Unit 1
- 1.1 User interface, computer speed
- 1.2 For gaming companies, performance of PCs is more
  important than color matching on Mac.

- 2: 1T, 2F, 3F
- 3: 1G, 2D, 3E, 4F, 5C, 6B, 7A
- 4: 1 Mac, 2 prepress, 3 color matching, 4 PC, 5 typography

- 5: opportunity of advanced graphics
- 6: 1D, 2A
- 7.1 We're switching to PCs, 7.2 get another Mac
  7.3 can customize PCs 7.4 color matching
  7.5 slower processing speeds (no mistakes, 23/23)

Writing: Mr. John,

As you already know, the situation of computers in our company is really bad. We are a great team developing applications on PCs. However, I think we should switch to Macs.

Lately, most of our clients started using iOS instead of Android, which means that we can no longer make applications for them, so they are starting to use other companies' products!

If we switched to Macs, we could develop not only Android, but also iOS applications, so we wouldn't lose our clients.

Of course, that we realize that Macs are much more expensive than PCs, however, the money we save on not losing clients will make it up with money spent on upgrading.

Let me know what you think about the changes, Andrew.

Unit 2
- 1.1: It is open-source, 1.2 It has greater possibilities
  as it is opensource
- **2**: 1A, 2D, 3A D ; **3**: 1B, 2A, 3F, 4G, 5E, 6D, 7C

- 4.1 command line, 4.2 Linux distribution, 4.3 TCP/IP protocol,
  4.4 free software license, 4.5 Microsoft Office, 4.6 Linux
- 5: communication errors, virus threats

- 6: 1F, 2F, 3F T
- 7.1 works with, 7.2 That's the thing, 7.3 losing Microsoft Office
  7.4 actually compatible, 7.5 the Samba program, 7.6 reconfigure
  the TCP/IP protocols (2.5 mistakes, 22.5/25)

Writing: Mr. John,

As you already know, the situation with computers in our company is really bad. We've been discussing with our colleagues and we discovered a new operating system – Linux.

Linux is much better than Windows that we're using currently in so many things – there is lower risk of virus threats which are damaging our company and we don't have to pay annual license for renewing Windows.

If we switched, we would have to replace Microsoft Office with OpenOffice. However, it is compatible, so there should be no problem with it.

Also, we would need to reconfigure the TCP/IP protocol of our printers and scanners, but that's a small task.

Let me know what you think about the changes, Andrew.

Unit 3
- 1.1 a simple website with professional graphics and nice UI
- 1.2 make web presentation for clients, information for employees

- **2**: 1B, 2B, 3D; **3**: 1B, 2G, 3F, 4D, 5I, 6C, 7A, 8H, 9E
- 4.1 applet, 4.2 reliability 4.3 MPEG
- 5: They will always know about new training requirements.

- 6.1 T, 6.2 ~~F~~ T, 6.3 F
- 7.1 coming along, 7.2 media player, 7.3 Flash,
  7.4 high enough quality, 7.5 allow everyone to view, 7.6 go online
(1.5 mistakes, 22.5/24)

Writing: Mr. John

I would like to request a new design for my website. As a teacher, I would like to communicate there with my students.

On the website, there should definitely be a section for homework, demo tests and classification. Also, I would like to put some images and learning videos in a multimedia section.

For developing the multimedia section, please don't use the Flash player. The quality is not high enough, and I want my students to see everything clearly. Also, students have new computers at home so there won't be any compatibility problems.

I'll send you the detailed description of the website sections by email in few days.

Thanks,
Andrew.

Unit 4:
- 1.1 you can reach much more clients and target specific ads
- 1.2 not really, I have AdBlock installed on my computer

- **2**.1 T, 2.2 T, 2.3 F; **3**.1 CPM, 3.2 ad products, 3.9 hang,
  3.3 frequency capping, 3.4 geo targeting, 3.5 CPC,
  3.6 click-through rate, 3.7 click tracking, 3.8 animated GIFs,

- 4.1 commission, 4.2 above the fold, 4.3 campaign
- 5: You wouldn't show a Kofola ad to someone in America.
- 6.1 C, 6.2 A

- 7.1 the first option is CPM, 7.2 cost-effective, 7.3 ~~how~~what the rate
  7.4 location of, 7.5 scroll down to see them, 7.6 commissions
(1 mistake, 21/22)

Writing: Advertising has never been that easy! With our company, you can choose two main banner options. We either show your potential new clients a striped banner, or a pop-up advertisement.

You can choose from two main billing options – CPM, which means you pay for every ad displayed and CPC, which means paying for every click on the advertisement. We recommend using CPM – it is much more cost effective.

The rate is determined by whether you want an above the fold ad or just a normal one. It is also increased by website ad hosting price.

We guarantee geo and interest targeting, so your ad will always reach the right public. If you are interested, contact us at ad@adking.com.

Unit 5:
 - 1.1 The robot efficiency is much higher than humans.
 - 1.2 Computers are doing everything that could be automated.

 - **2**.1 B, 2.2 D, 2.3 A; **3**.1 C, 3.2 B, 3.3 G, 3.4 A, 3.5 D, 3.6 E, 3.7 F
 - 4.1 oscilloscope, 4.2 integrated circuit, 4.3 latency time,
   4.4 redundancy, 4.5 embedded system

 - 5: That it does increase production and efficiency.
 - 6: priority inversions, Ethernet network connections
 - 7.1 jump right in, 7.2 Notice anything, 7.3 take a look, 7.4 Any
   ideas, 7.5 ethernet network, 7.6 something is off (-0.5, 20.5/21)

Writing: Hi Ovuvuevuevue Enyetuenwuevue Ugbemugbem Osas,

Guess what! I started working recently in a company that uses automation. The company produces plastic water bottles and they had totally automated the production lines!

I heard that the production rate has increased by 300% and the cost has decreased by 50%, so it is apparently very efficient. I can't wait to see the first quarter results.

In the company, there is a complex system of determining errors. The system is highly fault tolerant, however, if there is something wrong, a team of software engineers immediately checks the oscilloscope, determines the fault and fixes it.

See you,
Andrew.

Unit 6:
 - 1.1 We can communicate even in times of coronavirus epidemy.
 - 1.2 It is someone harder to show e.g. something on paper, explain
   something more difficult.

 - **2**.1 D, 2.2 C, 2.3 D; **3**.1 B, 3.2 C, 3.3 A, 3.4 D, 3.5 F, 3.6 E
 - 4.1 programs (Basecamp, Skype), 4.2 actions (centralize, color
   code tour), 4.3 website features (gallery, tour)

 - 5: They will see it on their Basecamp dashboard.
 - 6.1 T, 6.2 T, 6.3 T
 - 7.1 interest in telecommuting, 7.2 anything in particular,
   7.3 checked out, 7.4 good to know, 7.5 message board (-2, 15/17)

Writing:

Dear employees,

Due to the coronavirus epidemy, our company will start to use telecommuting and you will work from home. We will use the Basecamp program for tasks and Skype for communication.

All tasks will be written on the dashboard and they will be assigned to each one of you. You will work on them and if you will need to ask about anything / communicate with colleagues, use Skype.

I have already created a Skype workspace for our company. If you have any questions, don't hesitate to contact me.

Good luck,
Andrew.

Unit 7:
 - 1.1: Companies can lose profit due to steal of information.
 - 1.2: Reinstall the operating system and use antivirus software.

 - **2**.1 C, 2.2 A, 2.3 D; **3**.1 E, 3.2 G, 3.3 F, 3.4 D, 3.5 A, 3.6 C, 3.7 B
 - 4.1 infect, 4.2 log in, 4.3 replicate, 4.4 imbeds, 4.5 resident virus.
 - 5: He got on their computer and eavesdropped the keystrokes.

 - 6.1 T, 6.2 F, 6.3 F
 - 7.1 hacker, 7.2 make some changes, 7.3 destroying files,
   7.4 ruin the company, 7.5 resident viruses, 7.6 implant themselves
  (-1, 23/24)

Writing:

Mr. John,

Recently, I read an article about a hacker who caused some serious damage to many companies through use of computer viruses. I think that our company needs to rethink the computer security.

In my opinion, the most dangerous viruses are the overwriting ones. They can destroy most of the files in a blink of an eye. Also, the secret resident viruses are very dangerous.

The viruses could cause terrible damage to our company, so I suggest that we start using an antivirus software and check our computers every month. Also, updating operating system is good way to solve that.

Andrew.

Unit 8:
 - 1.1: Businesses can lose some important **secret** data.
 - 1.2: Be careful and not click on unverified links.

 - **2**.1 T, 2.2 F, 2.3 F; **3**.1 malware, 3.2 Trojan horse, 3.3 phishing,
   3.4 identity theft, 3.5 spyware, 3.6 card scanning, 3.7 pharming
 - 4.1 pretexting 4.2 worm 4.3 scanner, 4.4 fraud, 4.5 cyber

 - 5: There have been some identity thieves done to bank clients.
 - 6.1 B, 6.2 A̶ C
 - 7.1 personal information, 7.2 needed to confirm, 7.3 suspicious,
   7.4 looked legitimate, 7.5 pretty sophisticated (-1, 21/22)

Writing:

Dear clients,

In recent days, we started receiving lot of complaints about people losing their money after giving us their e-mail and passwords. There has been a massive spread of phishing e-mails and we would like to inform you about them.

Phishing e-mails look like e-mails from us, except for some little details, for example, the e-mail is sent from address like random@sfdsj.biz. These e-mails are asking for your sensitive information, like credit card numbers, passwords, or clicking on a link leading to internet banking sites. However, it is a fraud.

We highly recommend you install an antivirus software and to verify if e-mails we send you are really sent from our address. Also, we will NEVER ask you for your personal information.

Unit 9:
- 1.1: Install anti-virus software, be careful
- 1.2: Because it could lose their sensitive data and be ruined.

- **2**.1 A 2.2 C 2.3 ~~B~~ A; **3**.1 C, 3.2 B, 3.3 E, 3.4 G, 3.5 F, 3.6H, 3.7A, 3.8D
- 4.1 authenticate, 4.2 keylogger, 4.3 attack, 4.4 firewall, 4.5 patch
- 5: Close them, but in the first place, popups should be blocked.

- 6.1 F, 6.2 T, 6.3 T
- 7.1 your browser, 7.2 I have a virus, 7.3 new antivirus software,
  7.4 we just got ~~a new~~ the firewall, 7.5 as strict as possible,
  7.6 There's ~~the~~ your problem (-2.5, 22.5/25)

Writing:

Dear colleagues,

as you already know, our company had just recovered from a recent security breach and I think that I should tell you more about the security measures in our company. We have installed a powerful firewall; antivirus software and we plan to download browser patches every week.

Thanks to this, we are safe from the major threats: different viruses, browsers opening backdoors to bad programs and too weak firewall settings allowing hackers to get into the computers.

Also, we are starting to monitor work on computers thanks to the audit logs – it means that if there is a threat, we can quickly locate who and why caused it.

Andrew.

Unit 10:
- 1.1 Malicious website blocker, software that finds viruses and destroys them or puts them in quarantine.
- 1.2 It is important to update the anti-virus filters, otherwise it can become outdated and will not be able to determine any new viruses. Sometimes, it can also be blocking more than what you would probably have wanted.

- **2**.1 C .2 C .3 C; **3**.1 D .2 H .3 B .4 I .5 C .6 F .7 E .8 A .9 G
- 4.1 A, .2 A, .3 B .4 A
- 5: They are quarantined so that they cannot damage the system.

- 6.1 F .2 T .3 F
- 7.1 pharming .2 web page analysis .3 protect my computer
  .4 two separate things .5 two programs in one

Writing:

Our brand-new product, WPA+ has been released today and it offers awesome possibilities? Afraid of pharming or phishing scams? No need to worry about that. **W**eb**P**age **A**nalyser + has that covered for you. Also, we offer great anti-virus software.

If you are receiving lot of spam e-mails, definitely go for the WPA+. It is really reliable and cheap. If you download lot of dangerous files from different websites, buy the anti-virus software to protect you from them.

The WPA+ detects dangerous pages or e-mails and blocks them, which means no malicious software will get downloaded to your computer. The anti-virus software sweeps the computer for viruses and destroys them if it finds any.

Unit 11:
- 1.1 for example on great networks or in school, it takes a long time to perform the same installation of software on hundreds of computers
- 1.2 it can use the performance of online computers, faster network speeds and greater choice of operating systems

- **2**.1 C, .2 D .3 D; **3**.1 B .2 G .3 E .4 F .5 D .6 A .7 C
- 4.1 pay as you go .2 CDN .3 elasticity .4 SaaS .5 deployment
- 5: using cloud resources (software, operating systems) and paying for them without the need of being fixed to a physical computer

- 6.1 T .2 T .3 F
- 7.1 get what you mean .2 compatibility issues .3 just access the software .4 deployment .5 start with a CDN

Writing: Mr. John,

As you have already heard, there is a new trend called cloud computing and I think our company should definitely start using it and profiting from all the advantages. Cloud computing means using programs and operating systems on the cloud!

The extreme advantage of this is that the companies do not have to install software manually on each computer – it is deployed with one click on all computers with a CDN! Also, there is a great choice of operating systems and all of this makes it very cost-effective.

It is also not hard to set it up. You order the software and/operating systems and just use them. It is easy and fast. If you have any questions concerning that, contact me.

Andrew.

Unit 12:
- 1: using computer software can help tracking patients and drugs given to them more efficiently, it can help to monitor heartrate…

- **2**.1 T, 2.2 F, 2.3 F, **3**.1 E, 3.2 G, 3.3 A, 3.4 B, 3.5 F, 3.6 C, 3.7 D
- 4.1 B, 4.2 A, 4.3 B, 4.4 B
- 5: There is lower risk of a human error.

- **6**.1 F, 6.2 T, 6.3 T, **7**.1 use some help 7.2 CPOE 7.3 bar coding 7.4 electronic order 7.5 How exactly 7.6 name and order 7.7 pretty simple (-1, 23/24)

Writing:

The new technological systems that have been invented in recent years will help doctors and patients.

Firstly, we have the CPOE system. It is capable of prescribing drugs immediately to patients without risking handwriting errors. Also, there is the EMM system to help track number of drugs and medical supplies in the storage of pharmacies.

How does the CPOE system work? It is easy to use – you open a computer program, type in the patients name and the drug. Then, it automatically prints the prescription so that the patient can go to the pharmacy and buy it. After he does that, you get a notification.

We really hope these systems will help all the doctors in our country to do less errors and take care of patients more carefully, especially in the times of coronavirus pandemic.

Unit 13:
- 1: web design affects a lot how the page appears to potential customers. A nice website can attract them whilst a bad one will not make it look like your company can be trusted.

- **2**.1 C, 2.2 C, 2.3 A, **3**.1 E, 3.2 G, 3.3 B, 3.4 F, 3.5 A, 3.6 C, 3.7 D
- 4.1 ingress filter 4.2 trust logo 4.3 redesign 4.4 keyword 4.5 egress filter 4.6 mask

- 5: They type natural phrases in the search box (for example *How to build a computer*), not just a simple keywords (build, computer)
- 6.1 F, 6.2 T, 6.3 F

- 7.1 PCI compliance .2 ingress and egress filters 7.3 what I thought 7.4 trust logo, 7.5 What's the other idea

Writing:

Dear Ms. Taylor,

Thank you for asking me about how to improve your website. I looked on it and I would suggest improving the ingress and egress filters. Also, you should get a trust logo.

If you want, I can redesign your website ingress and egress filters to have it look like more secure. Also, I can arrange getting the trust logo for you.

The last thing I saw was that you don't have a good SEO – this means you must set better keywords for your website. I suggest using natural language.

Unit 14:
- 1.1: any businesses whose employees use computers, 1.2 hardware problems, OS problems, malware problems…

- **2**.1 B, 2.2 B, 2.3 D; **3**.1 B, .2 D, .3 C, .4 A, .5 E, .6 F
- 4.1 performance tuning, .2 résumé, .3 system administrator, .4 install, .5 file archiving, .6 duty

- 5: backup them weekly and purge really old files
- **6**.1 F .2 F .3 T, **7**.1 system administrator, .2 really stand out, .3 IT employees, .4 troubleshooting, .5 pretty qualified, .6 worked with

Writing:

Mr. Johnson,

I would like to apply for the job of system administrator in your company. I am really interested in the job as I had already worked in several other companies and they were all satisfied with me.

I had some really difficult duties and I managed to do them without any problems: performance tuning, archiving businesses files and purging some useless data, installing new updates and managing the anti-virus system.

I have a technical degree at one of the best universities in Czech Republic and I have always been a good student. I'm really good at learning new things and I'm flexible.

Andrew.

Unit 15:
- 1.1 creating and developing useful programs, 1.2 study a technical university like CTU to get prepared well

- **2**.1 A, .2 C, .3 D; **3**.1 D, .2 F, .3 G, .4 E, .5 C, .6 A, .7 B
- 4: languages – PHP, XML, HTML;
  occupations – web developer, programmer, visual basic

- **5**: The third one, **6**.1 F, .2 T, .3 F
- 7.1: web developer, .2 Sounds easy enough, .3 handle that part, .4 Send me the link, .5 Sure thing, .6 an old programmers work

Writing:

Mr. Johnson,

I saw your job offering on the Upwork freelancing website and I would be interesting in doing the job offered. I have several years of experience with developing websites so I think I should be the ideal choice.

I already know the PHP and Java language and I am also familiar with XML and HTML technologies. I do not know CSS extremely well, however, you wrote that you'll handle that part yourself.

I have already worked on many projects like these before – I have already developed a website for libraries in Prague 2 and Kladno.

I'm looking forward to your response,
Andrew.

Unit 13 – Presentations:
- 1.1 have good body language – keep eye contact with the public, look confident, don't be shy
- 1.2 in school – Geography, Biology, English…

- **2**.1 A .2 C .3 D; **3**.1 B .2 F .3 G .4 C .5 D .6 E .7 H .8 A
- 4.1 A visual aid, B body language .2 A summarize, B project .3 A handouts, B cue cards

- 5: They were redundant because they contained information that has already been given.
- **6**.1 T .2 F .3 F; **7**.1 this presentation .2 of improvement .3 body language .4 your organization .5 my weaknesses .6 great signposting

Writing:

I'm impressed with your presentation. You did really great today! Your body language was great – you kept good eye contact and you showed confidence.

The visual aids were also awesome and helped me understand the presentation. However, I missed some handouts and signposts because sometimes, I felt really lost in the speech.

I would summarize that you really worked on yourself and made a great job! When I remind myself of your previous presentation when you were looking to the ceiling and trembled from stress – you made a great improvement in your body language.

Lesson 10 – page 193:
- will have finished, get, will he do, has graduated, will be travelling, finds
- are selling, will have been living, are meeting, are going to move
- will be translating, go, have finished, will celebrate, won't have, are leaving, leaves, will have, have dealt, are

- would enroll, wasn't, would be, had started, was, would have passed, hadn't felt, would have passed, were, had never seen, see, will you tell

Translation to Czech:
- Stále si hrál se zápalkami, přestože to měl zakázáno.
- Byť šla velmi pomalu a opatrně, stejně uklouzla a zlomila si ruku.
- Nakonec to pochopil.

- To, že jí dávali příliš práce, si uvědomila až když onemocněla. Ani neskončila jednu práci a už musela začít další. – Bude v pořádku. Jen si potřebuje odpočinout.
- Stihneš objednávku dokončit do večera? Nemyslím si. Budu pracovat až do čtyř a až se umyju, půjdu do kina. – Kdyby mě nepíchla vosa, pomohl bych ti.
- Kdyby naše jabloně minulý podzim byly mívaly více ovoce, nemuseli bychom si teď kupovat jablka.
- Jak mohl sejít tak hluboko!
- Podívej, jak moc se ten svetr srazil.
- Proč nedáváš pozor! Šlápl jsi mi na nohu! (*nepřečtu to slovo*)
- O čem ta přednáška byla? – O ekologických problémech. V atmosféře jsou hodně nebezpečné plyny, a proto se teplota Země zvedá. A v jídle máme čím dál tím víc chemie kvůli hnojivům a pesticidům.

10th week – page 1:
- 1: In the first case the children are always naughty because their parents didn't bring them up correctly, in second one they are just naughty at the moment
- 2: In the first case, Kate already knows the boy for a longer time, whilst in the second one, she saw him for the first time
- 3: The first sentence is in a negative way, like a never-ending situation, the situation in second one happens not so frequently.
- 4: In the first sentence, the dissertation is not yet written, in the second one, it already has been written.
- 5: The first sentence has more accent on the fact that it is happening right now, whereas in the second it's really frequent.
- 6: First sentence – it is a recent situation, second – it happened in longer period of time, third – it is happening for a long time.

- 1: I'll see him tomorrow. – You've been together for how long?
- 2: I was ringing for at least 10 minutes and no one answered.
- 3: Wait for a while, I'm tasting some sauce. It tastes delicious!
- 4: How long has he been working there? – 15 years and he's been doing well the whole time. He deserves a bonus.
- 5: I heard he's feeling ill. – I don't believe that, he is always excusing himself!
- 6: Has the postman brought any parcels? I've been waiting for it the whole week. No? Well, I hope it'll have arrived by Saturday.
- 7: He's acting silly once again. – But he is not stupid. Actually, he appears to be quite intelligent.
- 8: Today, we'll be working until 6. – I'll have collapsed by that time! We'll have been working for 10 hours at 6!

- 1: A lot of my friends are coming tonight.
- 2: Plenty of young people are studying at that university right now
- 3: There is a computer with five documents on the desk.
- 4: Everybody knows where it is.
- 5: About 10 % of the population lives in this area at present.
- 6: Every young girl is attractive.
- 7: A lot of snow has fallen since the morning.
- 8: Either of these two words is correct.

- 1: Mathematics studies equations, formulas, functions, matrixes…
- 2: Linguistics studies language, grammar, vocabulary…
- 3: Economics studies money, accounting…
- 4: Acoustics studies mechanical waves like sound, infrasound…
- 5: Ethics studies behaviour, dress culture, moral principles…
- 6: Phonetics studies word pronouncing and spelling…
- 7: Politics studies governing of a country, district, town…
- 8: Electronics studies creation and flow of electrons in materials…
- 9: Astrophysics studies planets, comets, solar systems…
- 10: Geopolitics studies international relations based on position…
- 11: Statistics studies graphs, data, information…

- 1: Why does your family like to get up early?
  - Because the early bird catches the worm.
- 2: Do any of your friends live in the same neigh... as you?
 - No, they all live in Prague and I live in Ostrava.
- 3: Are the cattle usually sent to towns by railway or by road?
 - By road, I guess…?
- 4: Is the government elected or appointed? – appointed.
- 5: Do the present government always reach ag… problems?
 - Not 100%, but it always finds a good compromise.

- 6: What are the police responsible for?
  - Catching criminals and making live safe.
- 7: Does your company make or lose money? – It makes them.
- 8: What is on the desk in front of you?
 - My English book and my computer.
- 9: Why were the audience in the theatre cheering?
 - Because the spectacle was really well played.
- 10: Why are the airport staff in that country on strike again?
 - They are probably not happy with their work conditions.

- 1: DC, Yes   2: NC, Yes   3: NC, that -> which
- 4: DC, remove commas   5: DC, remove commas
- 6: NC, that -> who   7: DC, remove commas   8: DC, Yes
- 9: NC, Yes   10: NC, Yes   11: DC, what -> that

- came, was looking, was having, Did she mention, was seeing, did
  she meet, saw, was going, was she doing, was thinking, was
  tasting, tasted, had drunk, was being, collapsed, looked, was
  feeling, Did you form, was feeling, often had

11th week – revision test III:
 - 1a: are, are, is, are, is, are, have risen, is, are, was
 - 1b: is always smoking, have been tasting, have you found, tastes,
   is having, has been riding, are being
 - 1c: decided, said, have seen, have never been, have dreamed,
   read, were, didn't hesitate, applied, was waiting, was
   gathering, hesitated, told, hear, are thinking, was,
   flew, Had you booked, have just collected, will book
 - 1d: have sewn, withdrew, sprang, Have you wound, swung, Have
   you ground, bled, has bitten, have shed, bred, crept, have torn,
   sought, have stunk, haven't wrung, have you withdrawn

- 2a: hangers-on, sopranos, hypotheses, shelves, roofs, tomatoes, criteria, mothers-in-law, geese, termini
- 2b: actress, niece, hen, bitch, goose, bull, heroine, lord, drake, heiress

- 4a: her ex-husband, post-war period, he has overeaten, undercooked potatoes, be misinformed, rewrite, 3 feet and 2 inches, juicy gossip, a recipe for disaster, turn sour

- 4b: He's acting silly. They're having lunch right now. They are criticising me once again! He's not here, he's accompanying his girlfriend to the airport. Who has been cutting with that knife? Sir Alexander Fleming became famous thanks to his discovery of penicillin, which happened in the first half of 20th century. The disease he was operated on was really serious. He went to the mountains with a group of friends, only a few of whom had good clothes and equipment. Their house, which they bought for half a million, is worth much more today. The drivers who knew how bad that route was avoided it.

- 4c: The tree was struct by lightning. She was given a nice gift by her friends. The bed has been slept in and the plate has been eaten from. I would like to know whether we're supposed to be interested in that stupid film that we're being shown. The room, that had been used as a bedroom was turned into a guest room. Official spokesman announced that the salaries were going to be decreased by 5 percent.

Passive voice: are being made, hasn't been rebuilt, had been badly damaged, was just being built, will have been burned, has been examined, will be operated, has already been examined, is being operated