

Study the following active and passive forms:

A Infinitive

active: (to) do/clean/see etc.

Somebody will clean **the room** later.

passive: (to) be + done/cleaned/seen etc.

The 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 hadn't left the car unlocked, 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 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 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 **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.
- (in a shop) 'Can I help you?' 'No, thank you. I'm being served.'

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. We were being followed.

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

If something is

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

43.2 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.).

- 1 The situation is serious. Something must be done before it's too late.
- 2 I haven't received the letter. It might have been sent to the wrong address.
- 3 A decision will not _____ until the next meeting.
- 4 Do you think that more money should _____ on education?
- 5 This road is in very bad condition. It should _____ a long time ago.
- 6 The injured man couldn't walk and had to _____ .
- 7 It's not certain how the fire started, but it might _____ by an electrical fault.
- 8 I told the hotel receptionist I wanted to _____ at 6.30 the next morning.
- 9 If you hadn't pushed the policeman, you wouldn't _____ .

43.3 Rewrite these sentences. Instead of using somebody or they etc., write a passive sentence.

- 1 Somebody has cleaned the room. The room has been cleaned.
- 2 They have postponed the meeting. The _____
- 3 Somebody is using the computer at the moment. The computer _____
- 4 I didn't realise that somebody was recording our conversation. I didn't realise that _____
- 5 When we got to the stadium, we found that they had cancelled the game. When we got to the stadium, we found that _____
- 6 They are building a new ring road round the city. _____
- 7 They have built a new hospital near the airport. _____

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

- 1 There's somebody behind us. (I think / we / follow) I think we're being followed.
- 2 This room looks different. (you / paint / the walls?) Have you painted the walls?
- 3 My car has disappeared. (it / steal!) It _____
- 4 My umbrella has disappeared. (somebody / take) Somebody _____
- 5 Sam gets a higher salary now. (he / promote) He _____
- 6 Ann can't use her office at the moment. (it / redecorate) It _____
- 7 The photocopier broke down yesterday, but now it's OK. (it / work / again ; it / repair) It _____ It _____
- 8 When I went into the room, I saw that the table and chairs were not in the same place. (the furniture / move) The _____
- 9 The man next door disappeared six months ago. (he / not / see / since then) He _____
- 10 I wonder how Jane is these days. (I / not / see / for ages) I _____
- 11 A friend of mine was mugged on his way home a few nights ago. (you / ever / mug?) _____