

## Passive 1 (is done / was done)

A

Study this example:

This house **was built** in 1935.**Was built** is *passive*.Compare *active* and *passive*:

Somebody **built** this house in 1935. (*active*)

subject                      object

This house **was built** in 1935. (*passive*)

subject

When we use an active verb, we say what the subject does:

- My grandfather was a builder. **He built** this house in 1935.
- It's a big company. **It employs** two hundred people.

When we use a passive verb, we say *what happens to the subject*:

- This house is pretty old. **It was built** in 1935.
- Two hundred people **are employed** by the company.

B

When we use the passive, who or what causes the action is often unknown or unimportant:

- A lot of money **was stolen** in the robbery.  
(somebody stole it, but we don't know who)
- **Is** this room **cleaned** every day? (does somebody clean it? – it's not important who)

If we want to say who does or what causes the action, we use **by**:

- This house was built **by my grandfather**.
- Two hundred people are employed **by the company**.

C

The passive is **be (is/was, etc.) + past participle (done/cleaned/seen, etc.)**:

(be) done      (be) cleaned      (be) damaged      (be) built      (be) seen, etc.

For irregular past participles (**done/seen/known**, etc.), see Appendix 1.Study the active and passive forms of the *simple present* and *simple past*:*Simple Present*active: **clean(s) / see(s)**, etc.Somebody **cleans** this room every day.passive: **am/is/are + cleaned/seen**, etc.This room **is cleaned** every day.

- Many accidents **are caused** by careless driving.
- **I'm not** often **invited** to parties.
- How **is** this word **pronounced**?

*Simple Past*active: **cleaned/saw**, etc.Somebody **cleaned** this room yesterday.passive: **was/were + cleaned/seen**, etc.This room **was cleaned** yesterday.

- We **were woken** up by a loud noise during the night.
- "Did you go to the party?" "No, I **wasn't invited**."
- How much money **was stolen** in the robbery?

## 40.1 Complete the sentences using these verbs in the correct form, present or past:

cause      damage      hold      invite      make  
pass      show      surround      translate      write

- Many accidents are caused by dangerous driving.
- Cheese is made from milk.
- The roof of the building was damaged in a storm a few days ago.
- You weren't invited to the wedding. Why didn't you go?
- A movie theater is a place where films are shown.
- In the United States, elections for president are held every four years.
- Originally the book was written in Spanish, and a few years ago it was translated into English.
- Although we were driving pretty fast, we weren't surrounded by a lot of other cars.
- You can't see the house from the road. It is hidden by trees.

## 40.2 Write questions using the passive. Some are present and some are past.

- Ask about glass. (how / make?) How is glass made?
- Ask about television. (when / invent?) When was television invented?
- Ask about mountains. (how / form?) How were mountains formed?
- Ask about the planet Neptune. (when / discover?) When was the planet Neptune discovered?
- Ask about silver. (what / use for?) What is silver used for?

## 40.3 Put the verb into the correct form, simple present or simple past, active or passive.

- It's a big factory. Five hundred people are employed (employ) there.
- Did somebody clean (somebody / clean) this room yesterday?
- Water covers (cover) most of the Earth's surface.
- How much of the Earth's surface is covered (cover) by water?
- The park gates are locked (lock) at 6:30 p.m. every evening.
- The letter was mailed (mail) a week ago, and it arrived (arrive) yesterday.
- The boat hit a rock and sank (sink) quickly. Fortunately everybody was rescued (rescue).
- Ron's parents died (die) when he was very young. He and his sister were brought up (bring up) by their grandparents.
- I was born in Chicago, but I grew up (grow up) in Houston.
- While I was on vacation, my camera was stolen (steal) from my hotel room.
- While I was on vacation, my camera disappeared (disappear) from my hotel room.
- Why did Sue quit (Sue / quit) her job? Didn't she like it?
- Why was Bill fired (Bill / fire) from his job? What did he do wrong?
- The company is not independent. It is owned (own) by a much larger company.
- I saw an accident last night. Somebody called (call) an ambulance, but nobody was injured (injure), so the ambulance wasn't needed (not / need).
- Where are these pictures taken (these pictures / take)? In Hong Kong?

## 40.4 Rewrite these sentences. Instead of using somebody/they/people, etc., write a passive sentence.

- Somebody cleans the room every day. The room is cleaned every day.
- They canceled all flights because of fog. All flights were canceled because of fog.
- People don't use this road much. This road isn't used much.
- Somebody accused me of stealing money. I was accused of stealing money.
- How do people learn languages? How are languages learned?
- People warned us not to go out alone. We were warned not to go out alone.

# Passive 2 (be done / been done / being done)

## A

Study the following active and passive forms:

After **will / can / must / going to / want to**, etc.

active: **do/clean/see**, etc.

Somebody **will clean** this room later,

passive: **be + done/cleaned/seen**, etc.

This room **will be cleaned** later.

- The situation is serious. Something must **be done** before it's too late.
- A mystery is something that can't **be explained**.
- The music was very loud and could **be heard** from far away.
- A new supermarket is going to **be built** next year.
- Please go away. I want to **be left** alone.

## B

After **should have / might have / would have / seem to have**, etc.

active: **done/cleaned/seen**, etc.

Somebody **should have cleaned** this room .

passive: **been + done/cleaned/seen**, etc.

This room **should have been cleaned**.

- I haven't received the letter yet. It might **have been sent** to the wrong address.
- If you had locked the car, it wouldn't **have been stolen**.
- There were some problems at first, but they seem to **have been solved**.

## C

*Present Perfect*

active: **have/has + (done)**, etc.

The room looks nice. Somebody **has cleaned** it .

passive: **have/has been + (done)**, etc.

The room looks nice. It **has been cleaned**.

- Have you heard? The concert **has been canceled**.
- **Have** you ever **been bitten** by a dog?
- "Are you going to the party?" "No, I **haven't been invited**."

*Past Perfect*

active: **had + (done)**, etc.

The room looked nice. Somebody **had cleaned** it .

passive: **had been + (done)**, etc.

The room looks nice. It **had been cleaned**.

- The vegetables didn't taste very good. They **had been cooked** too long.
- The car was three years old but **hadn't been used** very much.

## D

*Present Continuous*

active: **am/is/are + (do)ing**

Somebody **is cleaning** this room right now.

passive: **am/is/are + being (done)**

This room **is being cleaned** right now.

- There's somebody walking behind us. I think we **are being followed**.
- (*in a shop*) "Can I help you?" "No, thank you. I'm **being helped**."

*Past Continuous*

active: **was/were + (do)ing**

Somebody **was cleaning** this room when I arrived.

passive: **was/were + being (done)**

This room **was being cleaned** when I arrived.

- There was somebody walking behind us. We **were being followed**.

41.1 What do these words mean? Use *it can* ... or *it can't* ... Use a dictionary if necessary.

If something is

- |                                       |                     |
|---------------------------------------|---------------------|
| 1. washable, <u>it can be washed.</u> | 4. unusable, _____  |
| 2. unbreakable, it _____              | 5. invisible, _____ |
| 3. edible, _____                      | 6. portable, _____  |

41.2 Complete these sentences with the following verbs (in the correct form):

**arrest    carry    cause    do    make    repair    send    spend    wake up**

Sometimes you need *have* (*might have, should have, etc.*).

- The situation is serious. Something must be done before it's too late.
- I haven't received the letter. It might have been sent to the wrong address.
- A decision will not \_\_\_\_\_ until the next meeting.
- Do you think that more money should \_\_\_\_\_ on education?
- This road is in very bad condition. It should \_\_\_\_\_ a long time ago.
- The injured man couldn't walk and had to \_\_\_\_\_.
- I told the hotel desk clerk I wanted to \_\_\_\_\_ at 6:30 the next morning.
- If you hadn't pushed the policeman, you wouldn't \_\_\_\_\_.
- It's not certain how the fire started, but it might \_\_\_\_\_ by an electrical short circuit.

41.3 Rewrite these sentences. Instead of using *somebody* or *they*, write a passive sentence.

- Somebody has cleaned the room. The room has been cleaned.
- Somebody is using the computer right now.  
The computer \_\_\_\_\_
- I didn't realize that somebody was recording our conversation.  
I didn't realize that \_\_\_\_\_
- When we got to the stadium, we found that they had canceled the game.  
When we got to the stadium, we found that \_\_\_\_\_
- They are building a new highway around the city.  
\_\_\_\_\_
- They have built a new hospital near the airport.  
\_\_\_\_\_

41.4 Make sentences from the words in parentheses. Sometimes the verb is active, sometimes passive.

- There's somebody behind us. (I think / we / follow) I think we're being followed.
- This room looks different. (you / paint / the walls?) Have you painted the walls?
- My car has disappeared. (it / steal!)  
It \_\_\_\_\_
- My umbrella has disappeared. (somebody / take)  
Somebody \_\_\_\_\_
- When I went into the room, I saw that the table and chairs were not in the same place.  
(the furniture / move) The \_\_\_\_\_
- The man next door disappeared six months ago. (he / not / see / since then)  
He \_\_\_\_\_
- I wonder how Jane is these days. (I / not / see / for ages)  
I \_\_\_\_\_
- I wanted to use a computer at the library last night, but I wasn't able to.  
(the computers / use) All \_\_\_\_\_
- Ann can't use her office this week. (it / redecorate)  
It \_\_\_\_\_
- The photocopier broke down yesterday, but now it's OK. (it / work / again; it / repair)  
It \_\_\_\_\_ . It \_\_\_\_\_
- A friend of mine was mugged on his way home a few nights ago. (you / ever / mug?)  
\_\_\_\_\_





42.1 Write these sentences using the passive, beginning in the way shown.

- They didn't give me the information I needed.  
I wasn't given the information I needed.
- They asked me some difficult questions at the interview.  
I \_\_\_\_\_
- Jessica's colleagues gave her a present when she retired.  
Jessica \_\_\_\_\_
- Nobody told me about the meeting.  
I wasn't \_\_\_\_\_
- How much will they pay you for your work?  
How much will you \_\_\_\_\_
- I think they should have offered John the job.  
I think John \_\_\_\_\_
- Has anybody shown you what to do?  
Have you \_\_\_\_\_

42.2 Complete the sentences using **being** + the following (in the correct form):

give hit invite ~~keep~~ pay treat

- Steve hates being kept waiting.
- We went to the party without \_\_\_\_\_.
- I like giving presents, and I also like \_\_\_\_\_ them.
- It's a busy road and I don't like crossing it. I'm afraid of \_\_\_\_\_.
- I'm an adult. I don't like \_\_\_\_\_ like a child.
- Few people are prepared to work without \_\_\_\_\_.

42.3 When were they born? Choose five of these people and write a sentence for each.  
(Two of them were born in the same year.)

Beethoven	Galileo	Elvis Presley	1452	1869
John Lennon	Mahatma Gandhi	Leonardo da Vinci	1564	<del>1901</del>
<del>Walt Disney</del>	Martin Luther King Jr.	William Shakespeare	1770	1940
			1929	1935

- Walt Disney was born in 1901.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- And you? I \_\_\_\_\_

42.4 Complete the sentences using **get/got** + the following verbs (in the correct form):

ask damage ~~hurt~~ pay steal sting stop use

- There was a fight at the game, but nobody got hurt.
- Ted \_\_\_\_\_ by a bee while he was sitting in the yard.
- These tennis courts don't \_\_\_\_\_ very often. Not many people want to play.
- I used to have a bicycle, but it \_\_\_\_\_ a few months ago.
- Rachel works hard but doesn't \_\_\_\_\_ very much.
- Last night I \_\_\_\_\_ by the police as I was driving home. One of the lights on my car wasn't working.
- Please pack these things very carefully. I don't want them to \_\_\_\_\_.
- People often want to know what my job is. I often \_\_\_\_\_ that question.

# It is said that . . . He is said to . . . He is supposed to . . .

A

Study this example situation:



Henry is very old. Nobody knows exactly how old he is, but:

**It is said that** he is 108 years old.or **He is said to be** 108 years old.

Both these sentences mean: People say that he is 108 years old.

You can use these structures with a number of other verbs, especially:

**alleged believed considered expected known reported thought understood**

Compare the two structures:

- Cathy works very hard.

**It is said that** she works 16 hours a day.or She **is said to work** 16 hours a day.

- The police are looking for a missing boy.

**It is believed that** the boy is wearing a white sweater and blue jeans.or The boy **is believed to be wearing** a white sweater and blue jeans.

- The strike started three weeks ago.

**It is expected that** it will end soon.or The strike **is expected to end** soon.

- A friend of mine has been arrested.

**It is alleged that** he hit a police officer.or He **is alleged to have hit** a police officer.

- The two houses belong to the same family.

**It is said that** there is a secret tunnel between them.or There **is said to be** a secret tunnel between them.

These structures are often used in news reports. For example, in a report about an accident:

- **It is reported that** two people were injured in the explosion.

or Two people **are reported to have been injured** in the explosion.

B

**(Be) supposed to**Sometimes **(it is) supposed to . . .** = (it is) said to . . . :

- Let's go and see that movie. **It's supposed to be** good. (= it is said to be good)
- Mark **is supposed to have hit** a police officer, but I don't believe it.

But sometimes **supposed to** has a different meaning. We use **supposed to** to say what is intended, arranged, or expected. Often this is different from the real situation:

- The plan **is supposed to be** a secret, but everybody seems to know about it.  
(= the plan is intended to be a secret)
- What are you doing at work? You're **supposed to be** on vacation.  
(= you arranged to be on vacation)
- Jane **was supposed to call** me last night, but she didn't.
- Our guests **were supposed to come** at 7:30, but they were late.
- I'd better hurry. I'm **supposed to meet** Chris in 10 minutes.

You're **not supposed to** do something = it is not allowed or advisable:

- You're **not supposed to park** your car here. It's private parking only.
- Mr. Bruno is much better after his operation, but he's **still not supposed to do** any heavy work.

43.1 Write these sentences in another way, beginning as shown. Use the underlined words.

1. It is expected that the strike will end soon. The strike is expected to end soon.
2. It is thought that the prisoner escaped by climbing over a wall.  
The prisoner is thought to have escaped by climbing over a wall.
3. It is reported that many people are homeless after the floods.  
Many people \_\_\_\_\_
4. It is alleged that the man robbed the store of \$3,000.  
The man \_\_\_\_\_
5. It is reported that the building was badly damaged by the fire.  
The building \_\_\_\_\_
6. a) It is said that the company is losing a lot of money.  
The company \_\_\_\_\_  
b) It is believed that the company lost a lot of money last year.  
The company \_\_\_\_\_  
c) It is expected that the company will lose money this year.  
The company \_\_\_\_\_

43.2 There are a lot of rumors about Stan. Here are some of the things people say about him:

1. Stan speaks 10 languages.
2. He knows a lot of famous people.
3. He is very rich.
4. He has 12 children.
5. He was an actor when he was younger.



Stan

Nobody is sure whether these things are true. Write sentences about Stan using **supposed to**.

1. Stan is supposed to speak 10 languages.
2. He \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

43.3 Complete the sentences using **supposed to be** + the following:

**on a diet   a flower   my friend   a joke   ~~on vacation~~   working**

1. What are you doing at work? You are supposed to be on vacation.
2. You shouldn't criticize me all the time. You \_\_\_\_\_
3. I really shouldn't be eating this cake. I \_\_\_\_\_
4. I'm sorry about what I said. I was trying to be funny. It \_\_\_\_\_
5. What's this drawing? Is it a tree? Or maybe it \_\_\_\_\_
6. You shouldn't be reading the paper now. You \_\_\_\_\_

43.4 Write sentences with **supposed to** + the following verbs:

**arrive   block   call   ~~park~~   start**

Use the negative (**not supposed to**) where necessary.

1. You re not supposed to park here. It's private parking only.
2. We \_\_\_\_\_ work at 8:15, but we rarely do anything before 8:30.
3. Oh, I \_\_\_\_\_ Helen, but I completely forgot.
4. This door is a fire exit. You \_\_\_\_\_ it.
5. My train \_\_\_\_\_ at 11:30, but it was an hour late.



## Have/get something done

A

Study this example situation:



Lisa

The roof of Lisa's house was damaged in a storm. Yesterday a worker came and repaired it.

Lisa **had** the roof **repaired** yesterday.

This means: Lisa arranged for somebody else to repair the roof. She didn't repair it herself.

We use **have something done** to say that we arrange for somebody else to do something for us. Compare:

- Lisa **repaired** the roof. (= she repaired it herself)
- Lisa **had** the roof **repaired**. (= she arranged for somebody else to repair it)
- "Did you **paint** your apartment yourself?" "Yes, I like doing things like that."
- "Did you **have** your apartment **painted**?" "No, I painted it myself."

B

Be careful with word order. The *past participle* (**repaired/cut**, etc.) is after the *object*:

have	Object	Past Participle
Lisa <b>had</b>	the roof	<b>repaired</b> yesterday.
Where did you <b>have</b>	your hair	<b>cut</b> ?
Our neighbor has just <b>had</b>	air conditioning	<b>installed</b> in her house.
We are <b>having</b>	the house	<b>painted</b> this week.
How often do you <b>have</b>	your car	<b>serviced</b> ?
Why don't you <b>have</b>	that coat	<b>cleaned</b> ?
I don't like <b>having</b>	my picture	<b>taken</b> .

C

**Get something done**

You can also say "**get something done**" instead of "**have something done**" (mainly in informal spoken English):

- When are you going to **get the roof repaired**? (= have the roof repaired)
- I think you should **get your hair cut** really short.

D

Sometimes **have (or get) something done** has a different meaning. For example:

- Eric **had his license taken away** for driving too fast again and again.
- or Eric **got his license taken away** for driving . . .

This does not mean that he arranged for somebody to take his license away. It means that his license was taken away by the police.

With this meaning, we use **have (or get) something done** to say that something happens to somebody or their belongings. Usually what happens is not nice:

- James **got his passport stolen**. (= his passport was stolen)
- Have you ever **had your flight canceled**? (= has your flight ever been canceled?)

44.1 Check (✓) the correct sentence, (a) or (b), for each picture.

1.



Sarah

- a) Sarah is cutting her hair.  
b) Sarah is having her hair cut.

2.



Bill

- a) Bill is cutting his hair.  
b) Bill is having his hair cut.

3.



John

- a) John is shining his shoes.  
b) John is having his shoes shined.

4.



Sue

- a) Sue is taking a picture.  
b) Sue is having her picture taken.

44.2 Answer the questions using **To have something done**. Choose from the boxes:

my ear   my eyes   my jacket   my watch

clean   repair   service   test

1. Why did you go to the garage? To have my car serviced.  
2. Why did you go to the cleaner's? To \_\_\_\_\_  
3. Why did you go to the jeweler's? \_\_\_\_\_  
4. Why did you go to the optician's? \_\_\_\_\_

44.3 Write sentences in the way shown.

1. Lisa didn't repair the roof herself. She had it repaired.  
2. I didn't cut my hair myself. I \_\_\_\_\_  
3. They didn't paint the house themselves. They \_\_\_\_\_  
4. John didn't build that wall himself. \_\_\_\_\_  
5. I didn't deliver the flowers myself. \_\_\_\_\_

44.4 Use the words in parentheses to complete the sentences. Use the structure **have something done**.

1. We are having the house painted (the house / paint) this week.  
2. I lost my key. I'll have to \_\_\_\_\_ (another key / make).  
3. When was the last time you \_\_\_\_\_ (your hair / cut)?  
4. \_\_\_\_\_ (you / a newspaper / deliver) to your house every day, or do you go out and buy one?  
5. A: What are those workers doing at your house?  
B: Oh, we \_\_\_\_\_ (garage / build).  
6. You can't see that sign from here? You should \_\_\_\_\_ (your eyes / check).

In the following sentences use **get something done**.

7. How often do you get your car serviced (your car / service)?  
8. This coat is dirty. I should \_\_\_\_\_ (it / clean).  
9. If you want to wear earrings, why don't you \_\_\_\_\_ (your ears / pierce)?  
10. A: I heard your computer wasn't working.  
B: That's right, but it's OK now. I \_\_\_\_\_ (it / repair).

In these items, use **have something done** with its second meaning (see Section D).

11. Did you hear about Pete? He had his license taken away (license / take away).  
12. Did I tell you about Jane? She \_\_\_\_\_ (her purse / steal) last week.  
13. Gary was in a fight last night. \_\_\_\_\_ (his nose / break).