1 Complete these sentences with one of the following verbs in the correct form: carry, check, drive, find, hear, knock, make, spend, translate, wake.
Example:
The music at the party was very loud and could be heard from far away.
1 A decision will not be made until the next meeting.
2 That building is dangerous. It ought to be knocked down before it falls down.
3 When you go through Customs, your luggage may be checked by a customs officer.
4 I told the hotel receptionist that I wanted to be woken up at 6.30.
5 Her new book will probably be translated into a number of foreign languages.
6 Police are looking for the missing boy. He can't be anywhere.
7 Do you think that less money should be spent on arms?
8 The injured man couldn't walk and had to be carried.
9 I don't mind driving but I prefer to be driven by other people.

2 Put these sentences into the passive.
1 People don't use this road very often.
2 They're building a new ring-road round the city.
3 I didn't realize that somebody was recording our voice.
4 They have changed the date of the meeting.
5 Brian told me that somebody had attacked and robbed him in the street.

3 Change these sentences from active to passive. Use a personal subject wherever possible.
1 We clean the garages every day.
2 Someone has given him a lot of money.
3 The police arrested two hundred people.
4 Paul wrote the words and John made the music.
5 We check every car engine thoroughly.
6 We export this computer to seventy different countries.
7 We opened the factory at nine o'clock.
8 They send two million books to America every year.
9 Did he give you enough sugar?
10 No-one has ever taught the pupils to do that exercise.
11 John Hughes built the biggest sand castle in the world.
12 They showed me the palace where the king lived.
13 Has anyone ever asked you to tell the story?
14 They watered the plants and swept the floor in my absence.
15 The Scots drink more alcohol than the Irish.
16 Fortunately, they did not damage the machinery.
17 They paid me a lot of money to do the job.

18 Simon is painting the house and cleaning it.

19 Harrison Ford played Deckerd in 'Blade Runner'.

4 Put the following sentences into the passive.

1. They have modernised the theatre.
2. Sanders and Company are building that house.
3. You must obey these orders.
4. We keep the documents in this drawer.
5. The director signed the letters.
6. People have known it for a long time.
7. The rescuers carried the two cold and hungry children down the mountain and took them into a warm room.
8. They announced the arrival of the next plane over the loudspeakers.
9. Did anyone send you the photographs which they promised you?
10. They showed her carefully how to do it.
11. The doctor has ordered me a new diet.
12. Look what they have given me!
13. Poor John! A bus ran him down.
14. Publishers are bringing out new puzzle magazines all the time.
15. We must sell everything before the end of the month.
16. A man told us to wait outside.
17. Our own correspondent sent in this article.
18. Someone has put the wrong headline on this report.
19. You can see her face in every gossip column in the country.
20. You have to see it to believe it.

Answer Key

1. 1-be made  2-be knocked  3-be checked  4-be woken  5-be translated
    6-be found  7-be spent  8-be carried  9-be driven.

2. 1-This road isn't very often used/ isn't used very often. 2-A new ring-road is being built round the city. 3-I didn't realize that our voice was being recorded. 4-The date of the meeting has been changed. 5-Brian told me that he had been attacked and robbed in the street.

3. 1-The garage is cleaned every day. 2-He has been given a lot of money. 3-Two hundred people were arrested (by the police). 4-The words were written by Paul and the music (was) made by John. 5-Every car engine is thoroughly checked/ is checked thoroughly. 6-This computer is exported to seventy different countries. 7-The factory was opened at nine o'clock. 8-Two million books are sent to America every year. 9-Were you given enough sugar? 10-The pupils have never been taught to do that exercise. 11-The biggest sand castle in the world was built by John Hughes. 12-I was shown the palace where the king lived. 13-Have you ever been asked to tell the story? 14-The plants were watered and the floor (was) swept in my absence. 15-More alcohol is drunk by the Scots than the Irish. 16-Fortunately, the machinery was not damaged. 17-I was paid a lot of money to do the job. 18-The house is being painted and cleaned by Simon. 19-Deckerd was played by Harrison Ford in 'Blade Runner'.

4. 1-The theatre has been modernised. 2-That house is being built by Sanders and Company. 3-These orders must be obeyed. 4-The documents are kept in this drawer. 5-The letters were signed by the director. 6-It has been known for a long time. 7-The two cold and hungry children were carried down the mountain and taken into a warm room by the rescuers. 8-The arrival of the next plane was announced over the loudspeakers. 9-Were you sent the photographs which you were promised? 10-She was carefully shown how to do it. 11-I have been ordered a new diet (by the doctor). 12-Look what I have been given! 13-Poor John! He was run down by a bus. 14-New puzzle magazines are being brought out all the time. 15-Everything must be sold before the end of the month. 16-We were told to wait outside. 17-This article was sent in by our own correspondent. 18-The wrong headline has been put on this report. 19-Her face can be seen in every gossip column in the country. 20-It has to be seen to be believed.