>
</tr>
<tr>
<td>We want to put the most interesting / important information near the beginning of the sentence. (2 examples)</td>
</tr>
</tbody>
</table>
Exercise 3

Here are some notices. Decide whether these notices would be improved by using the passive form and including the agent or not. Then rewrite the sentences like the example.

People who wear this garment must wash it in cold water only. This garment must be washed in cold water only.

a) We apologise that King Airways has cancelled flight KL167 to Stockholm.

b) Passengers can obtain refunds from the ticket office.

c) The waiters will serve drinks in the hotel lounge at six o'clock.

d) The staff in this shop accept payment by Eurocheque.

e) Pablo Picasso painted this portrait.

Using the verbs from the sentences above and in Exercise 1, complete the gaps in this chart:

<table>
<thead>
<tr>
<th></th>
<th>Active</th>
<th>Passive</th>
</tr>
</thead>
<tbody>
<tr>
<td>present simple</td>
<td>accept</td>
<td>is accepted</td>
</tr>
<tr>
<td></td>
<td>speaks</td>
<td></td>
</tr>
<tr>
<td>past simple</td>
<td>painted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>was built</td>
<td></td>
</tr>
<tr>
<td>present perfect</td>
<td>have delayed</td>
<td>has been cancelled</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>modal verbs</td>
<td>must wash</td>
<td>can be obtained</td>
</tr>
<tr>
<td></td>
<td>will serve</td>
<td></td>
</tr>
<tr>
<td></td>
<td>should be refrigerated</td>
<td></td>
</tr>
</tbody>
</table>
Exercise 4

Complete the sentences by using a verb from the box. Remember to use the passive form of the correct tense.

<table>
<thead>
<tr>
<th>wash</th>
<th>rob</th>
<th>pay</th>
<th>clean</th>
<th>win</th>
<th>not</th>
<th>accept</th>
</tr>
</thead>
<tbody>
<tr>
<td>invade</td>
<td>discover</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a) The bank ......................................... last night.
b) Travellers cheques ................................ in this store.
c) This pullover should ................................ by hand.
d) Your new car ....................................... tomorrow.
e) The first prize ..................................... by a man from Manchester.
f) Penicillin ........................................ by Alexander Fleming.
g) Britain ............................................. since the year 1066.
h) This account must ................................. within 28 days.
i) The hotel rooms ................................. every day.
j) Next week your class ............................. by Mrs Girton.

Exercise 5

Make the following sentences active. The first one has been done for you.

This meal should be defrosted by purchasers before heating. 
*Purchasers should defrost this meal before heating.*

a) Breakfast is served between 8 and 10 a.m. at this hotel.

b) A cure for cancer has been discovered by scientists at last!

c) The monkeys will be fed by the zoo keepers at four o clock.

d) The computer was installed by the engineer two months ago.

e) This shirt can be washed at any temperature.
Exercise 6

Work in teams of three. Your task is to combine the words you are given to complete the chart of thirteen passive sentences. You must put the verbs into the correct passive form. The first team to fill the chart with thirteen correct sentences is the winner!

**Student A**: Look at the chart below. Your job is to read out the words in the chart, ask your team mates to help you complete the sentences, and then write them in.

<table>
<thead>
<tr>
<th>America</th>
<th>was invented by</th>
<th>in Germany</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee</td>
<td></td>
<td>by water</td>
</tr>
<tr>
<td>Crimes</td>
<td></td>
<td>should be eaten</td>
</tr>
<tr>
<td>President Kennedy</td>
<td></td>
<td>by Tchaikovsky</td>
</tr>
<tr>
<td></td>
<td></td>
<td>by Pablo Picasso</td>
</tr>
<tr>
<td>Japan</td>
<td>are designed</td>
<td>by Leo Tolstoy</td>
</tr>
</tbody>
</table>

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Student B: look at your information below

- to compose
- islands
- the 1812 Overture
- Radio
- to export
- most buildings
- in Dallas
- to manufacture
- Chinese food
- to discover
- by an Emperor
- to investigate
- Marconi

Student C: look at your information below

- by architects
- to surround
- with chopsticks
- Mercedes cars
- to rule
- Guernica
- by Christopher Columbus
- from Colombia
- by detectives
- to paint
- to write
- to assassinate
- War and Peace
Exercise 7

Rewrite each sentence so that it means the same as the sentence before it. The first one has been done for you.

People shouldn’t take children on long journeys.

Children shouldn’t be taken on long journeys.

a) You may take photographs in this museum.

Photographs

b) Somebody has lost the keys.

The keys

c) Sherlock Holmes investigated many famous crimes.

by Sherlock Holmes.

d) Doctors have discovered a cure for the common cold!

A cure for the common cold

e) The postal service will send on your letters to the new address.

Your

f) They change the sheets every week.

The sheets

g) People eat a lot of hamburgers in the United States.

A lot of hamburgers

h) You must not bring dogs into this park.

Dogs

i) The Italians have designed the best outfits this season.

The best outfits this season

by the Italians.

j) Factory workers manufactured this TV in Korea.

This TV
Teacher’s notes & key

Aim: To practise the use of the following tenses in the passive voice: present simple, present perfect, past simple, future simple (see below) and some modal verbs.

Topics: Labels and notices, general knowledge.

Lesson timings: Exercises 1–3: 15 minutes, exercises 4–5: 15 minutes, exercise 6: 10 minutes, exercise 7: 10 minutes. Total: 50 minutes.

Exercises 1–3

1a Discuss these suggested answers with students:
   a) An advertisement/information about a house for sale
   b) In a shop window
   c) On a shirt label
   d) On a railway notice board
   e) In a theatre programme
   f) On a carton of fruit juice

1b Elicit that d) is different because the 'agent' is mentioned. If students are unfamiliar with this, explain that the agent is the person or thing doing the action, in an active sentence it would be the subject of the verb.

2 Check that the students understand the reasons and discuss which reasons apply to the notices in exercise 1.
   1) A
   2) C, E, F
   3) B, D

3 Elicit some of the reasons given in exercise 2 to explain why the sentences would be better in the passive form – point out that it is not necessary to include the agent, except in e (this sentence no meaning without the agent).
   a) We apologise that flight KL 167 has been cancelled.
   b) Refunds can be obtained from the ticket office.
   c) Drinks will be served in the hot el lounge at six o'clock.
   d) Payment by Eurocheque is accepted in this shop.
   e) This portrait was painted by Pablo Picasso.

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<td>painted</td>
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<tr>
<td></td>
<td>will serve</td>
</tr>
<tr>
<td></td>
<td>must not dry clean</td>
</tr>
<tr>
<td></td>
<td>should refrigerate</td>
</tr>
<tr>
<td></td>
<td>must be washed</td>
</tr>
<tr>
<td></td>
<td>can be obtained</td>
</tr>
<tr>
<td></td>
<td>will be served</td>
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<tr>
<td></td>
<td>must not be dry-cleaned</td>
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<tr>
<td></td>
<td>should be refrigerated</td>
</tr>
</tbody>
</table>
Exercises 4–5

4 Point out that the students will need to put the verbs into the correct tense to fit the sentence context.

a) The bank was robbed last night.
b) Travellers cheques are accepted in this store.
c) This pullover should be washed by hand.
d) Your new car will be delivered tomorrow.
e) The first prize was won by a man from Manchester.
f) Penicillin was discovered by Alexander Fleming.
g) Britain has not been invaded since the year 1066.
h) This account must be paid within 28 days.
i) The hotel rooms are cleaned every day.
j) Next week your class will be taught by Mrs Girton.

5

a) This hotel serves breakfast between 8 and 10 a.m.
b) Scientists have discovered a cure for cancer at last!
c) The zookeepers will feed the monkeys at four o’clock.
d) The engineer installed the computer two months ago.
e) You can wash this shirt at any temperature.

6 Explain the task. Divide the class into groups of three: A, B and C in each group (students may double up role A if numbers do not fit exactly). Check that students only look at their own sections and communicate through speech only.

<table>
<thead>
<tr>
<th>America</th>
<th>was discovered by</th>
<th>Christopher Columbus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radio</td>
<td>was invented by</td>
<td>Marconi</td>
</tr>
<tr>
<td>Mercedes cars</td>
<td>are manufactured</td>
<td>in Germany</td>
</tr>
<tr>
<td>Coffee</td>
<td>is exported</td>
<td>from Colombia</td>
</tr>
<tr>
<td>Crimes</td>
<td>are investigated</td>
<td>by detectives</td>
</tr>
<tr>
<td>Islands</td>
<td>are surrounded</td>
<td>by water</td>
</tr>
<tr>
<td>Chinese food</td>
<td>should be eaten</td>
<td>with chopsticks</td>
</tr>
<tr>
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<td>in Dallas</td>
</tr>
<tr>
<td>The 1812 Overture</td>
<td>was composed</td>
<td>by Tchaikovsky</td>
</tr>
<tr>
<td>Guernica</td>
<td>was painted</td>
<td>by Pablo Picasso</td>
</tr>
<tr>
<td>Japan</td>
<td>is ruled</td>
<td>by an Emperor</td>
</tr>
<tr>
<td>Most buildings</td>
<td>are designed</td>
<td>by architects</td>
</tr>
<tr>
<td>War and Peace</td>
<td>was written</td>
<td>by Leo Tolstoy</td>
</tr>
</tbody>
</table>

7 You may like to use this exercise as a test. Allow ten minutes including checking.

a) Photographs may be taken in this museum.
b) The keys have been lost.
c) Many famous crimes were investigated by Sherlock Holmes.
d) A cure for the common cold has been discovered!
e) Your letters will be sent on to your new address.
f) The sheets are changed every week.
g) A lot of hamburgers are eaten in the United States.
h) Dogs must not be brought into this park.
i) The best outfits this season have been designed by the Italians.
j) This TV was manufactured in Korea.