

Grammar

Passive Voice

Verbs in sentences can either be active or passive.

The passive is formed with the verb **be + past participle** of the main verb.

If we want to mention who or what has done something we use by.

Tense	Active form	Passive form
present simple	They make BMWs in Germany.	am/are/is + past participle <i>BMWs are made in Germany.</i>
present continuous	John is writing the report right now.	am/are/is + being + past participle <i>The report is being written right now.</i>
past simple	Bill Johnson sent the report yesterday.	was/were + past participle <i>The report was sent yesterday.</i>
past continuous	They were asking me many difficult questions	was/were+being+past participle <i>I was being asked many difficult questions.</i>
present perfect	They have opened a new branch office.	have/has been + past participle <i>A new branch office has been opened.</i>
past perfect	The manager had already cancelled the meeting.	had been + participle <i>The meeting had already been cancelled.</i>
modals	They will open a new store. You should write the report in	modal(will, can, could, may, must, should) + be+past participle <i>A new store will be opened.</i> <i>The report should be written in English.</i>

	English.	
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We use it

- 1. To describe processes or how something is done. We use by to say who or what performs the action.**

At the first stage the raw materials are loaded into this container.

The chemicals are transported by lorry and are then delivered to the factory.

- 2. To emphasize the result, rather than the person or cause – we are more interested in the person or object that experiences an action than the person or object that performs the action.**

The New York stock exchange was founded in 1792 (the identity of the person who founded the stock exchange is less relevant)

- 3. When the person who does the action is unknown, unimportant or too obvious to mention.**

Four hundred thousand credit cards are stolen every year. (we don't know exactly who steals the cards.)

The photocopier was left on all night. (we don't know who was the last person to use it.)

- 4. in impersonal language, to report formal decisions or to make announcements.**

It has been decided to lay off 1,000 workers.

A personnel manager has now been appointed.

Protective clothing must be worn at all times.

A Underline the correct form in italics.

1. Fifty thousand copies *sold/were sold* last year.
2. He *has promoted/has been promoted*.
3. They *have promoted/have been promoted* the movie all over the world.
4. It *decided/was decided* that the service *should discontinue/should be discontinued*.
5. The inflation rate *is/has gone up*.
6. The machine *was/had stopped* for repair.
7. An important document *had lost/had been lost*.
8. This model *manufactures/is manufactured* in the Netherlands.
9. Employees *make/are made* this model in a small village near the Hague.
10. The factory only *employs/is employed* men.
11. Females *encourage/are encouraged* to start up their own businesses.

B Choose the correct answer.

1. The production plant was _____ in 2008.
 - a. produced
 - b. told
 - c. built
 - d. supplied
2. The company was _____ in 2009.
 - a. increased
 - b. written
 - c. left
 - d. founded
3. I was _____ to make a presentation at the Conference.
 - a. suggested
 - b. invited
 - c. permitted
 - d. increased
4. The job was _____ to Ryan but he turned it down.
 - a. written
 - b. permitted
 - c. left
 - d. offered
5. I was _____ that I wouldn't need to bring my own slide projector.
 - a. told
 - b. increased
 - c. permitted
 - d. written
6. The report was _____ by a leading expert in the field.
 - a. suggested
 - b. increased
 - c. left
 - d. written
7. Smoking is not _____ on these premises.
 - a. suggested
 - b. left
 - c. permitted
 - d. increased
8. Some things are best _____ unsaid.
 - a. suggested
 - b. left
 - c. offered
 - d. increased

9. Taxes are being _____ by 20%.
- suggested
 - increased
 - offered
 - invited
10. It has been _____ that we should delay this decision for a few weeks.
- suggested
 - built
 - offered
 - invite
11. AMD bought MarkmaN Co.
- MarkmaN Co. had been bought by AMD.
 - MarkmaN Co. was bought by AMD.
 - MarkmaN Co. is bought by AMD.
12. Jane asked Simon out.
- Simon was asked out by Jane.
 - Simon had been asked out by Jane.
 - Simon is asked out by Jane.
13. The gentleman paid for the meal.
- The meal is paid for by the gentleman.
 - The meal has been paid for by the gentleman.
 - The meal was paid for by the gentleman Caroline
14. Harry will meet you at the airport.
- You will have been met by Harry at the airport.
 - You will be met by Harry at the airport.
 - You would be met by Harry at the airport.
15. Tom respects Lindsay's opinion.
- Lindsay's opinion would be respected by Tom.
 - Lindsay's opinion was respected by Tom.
 - Lindsay's opinion is respected by Tom.
16. Jane upset me by what she said.
- I would be upset by what Jane said.
 - I was upset by what Jane said.
 - I would have been upset by what Jane said.
17. I'm going to inform John later today.
- John would be informed by me later today.
 - John was informed by me later today.
 - John is going to be informed by me later today.

18. The police arrested 12 people.
- 12 people were arrested by the police.
 - 12 people have been arrested by the police.
 - 12 people should be arrested by the police.
19. Sharon might come to see you tomorrow.
- You might be visited by Sharon tomorrow.
 - You will might be visited by Sharon tomorrow.
 - You would be visited by Sharon tomorrow.
20. Sid Vicious sang My Way.
- My Way was sung by Sid Vicious.
 - My Way had been sung by Sid Vicious.
 - My Way would be sung by Sid Vicious.

C Complete these sentences with the correct form of the verbs in brackets.

- Business is _____ (do) through networking and meeting people.
- A job can be _____ (win) or _____ (lose) on first impressions.
- He has been _____ (invite) out to a business dinner.
- She was _____ (give) my name by a colleague.
- At tomorrow's meeting, you _____ (introduce) to many important people.
- Tedious jobs often (do) _____ by computers.
- The Skype Group (headquarter) _____ in Luxembourg.
- Many supermarkets are encouraging customers to log onto their web site, browse through the offered items, and purchase them. As each item _____ (select), it goes into the 'Virtual Trolley' and when shopping is complete, the 'trolley' (move) _____ to the 'Pay for Goods' area of the web site, equivalent of the cash till. After payment has been made, the order (transmit) _____ to the warehouse where it.
- Computers _____ now (apply) in business for many reasons.
- Skype _____ (found) by Nikolas Zennström and Janus Friis, the creators of KaZaA.
- New models of computers _____ recently (launch).
- Many new computer games _____ (will; launch) this summer.
- Skype software is currently available free of charge and _____ (can; download) from the company website.

D Complete the report with the active or passive form of the verbs in brackets.

A recent ethical audit, which _____ (carry) out in May, showed that the company's operations included several practices that _____ (might/judge) as unethical by shareholders and the general public. It _____ (find) that the company employed no workers from ethnic minorities. Moreover, many of the company's products _____ (sourced) from overseas markets where cheap labour, including child labour, _____ (employ). Although there is no evidence of the company using such labour, it _____ (could/be) seen to indirectly support its use. Several newspaper stories _____ (publish) recently showing how cheaply top brands _____ (produce) on the subcontinent compared with the premium prices at which they _____ (sell) in Europe. As a well-known manufacturer of branded leisurewear with suppliers who _____ (locate) on the subcontinent, we _____ (could/easily/put) into this category by national newspapers. It is clear that action _____ (must/take) to avoid such negative publicity. It _____ (recommend) that the company review its employment policies and commission a new ethical audit with a view of publishing it as part of a campaign to promote the company's ethical credentials.

E Put the verbs in brackets into the correct form of the passive.

1. Nonstop watches _____ (start) in 1968 by Robert Bloomfield form a small workshop in his garden in Norwich. Its first product, a waterproof stopwatch, _____ (launch) the same year and was an immediate success when it _____ as the official stopwatch for the 1968 Highland Games. In 1969, the company moved to a factory just outside Norwich, and in that factory, more than five million watches _____ (produce) until now. In a constant bid for innovation, the latest digital technology _____ (recently introduce) to make Nonstop watches among the most accurate and reliable in the world, and these watches _____ (expect) _____ (use) as the official watches in the next Highland Games. Next year, it _____ (hope) that a new, completely automated factory _____ (open) and that all watches coming from the factory _____ (manufacture) by robots.

2. Beer festival statistics

The famous Munich beer festival _____ (attend) by 6.3 million people, 195,000 beer mugs _____ (steal), the Red Cross had to look after 85 lost children, and the lost and found office _____ (hand) 1090 identity cards and purses, 190 mobile phones and three sets of false teeth.