

این فایل، ابتدا شامل یک خلاصه‌ی کاربردی و فشرده است که توسط تیم تست‌هیلپر تهیه شده و مهم‌ترین نکات گرامری را به صورت ساده، منظم و امتحان‌محور مرور می‌کند.

پس از این بخش، قسمت‌های مرتبط با همین مبحث از کتاب‌های **Grammar in Use Intermediate** و **Grammar in Use Advanced** نیز در فایل قرار داده شده‌اند تا زبان‌آموزان در صورت نیاز بتوانند توضیحات کامل‌تر، مثال‌های بیشتر و تمرین‌های تکمیلی را مطالعه کنند.

Quick Guide: Active and Passive Voice

In an **active** sentence, the subject does the action.

In a **passive** sentence, the subject receives the action.

Active: The chef **prepared** the meal.

Passive: The meal **was prepared** by the chef.

Use the passive when the action or result is more important than the person doing it, or when the doer is unknown, obvious, or unnecessary.

Main Passive Forms

Tense / Structure	Passive Form	Example
Present Simple	am/is/are + past participle	The room is cleaned every day.
Past Simple	was/were + past participle	The email was sent yesterday.
Present Perfect	has/have been + past participle	The policy has been changed.
Past Perfect	had been + past participle	The report had been completed.
Future	will be + past participle	The results will be announced tomorrow.
Present Continuous	am/is/are being + past participle	The files are being checked now.
Past Continuous	was/were being + past participle	The road was being repaired.

Active or Passive?

Choose **active** when the doer is important.

Example:

- The technician **repaired** the printer.

Choose **passive** when the object, result, or process is more important.

Example:

- The printer **was repaired** this morning.

Use by + person/thing only when the doer is important or surprising.

Examples:

- The novel was written by George Orwell.
- The window was broken by a falling branch.

Example:

- The documents were checked yesterday.

Passive with Modals

After a modal, use:

modal + be + past participle

Examples:

- The information **must be checked**.
- The decision **should not be made** too quickly.
- The password **cannot be shared**.

For past modal passive, use:

modal + have been + past participle

Examples:

- The files **should have been protected**.
- The accident **might have been prevented**.

Passive Infinitives and -ing Forms

Some passive structures use **to be + past participle**.

Examples:

- The project needs to be completed soon.
- The results are expected to be announced tomorrow.
- The rule is difficult to be applied correctly.

Some structures use **being + past participle**.

Examples:

- The building is being painted.
- She dislikes being interrupted.
- The proposal was criticized for being poorly explained.

Some perfect passive structures use **having been + past participle**.

Example:

- Having been warned before, he was more careful this time.

Reporting with Passive Verbs

Passive reporting is common in formal or academic English. It is used when we do not know, or do not want to mention, who says, believes, or reports something.

Pattern 1:

It + passive verb + that-clause

Examples:

- It is said that the company is expanding.
- It was reported that the data had been changed.
- It is believed that the policy will affect small businesses.

Pattern 2:

Subject + passive reporting verb + to-infinitive

Examples:

- The company is said to be expanding.
- The data were reported to have been changed.

- The policy is believed to affect small businesses.

Common verbs in this pattern include say, report, believe, think, expect, consider, know, understand, and claim.

Have / Get Something Done

Use **have/get + object + past participle** when someone arranges for another person to do a service.

Examples:

- I had my phone repaired.
- She got her hair cut.
- We are having the office painted.

This does not usually mean the subject personally did the action.

Compare:

I repaired my phone. = I did it myself.

I had my phone repaired. = Someone repaired it for me.

Be Careful

A passive sentence needs a form of **be** plus the **past participle**.

Incorrect: The mistake **corrected** by the editor.

Correct: The mistake **was corrected** by the editor.

Incorrect: The plan **will approve** tomorrow.

Correct: The plan **will be approved** tomorrow.

Before answering, ask yourself:

Is the subject doing the action, or receiving the action?

Passive 1 (is done / was done)

A Study this example:



This house **was built** in 1981.

'This house **was built**' is *passive*.

Compare active and passive:

Somebody **built** this house in 1981. (active)
subject *object*

This house **was built** in 1981. (*passive*)

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

- ☐ My grandfather was a builder. **He built** this house in 1981.
- ☐ It's a big company. **It employs** two hundred people.

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

- ☐ 'How old is this house?' **'It was built in 1981.'**
- ☐ **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.

The *past participle* often ends in **-ed** (clean**ed**/damag**ed** etc.), but many important verbs are *irregular* (**built**/**done**/**stolen** etc.). See Appendix 1.

Compare active and passive, *present simple* and *past simple*:

Present simple

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 invited** to parties very often.
- ☐ How **is** this word **pronounced**?

Past simple

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?

Exercises

42.1 Complete the sentences. Use these verbs in the correct form, present or past:

cause	damage	find	hold	injure	invite
make	overtake	own	send	show	surround

- Many accidents are caused by careless driving.
- Cheese from milk.
- The roof of the building in a storm a few days ago.
- A cinema is a place where films
- You to the party. Why didn't you go?
- This plant is very rare. It in very few places.
- Although we were driving fast, we by a lot of other cars.
- In the US, elections for president every four years.
- There was an accident last night, but fortunately nobody
- You can't see the house from the road. It by trees.
- I never received the letter. It to the wrong address.
- The company I work for by a much larger company.

42.2 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
- Ask about mountains. (how / form?)
- Ask about DNA. (when / discover?)
- Ask about silver. (what / use for?)

42.3 Put the verb into the correct form, present or past, active or passive.

- a Two hundred people are employed (employ) by the company.
b The company employs (employ) 200 people.
- a Water (cover) most of the earth's surface.
b How much of the earth's surface (cover) by water?
- a While I was on holiday, my camera (steal) from my hotel room.
b While I was on holiday, my camera (disappear) from my hotel room.
- a Robert's parents (die) when he was very young.
b Robert and his sister (bring up) by their grandparents.
- a The boat hit a rock and (sink) quickly.
b Fortunately everybody (rescue).
- a Bill (fire) from his job. He wasn't very good at it.
b Sue (resign) from her job because she didn't enjoy it any more.
- a It can be noisy living here, but it (not / bother) me.
b It can be noisy living here, but I (not / bother) by it.
- a Maria had an accident. She (knock) off her bike.
b Maria had an accident. She (fall) off her bike.
- a I haven't seen these flowers before. What (they / call)?
b I haven't seen these flowers before. What (you / call) them?

42.4 Instead of using **somebody**, **they**, **people** etc., write a passive sentence.

- Somebody cleans the room every day. The room is cleaned every day
- They cancelled all flights because of fog. All
- Somebody accused me of stealing money. money.
- How do you use this word? How used?
- The price includes all taxes. All in the price.
- People warned us not to go out alone. We
- We don't use this office any more. This
- They invited five hundred people to the wedding. Five hundred

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

A

Infinitive

active: (to) **do/clean/see** etc.Somebody **will clean** this room later.passive: (to) **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 a long way away.
- ☐ A new supermarket is going **to be built** next year.
- ☐ Please go away. I want **to be left** alone.

B

Perfect infinitive

active: (to) **have + done/cleaned/seen** etc.Somebody **should have cleaned** the room.passive: (to) **have been + done/cleaned/seen** etc.The 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 trip **has been cancelled**.
- ☐ **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 looked nice. **It had been cleaned**.

- ☐ The vegetables didn't taste 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** the room at the moment.passive: **am/is/are + being (done)**The room **is being cleaned** at the moment.

- ☐ There's somebody walking behind us. I think we **are being followed**.
- ☐ A new bridge **is being built** across the river. It will be finished next year.

Past continuous

active: **was/were + (do)ing**Somebody **was cleaning** the room when I arrived.passive: **was/were + being (done)**The room **was being cleaned** when I arrived.

- ☐ There was somebody walking behind us. I think we **were being followed**.

Exercises

43.1 Complete these sentences. Use the following verbs in the passive:

arrest carry cause delay ~~do~~ forget keep knock know make repair ~~send~~

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

- The situation is serious. Something must be done before it's too late.
- I haven't received the letter yet. It might have been sent to the wrong address.
- A decision will not until the next meeting.
- These documents are important. They should always in a safe place.
- This road is in bad condition. It should a long time ago.
- The injured man couldn't walk and had to
- If you hadn't shouted at the policeman, you wouldn't
- I'm not sure what time I'll arrive tomorrow. I may
- It's not certain how the fire started. It might by an electrical fault.
- A new school is being built. The old one is going to down.
- The election is next Sunday. The full results will on Tuesday.
- Last week they weren't speaking to one another. Now they're happy again. The problem seems to

43.2 Make sentences from the words in brackets. Sometimes the verb is active, sometimes passive.

- There's somebody behind us. (We / follow) We're being followed.
- This door is a different colour, isn't it? (you / paint?) Have you painted it?
- My bike has disappeared. (It / steal!) It
- My umbrella has disappeared. (Somebody / take) Somebody
- A neighbour of mine disappeared six months ago.
(He / not / see / since then) He
- I wonder how Jessica is these days.
(I / not / see / for ages) I
- A friend of mine was stung by a bee recently.
(you / ever / sting / bee?) you
- The bridge was damaged recently.
(It / repair / at the moment) It
- Tom's car was stolen recently.
(It / not / find / yet)
- I went into the room and saw that the table and chairs were not in the same place.
(The furniture / move) The

43.3 Instead of using 'somebody', 'they' etc., write a passive sentence.

- Somebody has cleaned the room. The room has been cleaned.
- They are building a new road around the city.
A around the city.
- They have built two new hotels near the airport.
Two near the airport.
- When I last visited, they were building some new houses here.
When I last visited, some
- The meeting is now on 15 April. They have changed the date.
The date of
- I didn't know that somebody was recording our conversation.
I didn't know that our
- Is anyone doing anything about the problem?
..... anything the problem?
- The windows were very dirty. Nobody had cleaned them for ages.
The windows were very dirty. They

A I was offered .../ we were given ... etc.

Some verbs can have two objects. For example, **give**:

- My grandfather gave me this watch.
object 1 object 2

It is possible to make two passive sentences:

- ☐ I **was given** this watch (by my grandfather). or
This watch **was given** to me (by my grandfather).

Other verbs which can have two objects are:

ask offer pay show tell

When we use these verbs in the passive, most often we begin with the *person*:

- ☐ **I've been offered** the job, but I don't think I want it. (= somebody has offered me the job)
- ☐ **You will be given** plenty of time to decide. (= we will give you plenty of time)
- ☐ I didn't see the original document, but **I was shown** a copy. (= somebody showed me a copy)
- ☐ Tim has an easy job – **he's paid a lot of money** to do very little. (= somebody pays him a lot)



B I don't like being ...

The passive of **doing/seeing** etc. is **being done / being seen** etc. Compare:

active: I don't like **people telling me** what to do.

passive: I don't like **being told** what to do.

- ☐ I remember **being taken** to the zoo when I was a child.
(= I remember **somebody taking** me to the zoo)
- ☐ Steve hates **being kept** waiting. (= he hates **people keeping** him waiting)
- ☐ We climbed over the wall without **being seen**. (= without **anybody seeing** us)

I was born ...

We say '**I was** born ...' (*not* I am born):

- ☐ I was born in Chicago.
- ☐ Where **were** you **born**? (*not* Where are you born?) } *past*

but

- How many babies **are born** every day? *present*

D get

You can use **get** for the passive:

- ☐ There was a fight, but nobody **got hurt**. (= nobody **was** hurt)
- ☐ I don't **get invited** to many parties. (= I'm not invited)
- ☐ I'm surprised Liz **didn't get offered** the job. (= Liz **wasn't offered** the job)

We use **get** only when things *happen*. For example, you cannot use **get** in these sentences:

- Jessica **is liked** by everybody. (*not* gets liked – this is not a ‘happening’)
- Peter was a mystery man. Very little **was known** about him. (*not* got known)

We use **get** mainly in informal spoken English. You can use **be** in all situations.

We also use **get** in the following expressions (which are not passive in meaning):

get married, get divorced

get lost (= not know where you are)

get dressed (= put on your clothes)

get changed (= change your clothes)

Exercises

44.1 Complete the sentences using the correct form of the verb.

- I tried to contact Tom.
I called his office but I was told (tell) that he was in a meeting.
- Amy retired from her job recently.
She (give) a present by her colleagues.
- I didn't know there was a meeting yesterday.
I (not / tell) about it.
- Sarah's salary is very low.
I don't understand why she (pay) so little.
- You will need to use this machine.
Have you (show) how it works?
- I had an interview for a job recently. It wasn't easy.
I (ask) some questions that were very hard for me to answer.
- They didn't tell us much about the project.
We (not / give) enough information.
- I was surprised to get the job I applied for.
I didn't expect (offer) it.

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

bite give invite ~~keep~~ knock down stick treat

- Steve hates being kept waiting.
- We went to the wedding 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
- How do you avoid by mosquitoes?
- I'm an adult. I don't like like a child.
- You can't do anything about in a traffic jam.

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

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

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

44.4 Complete the sentences.

- I've been offered the job, but I don't think I'll accept it.
- I don't get invited to many parties.
- Which year you born in?
- I haven't been any information yet.
- I didn't know the way, so I got
- He doesn't like interrupted when he's speaking.
- How did the window broken? What happened?
- She's a voluntary worker. She get paid.
- I born in a small town in the north of the country.
- We had to do what we did. We given any choice.

it is said that ... he is said to ... he is supposed to ...

A Study this example situation:



George 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

- | | | |
|---|----|--|
| ☐ Cathy loves running.
It is said that she runs 10 miles a day. | or | She is said to run 10 miles 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 stole a car. | or | He is alleged to have stolen a car. |
| ☐ 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 **supposed to ...**

You can use **supposed to ...** in the same way as **said to ...**:

- ☐ I want to see that film. **It's supposed to be** good. (= people say it's good)
- ☐ There are many stories about Joe. **He's supposed to have robbed** a bank many years ago.
- ☐ Fireworks **are supposed to have been invented** in China. Is it true?

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 holiday.
(= you arranged to be on holiday)
- ☐ Our guests **were supposed to come** at 7.30, but they were late.
- ☐ Jane **was supposed to phone** me last night, but she didn't.
- ☐ I'd better hurry. I **'m supposed to be meeting** Chris in ten minutes.

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

- ☐ **You're not supposed to park** your car here. It's private parking only.
- ☐ Joe is much better after his illness, but **he's not supposed to exercise** too hard.

Exercises

45.1 Write these sentences in another way, beginning as shown. Use the underlined word each time.

- 1 It is expected that the strike will end soon.
The strike is expected to end soon.
- 2 It is reported that many people are homeless after the floods.
Many people
- 3 It is thought that the thieves got in through a window in the roof.
The thieves
- 4 It is alleged that the driver of the car was driving at 110 miles an hour.
The driver
- 5 It is reported that the building has been badly damaged by the fire.
The building
- 6 It is said that the company is losing a lot of money.
The company
- 7 It is believed that the company lost a lot of money last year.
The company
- 8 It is expected that the company will make a loss this year.
The company

45.2 Complete the sentences. Use the words in brackets and any other necessary words.

- 1 A: What's the City Hotel like? Can you recommend it?
B: I've never stayed there, but it's supposed to be (it / supposed) very good.
- 2 A: How much are these paintings worth?
B: I'm not sure, but (they / supposed) very valuable.
- 3 A: This looks an interesting building.
B: Yes, (it / supposed) a prison a long time ago.
- 4 A: Is it true that your neighbours were lucky in the lottery?
B: Yes, (they / supposed / win) a lot of money.
- 5 A: Is it possible to climb to the top of the tower?
B: Yes, (the view / supposed) very nice.
- 6 A: I heard that Laura has gone away.
B: Yes, (she / supposed / living) in London now.

45.3 Write sentences using **supposed to be** + the following:

on a diet a flower my friend a joke open every day a secret working

- 1 How is it that everybody knows about the plan? It's supposed to be a secret.
- 2 You shouldn't criticise me all the time. You
- 3 I shouldn't be eating this cake really. I
- 4 I'm sorry for 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 playing a game now.
- 7 That's strange. The museum seems to be closed.

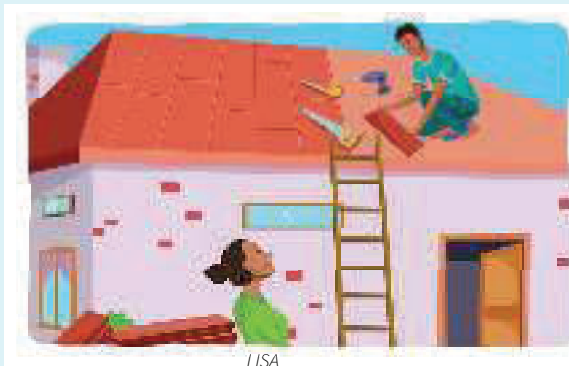
45.4 Write sentences with **supposed to ...** or **not supposed to ...**. Choose from the following verbs:

depart lift ~~park~~ phone put start

- 1 You 're not supposed to park your car here. It's private parking only.
- 2 We work at 8.15, but we rarely do anything before 8.30.
- 3 I Helen last night, but I completely forgot.
- 4 This door is a fire exit. We anything in front of it.
- 5 My flight at 10.15, but it didn't leave until 11.30.
- 6 Jonathan has a problem with his back. He anything heavy.

have something done

A Study this example situation:



The roof of Lisa's house was damaged.
So she called a builder, and yesterday he 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.

If you **have something done**, you arrange for somebody to do it for you.

Compare:

- ☐ Lisa **repaired** the roof. (= she repaired it herself)
Lisa **had** the roof **repaired**. (= she arranged for somebody else to repair it)
- ☐ A: Did you **make** those curtains yourself?
B: Yes, I like making things.
A: Did you **have** those curtains **made**?
B: No, I made them myself.

B Study the word order:

have	object	past participle
Lisa had	the roof	repaired.
Where did you have	your hair	cut?
We are having	the house	painted.
I think you should have	that coat	cleaned.
I don't like having	my picture	taken.

We say:

- ☐ How often do you **have your car serviced?** (*not* have serviced your car)
- ☐ Our neighbour is **having a garage built.** (*not* having built a garage)
- ☐ Your hair looks nice. Did you **have it cut?**

C **get something done**

You can say '**get** something done' instead of '**have** something done':

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

D We also use **have something done** with a different meaning. For example:

- ☐ Paul and Karen **had their bags stolen** while they were travelling.

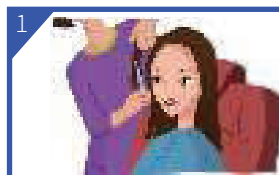
This does not mean that they arranged for somebody to steal their bags. 'They **had their bags stolen**' means only: 'Their bags were stolen'.

With this meaning, we use **have something done** to say that something happens to somebody or their belongings:

- ☐ Gary **had** his nose **broken** in a fight. (= his nose was broken)
- ☐ Have you ever **had** your bike **stolen**?

Exercises

46.1 Tick (✓) the correct sentence, (a) or (b), for each picture.



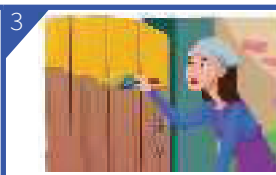
SARAH

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



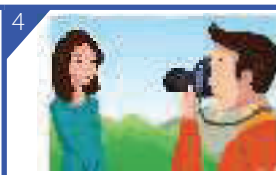
DAN

- (a) Dan is cutting his hair.
(b) Dan is having his hair cut.



KATE

- (a) Kate is painting the gate.
(b) Kate is having the gate painted.



SUE

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

46.2 Put the words in the correct order.

- (painted / had / a few weeks ago / the house)
We had the house painted a few weeks ago.
- (serviced / car / once a year / her / has)
Sarah
- (had / your / recently / tested / eyes / you?)
Have
- (like / cut / my / having / don't / hair)
I
- (fifteen pounds / have / cleaned / my suit / cost / to)
It
- (as soon as possible / need / translated / to get / this document)
You

46.3 Write sentences in the way shown.

- Lisa didn't repair the roof herself. She had it repaired.
- I didn't cut my hair myself. I
- We didn't clean the carpets ourselves. We
- Ben didn't build that wall himself. He
- I didn't deliver the flowers myself. I
- Sarah didn't repair her shoes herself. She

46.4 Which goes with which?

- My hair is getting long.
- I really like this picture.
- The washing machine is broken.
- I want to wear earrings.
- Can you recommend a dentist?
- I've lost my key.

- I need to get it fixed.
- I'll have to get a new one made.
- I need to get my teeth checked.
- ~~I should get it cut.~~
- I'm going to get my ears pierced.
- I'm going to get it framed.

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46.5 Use the words in brackets to complete the sentences.

- Did I tell you about Paul and Karen?
(They / their bags / steal) They had their bags stolen.
- Security at the airport was strict.
(We / our bags / search)
- I've had some good news!
(I / my salary / increase) I
- Joe can't get a visa.
(He / his application / refuse)

Using passives

A

We typically use a passive rather than an active in the following situations.

Reminder → Section D & Appendix 2

- ☆ Using a passive allows us to omit the agent (= the subject of the corresponding active sentence) by leaving out the prepositional phrase with **by**. We prefer passives when the agent:
 - is not known: ☐ My office **was broken into** when I was on holiday.
 - is 'people in general': ☐ An order form **can be found** on page 2.
 - is unimportant: ☐ He **is thought** to be somewhere in Russia.
 - is obvious: ☐ She **is being treated** in hospital. (the agent is clearly 'medical staff')
- ☆ In factual writing (e.g. describing procedures or processes) we often omit the agent, and use passives:
 - ☐ Nuclear waste will still be radioactive even after 20,000 years, so it **must be disposed of** very carefully. It **can be stored** as a liquid in stainless-steel containers which **are encased** in concrete. The most dangerous nuclear waste **can be turned** into glass which **will be stored** in deep underground mines.
- ☆ In informal contexts, particularly in conversation, we often use active sentences with a subject such as **people, somebody / someone, something, they, we, or you** even when we do not know who the agent is. In more formal contexts, we often prefer to use a passive so that we can avoid any mention of an agent. Compare:
 - ☐ **They're installing** the new computer system next month. *and*
 - ☐ The new computer system **is being installed** next month. (*more formal*)

B

Note also that some verbs have related nouns which express the same meaning. These nouns can be used as the subject of passive sentences, with a new passive verb introduced. Compare the example above and:

- ☐ The **installation** of the new computer system **will be completed** by next month.

C

In English we usually prefer to put the topic (what is already being talked about) at the beginning of a sentence (or clause) and a comment on that topic at the end. Choosing the passive often allows us to do this. Compare these two texts and note where the topic (in *italics*) is placed in the second sentence of each. The second text uses a passive where the emphasis is on the (safety) valves:

- ☐ The three machines tested for the report contained different types of safety valve. The Boron Group in Germany manufactured *all the valves*.
- ☐ The three machines tested for the report contained different types of safety valve. *All the valves* were manufactured by the Boron Group in Germany.

Using the passive allows us to put long subjects at the end of a sentence. So, for example:

- ☐ **I was surprised** by Dev's decision to give up his job and move to Sydney.

is more natural than 'Dev's decision to give up his job and move to Sydney surprised me', although the choice can depend on considerations of style and context.

D

Instead of making a **that-clause** the subject of a passive sentence, it is normal to use an **it-clause** (see also Unit 25):

- ☐ Everybody **believed** (that) the plan would fail. (*active*)
- ☐ **It was believed** that the plan would fail. (*passive*) *is more natural than*
- ☐ *That the plan would fail* **was believed** by everybody.

Exercises

- 22.1** Write passive sentences about the development of an Olympic Games site starting with the italicised words. **A & Appendix 2**



1 They built *the main stadium* in under three years.
The main stadium was built in under three years.

2 They have designed *the main stadium* to accommodate many different sports.

3 They will take down *the temporary stands* after the Games.

4 They will have completed *the basketball arena* by the end of May.

5 They are holding *the rowing competition* on the River Nene.

6 They had completed *the athletics track* only a year after the city got the Olympics.

7 They were using *the handball venue* as a warehouse until a year ago.

8 They should have finished *the badminton arena* by now.

- 22.2** Rewrite these sentences beginning with a noun formed from the italicised verb (with **the** if necessary). Use a passive form of the verb in brackets, and make any other necessary changes. **B**

- 1 They will *consider* the issue at next week's meeting. (*give*)
Consideration will be given to the issue at next week's meeting.
- 2 They will *appoint* a new managing director next week. (*make*)
- 3 People have *accused* the local council of corruption. (*make*)
- 4 They *demolished* the building in only two days. (*complete*)
- 5 They will *present* the trophy after the speeches. (*make*)
- 6 Local residents will certainly *resist* the proposed new industrial area. (*expect*)

- 22.3** Complete the text with appropriate forms (active or passive) of the verbs in brackets. **A–D**

Slowly but surely the coastline of Britain (1) *is being worn away* (*wear away*) by an advancing sea. The country which once 'ruled the waves' now (2) (*rule*) by them, with huge forces threatening to destroy vast areas of human and wildlife habitat. Already some of Britain's last wild, natural areas (3) (*disappear*), and experts (4) (*fear*) that this is just the beginning. It (5) (*estimate*) that there will be a 38–55 cm rise in average sea levels by the year 2100. According to the Department of the Environment, during the next 50 years at least 10,000 hectares of farmland (6) (*turn into*) mud flats and salt marshes by the increases in sea levels. Rather than trying to prevent the erosion, the present government (7) (*use*) a method of 'managed retreat' by creating new defences further inland and allowing low-lying coastal farmland (8) (*abandon*) to the sea. However, many of the country's major cities could also (9) (*affect*). London, Bristol and Cardiff all (10) (*expect*) severe flooding as our sea defences (11) (*destroy*) by the rising tides.

Forming passive sentences : objects, complements and multi-word verbs

A

Verbs such as **give** take both a direct object (DO) and an indirect object (IO) in two patterns: **V + IO + DO** or **V + DO + preposition + IO**. These verbs have two corresponding passives:

Reminder → Section D & Appendix 2

active V + IO + DO V + DO + prep + IO	passive
Alice gave us that vase. ✓	We were given that vase (by Alice). ✓
Alice gave that vase to us. ✓	That vase was given (to) us (by Alice). ✓

Also: **award, hand, lend, offer, send, throw** (= 'giving' verbs); **ask, read, teach** (= 'telling' verbs)

The passive form you choose depends on which is more appropriate in a particular context. If we specify an agent (see Appendix 2), this follows **by** at the end of the clause. Note that in informal contexts 'to' can be left out in the second passive pattern.

Verbs that can't be followed by **IO + DO** in the active must use **preposition + IO** in the passive:

active V + DO + prep + IO	passive
He explained me the problem. X He explained the problem to me. ✓	I was explained the problem. X The problem was explained to me. ✓

Also: **announce, demonstrate, describe, introduce, mention, propose, report, suggest** (= 'reporting' verbs)

B

Verbs followed by **object + complement** in the active have one passive form:

active V + object + complement	passive
They elected her president.	She was elected president.

Also: **appoint, declare, make, nominate, vote** (to do with giving a particular position); **call, name** (= 'naming' verbs)

C

Some verbs that are followed by **object + bare infinitive** (= an infinitive without 'to') in the active are followed by a **to-infinitive** in the passive:

active V + object + bare infinitive	passive
They have made him return the money.	He has been made to return the money.

Also: **feel, hear, help** (also + object + **to-infinitive**), **observe, see** (see also Unit 23A)

D

Transitive multi-word verbs (see also Unit 94)

Some have passive forms:

active	passive
Ella looked after him.	He was looked after (by Ella).

Also: **carry out** (= put into practice), deprive of, **disapprove of, fence off, hold over** (= delay), look up to, phase out, prevent from, **talk down to** (= patronise)

Some are not used in the passive:

active	no passive
We came up against a problem.	A problem was come up against. X

Also: **brush up on** (= revise), **cast (your mind) back** (= try to remember), **get (something) down** (= write), **take after** (= resemble)

Some can be only used in the passive with certain senses:

active	passive
They put out the fire. I put out a hand to steady myself.	The fire was put out. A hand was put out to steady myself. X

Also: (passive possible meaning / no passive meaning): **call (someone) up** (order to join the army / telephone); **call (someone) back** (ask to return / telephone); **let in** (allow into a place / allow rain, etc. in); **let out** (allow to leave / let out a sound)

Exercises

23.1 Rewrite the sentences using one or, if possible, two passive forms. Look carefully at the tense. **A**

- 1 Someone handed me a note. *I was handed a note. / A note was handed to me.*
- 2 Someone offered her a second-hand bicycle.
- 3 Someone has proposed improvements to the developers.
- 4 Someone suggested some interesting changes to me.
- 5 Someone awarded him a prize.
- 6 Someone will announce the President's arrival to the waiting journalists.
- 7 Someone had mentioned the password to the thieves.
- 8 Someone has lent me some skis.
- 9 Someone is sending me a lot of spam emails.
- 10 Someone is going to explain the changes to the students.

23.2 Complete each first sentence with a suitable form of a verb from the box. Then complete the second sentence using the same verb and the passive. **A, B & C**

appoint declare demonstrate ~~help~~ introduce see

- 1 People *helped* Rob to his feet after the accident.
Rob was helped to his feet after the accident.
- 2 Tony me to Mrs Rossi at his birthday party. *I*
- 3 Has anyone Chris this morning? *Has Chris*
- 4 They Sven Larsen Regional Sales Director for Scandinavia.
Sven Larsen
- 5 I am certain that Sarah her suitability as company director to those who still have any doubt. *I am certain that Sarah's suitability as company director*
- 6 They Alan Watson winner of the election after a recount.
Alan Watson

23.3 If possible, rewrite each sentence using a passive form of the italicised multi-word verb. If not, write 'No passive'. **D**

- 1 Children often *look up to* strict teachers.
Strict teachers are often looked up to by children.
- 2 The company *phased out* the product over a period of three years.
- 3 The students *got* the information *down* as fast as they could.
- 4 The decision has *deprived* many people of the right to vote.
- 5 People often *brush up on* a foreign language just before a holiday.
- 6 Ben *called* Mrs Patel *back* as soon as he got home.
- 7 The chairperson *held over* the last two items until the next committee meeting.
- 8 The farmer *prevented* walkers *from* crossing the field after he *fenced* it *off*.

Forming passive sentences: verb + **-ing** or **to-infinitive****A** Active patterns with verb + **-ing**

Verbs followed by **object + -ing** in the active are made passive with '**be**' + **past participle + -ing**:

- ☐ They **saw the monkey climbing** over the fence. (= active)
- ☐ The monkey **was seen climbing** over the fence. (= passive)

Also: bring, catch, hear, find, keep, leave, notice, observe, send, show

B Some verbs that can be followed by an **-ing** form can be used with a passive form **being + past participle**:

- ☐ I really **love being given** presents.
- ☐ The children **enjoyed being taken** to the zoo.

Also: avoid, deny, describe, dislike, face, hate, (not) imagine, like, remember, report, resent

C Verbs which in the active are followed by an object consisting of a noun phrase and **-ing clause** usually have no passive:

- ☐ I dread **him (or his) finding out**.
(*but not* He is dreaded finding out)

Also: anticipate, appreciate, dislike, forget, hate, imagine, like, (not) mind, recall, remember

D Active patterns with verb + **to-infinitive**

The active pattern **verb + object + to-infinitive** is made passive with '**be**' + **past participle + to-infinitive**. Compare:

- ☐ Mr Wang **has taught Peter to sing** for years. *and*
- ☐ Peter **has been taught to sing** (by Mr Wang) for years.

Also: advise, allow, ask, believe, consider, expect, feel, instruct, mean, order, require, tell, understand

Note that in some contexts it is possible to make both verbs passive:

- ☐ Changes to the taxation system **are expected to be proposed**. (*compare the active* We **expect** the government **to propose** changes to the taxation system.)

Some verbs followed by an **object + to-infinitive** in the active have no passive:

- ☐ Susan **liked Karl to be** there. (*but not* Karl was liked to be there.)

Also: (can't) bear, hate, love, need, prefer, want, wish (= 'liking' and 'wanting' verbs)

E The active pattern **verb + to-infinitive + object** is made passive with **verb + to be + past participle**. Compare:

- ☐ Supermarkets **started to sell fresh pasta** only in the 1990s. *and*
- ☐ *Fresh pasta* **started to be sold** by supermarkets only in the 1990s.

Some verbs have corresponding meanings in the active and passive. Compare:

- ☐ People have come to see organic food as something only the wealthy eat. (active)
corresponds to
- ☐ Organic food has come to be seen as something only the wealthy eat. (passive)

Also: appear, begin, continue, seem, start, tend

The meaning of some other verbs does not correspond. Compare:

- ☐ Petra wanted to help me. (active) *does not correspond to*
- ☐ I wanted to be helped by Petra. (passive)

Also: agree, aim, arrange, attempt, hope, refuse

Exercises

- 24.1** Complete each sentence using one pair of verbs from the box. Use either **was / were + past participle + -ing** or **past simple + being + past participle**. **A & B**

avoid – take deny – involve face – expel find – wander ~~keep – wait~~
leave – hold observe – hide remember – bite resent – give send – tumble

- Inger was kept waiting for over three hours when she went for her dental appointment.
- When the police first questioned him, Wayne in the robbery.
- I the baby while Karen went to answer the door.
- When I woke up in hospital, I by the snake but nothing after that.
- They prisoner by pretending to be dead.
- The man a suspicious package under a seat in the train.
- When the bike hit her, Ana to the ground.
- Two teenagers yesterday from school after they were found with over a hundred stolen mobile phones.
- The man was taken to hospital when he lost and alone in the forest.
- Tarik had worked in the company for 30 years and he rather orders by people who had been there only weeks.

- 24.2** Rewrite the sentences using one pair of words from the box. Use passive forms with **past participle + -ing**, **past participle + to-infinitive**, or **past simple + being + past participle**. **A–D**

~~ask – show~~ catch – shoplift expect – attract hear – argue
hate – tease mind – criticise observe – enter require – complete

- They wanted us to show our passports at the border.
We were asked to show our passports at the border.
- They could hear Emil and Laura shouting at each other next door.
Emil and Laura
- The other children made Ollie unhappy when they teased him.
Ollie
- They saw the burglar getting into the museum through a window.
The burglar
- They think that over 20,000 people will go to the pop concert.
The pop concert
- They criticised her but she wasn't unhappy about it.
She
- They said I had to fill in two copies of the customs declaration.
I
- They caught Mrs Dee taking things from the shop.
Mrs Dee

- 24.3** Make sentences including passives, beginning with the italicised word(s). **E**

- Kay's questions began to irritate *Marco*.
Marco began to be irritated by Kay's questions. (corresponding meaning)
- The team captain hopes to select *Omar*.
- Alastair arranged to take *Kathy* to the station.
- Critics have come to recognise *Galdós* as one of Spain's greatest novelists.
- The south coast continues to attract *holidaymakers*.
- Harris has agreed to interview *the Finance Minister*.

Do the sentences you have written have a corresponding meaning to the original, or a different meaning? Look carefully at the tense in the sentences given.

Reporting with passives; It is said that ...

A We often use a passive to report what people say, think, etc., particularly if it is not important to mention who is being reported:

- ☐ People in the area **have been told** that they should stay indoors.
- ☐ Everyone **was asked** to bring some food to the party.

B Another common way of reporting what is said by an unspecified group of people is to use **it + passive verb + that-clause** (see Unit 33 for more on **that-clauses**). Using this pattern allows us to put important information at the end of the sentence (see Units 22C and 22D):

- ☐ **It is reported** *that* the damage is extensive. (*compare* The damage is extensive, according to government sources.)
- ☐ **It was decided** *that* the meeting should be cancelled. (*or* It was decided to cancel the meeting.)

Also: allege, announce, assume, believe, calculate, claim, consider, demonstrate, discover, establish, estimate, expect, feel, find, know, mention, recommend, reveal, say, show, suggest, suppose, think, understand

These verbs can also be followed by a **to-infinitive clause**: agree, decide, hope, intend, plan, propose

Note that many other verbs connected with reporting are *not* used with **it + passive verb + that-clause**, but can be used as in **A**:

- ☐ We **have been informed** that we have to leave.
(*but not* It has informed us ...)

Also: encourage, persuade, reassure, remind, tell, warn

These verbs need a personal object before the **that-clause** in an active form (e.g. They have informed us that ...)

C An alternative to **it + passive verb + that-clause** is to use **subject + passive verb + to-infinitive** if we want the subject to be the topic of the sentence (see Unit 22C). Compare:

- ☐ **It is reported** *that* the damage is extensive. *and*
- ☐ **The damage is reported** *to be* extensive.

Most of the verbs listed in the first white box in **B** can also be used in this pattern except for **announce, decide, mention, propose, recommend, suggest**.

We can only use **tell** in this pattern when it means 'order'. So we can say:

- ☐ **I was told** (= ordered) **to go** with them to the railway station.

but not 'The accident was told (= said) to have happened just after midnight'.

D With some verbs we can also use **it + passive verb + wh-clause** to report information given or found out:

- ☐ **It has now been revealed** *who* was responsible for the accident.
- ☐ The decision to build the bridge was taken before **it was established** *whether* it was actually needed.

Also: discover, explain, find, know, reveal, show, understand

E When a **that-clause** begins **that + there ...**, we can make a corresponding passive form **there + passive verb to be** (present) / **to have been** (past). Compare:

- ☐ **It is thought** (*that*) **there are** / *were* too many obstacles to peace. *and*
- ☐ **There are thought to be** / **to have been** too many obstacles to peace.

We can use the same verbs in this pattern as with **subject + passive verb + to-infinitive** (see C).

Exercises

25.1 Which of the verbs in brackets can complete the sentence? Underline one or both. **B & D**

- 1 It was to hold new negotiations next month. (*agreed / announced*)
- 2 It has been that the crash was the result of pilot error. (*proposed / shown*)
- 3 It was that Mrs Ho would chair the meeting. (*hoped / explained*)
- 4 It has been to appoint Dr Ahmadi as head teacher. (*decided / suggested*)
- 5 It has not yet been who was responsible for the error. (*claimed / explained*)
- 6 It has now been that half of cancer cases are lifestyle-related.
(*established / revealed*)
- 7 It is to create 500 more jobs in the factory. (*expected / intended*)
- 8 It is to close the library permanently from next April. (*planned / recommended*)
- 9 It is that another moon landing will take place next year. (*assumed / thought*)
- 10 It has been how spiders are able to travel across the sea. (*discovered / said*)

25.2 If possible, rewrite these newspaper headlines as passive sentences with *it*. If not, write *X*.

A & B

1 **AGREEMENT THAT UN WILL SEND IN TROOPS**
It has been agreed that the UN will send in troops.

2 **PATIENTS REASSURED ABOUT HOSPITAL SAFETY**

3 **WATER DISCOVERED ON MARS**

4 ***TERRORISTS BELIEVED TO BE OPERATING IN BERLIN***

5 **MOON ASTRONAUTS EXPECTED TO RETURN TODAY**

6 **EX-PRESIDENT JULIUS REVEALED AS SPY**

7 **WARNING GIVEN ABOUT COMPUTER VIRUS**

8 **KING SAID TO BE MAKING GOOD RECOVERY**

9 **RESTAURANT ESTABLISHED AS SOURCE OF FOOD POISONING OUTBREAK**

10 **POLICE TOLD TO WORK LONGER HOURS**

25.3 Write two new sentences for each numbered sentence below, using *it + passive verb + that-clause* in one sentence and *subject + passive verb + to-infinitive* in the other. (The second pattern may not always be possible.) **C**



(1) We have discovered that a mechanical fault caused the problem. (2) We don't think that the fault is serious. (3) We expect that it will take several weeks to correct the fault. (4) We have decided to postpone the next rocket launch, and (5) we suggest that the next launch should take place in May.

- 1 *It has been discovered that a mechanical fault caused the problem. / A mechanical fault was discovered to have caused the problem.*