PASSIVE VOICE

In English passive structures are used more often in formal and written language. We use passive structures when we don't know or care who the 'doer' of the action (agent) is/was or when we are more interested in the action itself than the person who does/did it. If we want to mention the agent, we use a phrase beginning with by.

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
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</thead>
<tbody>
<tr>
<td>Present Simple Passive</td>
<td>I'm afraid food is not provided.</td>
</tr>
<tr>
<td>Present Continuous Passive</td>
<td>His progress is being watched with much interest.</td>
</tr>
<tr>
<td>Present Perfect Passive</td>
<td>She has been offered a more challenging job.</td>
</tr>
<tr>
<td>Past Simple Passive</td>
<td>Was football invented by the English?</td>
</tr>
<tr>
<td>Past Continuous Passive</td>
<td>I felt I wasn't being given credit for my hard work.</td>
</tr>
<tr>
<td>Past Perfect Passive</td>
<td>They told me that my application had been refused.</td>
</tr>
<tr>
<td>Future Simple Passive</td>
<td>Towels will not be exchanged until tomorrow.</td>
</tr>
</tbody>
</table>

HAVE SOMETHING DONE

We use the structure **have + object + Past Participle** to say that we arranged for something to be done (by employing or asking somebody to do it).

*We had our flat redecorated last year.*
*We employed somebody to do it.*

*I need to have my car repaired.*
*(I need to employ a mechanic to do it for me)*

Compare pairs of sentences:

*I had my room painted yesterday.*
*(somebody painted it for me)*

*I painted my room yesterday.* *(I did it myself)*

*We will install new windows next year.*
*(we will do it ourselves)*

*We will have new windows installed next year.*
*(we will hire somebody to do it for us)*

1. Complete the gaps with the verbs in brackets in the active or passive voice in the correct tense.

1. On my way home yesterday I ________ stopped (stop) by a police car.
2. English ________ (speak) in many countries.
3. Mrs Mills is very angry with Matthew because he ________ (break) the window.
4. In 2012 the Olympic Games ________ (hold) in London.
5. John quickly realised that his sister ________ (not tell) him the truth.

6. Hannah hasn't come out of the room yet. She ________ (interview).
7. Many accidents ________ (report) on the M1 recently.
8. Compasses ________ (use) to identify the directions when we cannot use the Sun or stars.
9. Marie Curie-Sklodowska ________ (discover) radium and polonium.
10. Luggage must ________ (not leave) unattended anywhere in the terminals at any time.
Using the beginnings provided write the second sentence so that it has a similar meaning to the first sentence. Is it necessary to use by at the end of each sentence?

1. Roman Polański directed 'The Pianist'.
   'The Pianist' was directed by Roman Polański.

2. Nobody has informed us about the changes to the train table.
   We ____________________________.

3. They are still repairing my bicycle.
   My bicycle ____________________________.

4. Will they punish him for skipping school?
   Will he ____________________________?

5. Alexander Graham Bell invented the telephone in 1876.
   The telephone ____________________________.

6. They don't sell fresh fruit and vegetables here.
   Fresh fruit and vegetables ____________________________.

7. I discovered that somebody had burgled our house.
   I discovered that our house ____________________________.

Circle the option which has a similar meaning to the original sentence.

1. Tom has cleaned his coat.
   a. Tom has cleaned it himself.
   b. Somebody else has cleaned it for Tom.

2. I had my oil changed.
   a. I changed my oil myself.
   b. Somebody changed my oil at the garage.

3. She is going to develop the film.
   a. She is going to develop the film herself.
   b. She is going to take the film to a photo lab.

4. We will have our bedroom re-painted.
   a. We will re-paint it ourselves.
   b. We will hire somebody to re-paint it.

Rewrite the sentences using have sth done. Don’t change the tense used in the original sentence.

1. A native speaker proof-read my Master's thesis.
   I had my Master's thesis proof-read.

2. A mechanic is going to repair John's car.
   ____________________________.

3. A hairdresser has cut her hair.
   ____________________________.

4. Two men are painting their house now.
   ____________________________.

5. Will a locksmith change all the locks in your house?
   ____________________________.

6. They deliver our newspaper every Friday.
   ____________________________.

EXAM PRACTICE

5. The letter below is a sample answer to an exam task. Read it and complete the gaps with the verbs in brackets in the passive or active voice, or use the structure have sth done.

Dear Bethany,

The worst trip of my life seemed like an excellent idea at first and I thought that I would have a great time. Last week I ____________ (invite) by one of the girls from my school to go on a short trip. We ____________ (want) to go to Prague to visit the Prague castle and Charles bridge. So we ____________ (rent) a car very cheaply but we ____________ (tell) that it was not in a very good condition.

About an hour after we ____________ (leave) Karlovy Vary, the car ____________ (break down) in the middle of the highway. In the end, it ____________ (take away) to the nearest garage. We ____________ (drive) (our car/repair) at the garage but it ____________ (take) over three hours and we ____________ (must) pay a lot of money. And the worst thing of all is that the money ____________ (refund) to us by the car hire company! Can you believe it? The worst trip you can imagine!

And how are things with you? On holidays already?

Take care and write back soon,

Eva

6. Look at the instructions for the exam task below. Match the bulleted points to the appropriate parts of the email above.

You saw this post on an internet forum, posted by Bethany on her blog:

Everyone is talking about great holiday trips and wonderful destinations! How about a trip that went wrong? What has been the worst trip of your life? If so, take part in the competition and send me an email, prizes will include:

- Write a letter describing the worst trip you have ever been on.
  - give details of where you went
  - give details of what went wrong

Begin like this: Dear Bethany,