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Know Your Business English Grammar

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This work would never have happened without the invaluable input of Vasiljev Marta.

Thank You

Unit 1

Active Voice-Revision all Tenses

Exercises

1. Choose the best answer.

1. If she doesn't come in the next 15 minutes, we _____ without her.
a) started b) would start c) will start
2. He _____ a manager when he was 25.
a) became b) has become c) was becoming
3. _____ the details of the proposed merger.
a) Let's to discuss b) Let's discuss c) Let's be discussing
4. Our distributor called while I _____ to Kathy. (*I'm no longer talking to Jim*)
a) was talking b) have been talking c) would be talking
5. I thought about your proposal, and I think we _____ it.
a) accept b) will have accepted c) will accept
6. How long _____ in sales?
a) B or C b) have you worked c) have you been working
7. I have _____ your proposal, and I'm quite impressed.
a) reviewed b) reviewing c) review
8. The mayor failed _____ the striking workers to return to contract talks.
a) persuade b) A or C c) to persuade
9. The union _____ on Tuesday to resume contract talks.

- a) was being agreed b) agreed c) has been agreeing

10. Negotiations _____ to continue into the weekend.

- a) are expected b) are expecting c) expect

2. Write the correct past tense and past participle form of each verb. Circle the Irregular Verbs.

| Present Tense | Past Tense | Past Participle | Present Tense | Past Tense | Past Participle |
|---------------|------------|-----------------|----------------|------------|-----------------|
| bring | | | grow | | |
| call | | | sit | | |
| sell | | | eat | | |
| create | | | drive | | |
| sleep | | | read | | |
| do | | | write | | |
| visit | | | wish | | |
| fill | | | be (am,is,are) | | |
| create | | | have | | |

3. Complete the sentences. Use the verb given in brackets.

- Compaq _____ (make) computers.
- H.P. _____ (develop) a new advanced type of printer.
- The yen _____ (fall) against the dollar.
- The dollar _____ (stand) at 1.8 to the pound.
- I guess we _____ (have) a market share of about 15%
- Times are hard so we _____ (make) 150 people redundant.
- The secretary _____ (send) in her report later today.
- Kate often _____ (send) her reports in late.
- Things are really great. Business _____ (boom).
- Inflation _____ (grow) quickly, I'm afraid to say.

4. Choose the best answer.

1. Have you _____ that report yet?

- a) completed b) terminated c) ended d) finished

2. Sorry, Mike, I _____ .

a) didn't b) haven't c) wouldn't d) not done

3. I've _____ very busy, you know.

a) been b) seemed c) projected d) worked

4. I've _____ produce figures for the budget forecast for Head Office.

a) had to b) must c) supposed to d) meant

5. I've never _____ as much work on as at present.

a) presented b) had c) stood in front of d) worked

6. I haven't _____ a weekend off for months.

a) had b) represented c) overcome d) stood

7. It's as I've just _____ .

a) shouted b) called c) told d) said

8. I haven't _____ time to do it yet.

a) understood b) stood for c) seen d) had

5. Match at least one of these adverbs of time with each of the sentences below.

when I joined this company in the 1990s the other day during a meeting
recently since January hardly ever by Tuesday never for a year in
a fortnight's time this week

- a) I didn't have a lot of experience
- b) My boss uses a laptop
- c) I was looking for a different job
- d) I worked for my present company's major competitor
- e) I have been working on this project
- f) I last made a conference call in English
- g) I'm flying to Vienna
- h) I'll finish this report
- i) I was caught making personal phone calls

6. Choose the best answer.

1. What do you do?

- a) I work for a well-known multinational.
- b) I'm working on restructuring the company.

2. What are you doing?

- a) I work for a well-known multinational.
- b) I'm working on restructuring the company.

3. What were you doing when the headhunter called?

- a) I updated my CV.
- b) I was preparing for a business trip to Chile.

4. What did you do when the headhunter called?

- a) I updated my CV.
- b) I was preparing for a business trip to Chile.

5. Who did you work with?

- a) I've worked with several very prestigious clients.
- b) I worked with several very prestigious clients.

6. Who have you worked with?

- a) I've worked with several very prestigious clients.
- b) I worked with several very prestigious clients.

5. What have you been doing?

- a) I've been replying to customer enquiries all day.
- b) I've nearly cleared the backlog of enquiries from the Xmas break.

7. Rewrite the sentences.

1. He works in an office. (Past Simple, she, interrogative)

2. I am not driving a car at the moment. (Past Continuous, he, negative)

3. Do they use tablet computers? (Simple Past, Jane, negative)

4. They had made some presentations. (Present Perfect, you, affirmative)

5. We are not going to the meeting. (Present Continuous, they, interrogative)

6. The secretary help me. (Future Simple, you, negative)

7. Were you reading the report? (Present Perfect, she, affirmative)

8. Are they driving a car? (Past Simple, I, negative)

9. You have already spoken to him. (Present Simple, you, affirmative)

10. Did she get a pay rise? (Past Perfect, he, negative)

8. Complete the paragraph below using the correct tense of the verbs in the box.

| | | | | | |
|------|------|--------|------|------|------|
| help | send | answer | work | send | pack |
|------|------|--------|------|------|------|

I _____ in Dispatch department. We _____ goods to customers. At the moment we are very busy because we _____ machines for a trade fair next week.

This is my colleague. She _____ in the Export department. She _____ customers' enquires about our products and _____ information. This week she _____ prepare for the fair.

9. Choose a correct tense in the following sentences.

1. How long (you / have) _____ this PC?

2. They _____ (finalise) the purchasing details at the moment.

3. I (attend) _____ a mind-mapping course from September to December in 2004.

4. How long (you / deal) _____ with those clients?

5. If I have time, I (finish) _____ the report at home this evening.

6. How long (you / work) _____ in this office?

7. I (be) _____ to New York on business 3 times.

8. Everyone went to the workshop except me, because I already (take part) _____ in similar seminars 3 times.

9. That supplier (make) _____ late deliveries 4 times this year.

10. By the time we got back from the meeting, they _____ (complete) documentation.

10. Choose a correct tense in the following sentences.

1. This advertisement doesn't _____ people to buy the product.

- a) encourage b) encouraged c) encourages

2. This advertisement _____ people to buy the product.

- a) encourages b) encouraged c) A or B

3. Our office usually _____ at 5:00 PM, but today we're staying open until 6.

- a) closes b) is closing c) closed

4. I _____ to a trade fair until I went to the one in Vienna last month.

- a) had never been b) was never c) have never been

5. PERSON 1: _____ you seen George?

PERSON 2: No, I haven't.

- a) Did b) Have c) Are

6. I _____ here for 10 years. (I still work here)

- a) have worked b) worked c) was working

7. I _____ for many different jobs.

- a) have applied b) have been applying c) A or B

8. I _____ 10,000 shares last week.

- a) will buy b) was buying c) bought

9. I _____ shares all last week.

- a) bought b) was buying c) had bought

10. The bank is _____ one-third of its branches.

- a) is trying to sell b) is selling c) A or B

D 11. Choose a correct tense.

Pixar Animation Studios _____ (be) the world's most successful CGI animation film studio. It was _____ (start) by Star Wars producer George Lucas, before Apple co-founder Steve Jobs _____ (buy) it in 1986. Disney then bought the studios in 2006. Pixar has _____ (be) responsible for some of the greatest children's movies ever _____ (make), including the Toy Story franchise, Finding Nemo, The Incredibles, Cars, Wall-E and Up. The studio has _____ (win) 24 Oscars, among dozens of other awards, acknowledgments and achievements and has _____ (make) \$5.5 billion worldwide. Its website _____ (say): "Pixar's objective _____ (be) to combine technology and world-class creative talent to _____ (develop) computer-animated feature films with memorable characters and heartwarming stories that _____ (appeal) to audiences of all ages."



1. I'm certain you'll do well in your new job.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

2 I'm convinced he'll be a success in the job.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

3 I'm seeing him at the end of the afternoon.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

4 No, you're my guest. I'll pay.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

5 It's late. I think I'll come in early tomorrow to finish this.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

6 The boss looks very angry. I think he's going to shout at us.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

7 I'm starting work there next Monday.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

8 That train always get in late. They won't be early.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

9 Don't worry. I'll get it.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen

- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

10 I'll help, if you want.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement.
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

11 We're having lunch on Friday.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

12 Look at those clouds. It's going to rain.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

13 I'm sure he'll come. He's probably just held up in traffic.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

14 The next time I see the boss, I'm going to tell him that I want a pay rise.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

15 I'm not going to put up with these working conditions much longer.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

16 It feels really cold. I think it's going to snow.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

17 Look at the weather forecast. It's going to be a really cold day tomorrow.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

18 We're meeting at 10.00.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement.
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

19 I'm going to learn to type properly.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

20 I'm going to go to bed earlier. I'm very tired.

- a) There is evidence now for the future event
- b) The speaker has already made an arrangement
- c) Something the speaker thinks is certain to happen
- d) The speaker's decision is made at the moment of speaking
- e) The speaker has already made a decision

Numbers – Revision

Exercises

1. Read the sentences and choose the correct way of saying the numbers.

1. The company was founded in 1861.

- a. one thousand eight hundred and sixty-one
- b. eighteen sixty-one

2. My phone number is 763492.

- a. seven six three four nine two
- b. seventy-six thirty-four ninety-two

3. The train gets in at 16.34.

- a. sixteen point three four
- b. sixteen thirty-four

4. We stock a total of 1,326 items.

- a. one thousand three hundred and twenty-six
- b. one comma three two six

5. The bank has cut interest rates by 0.25%.

- a. zero point twenty-five per cent
- b. zero point two five per cent

6. The meeting is going to be on 3 May.

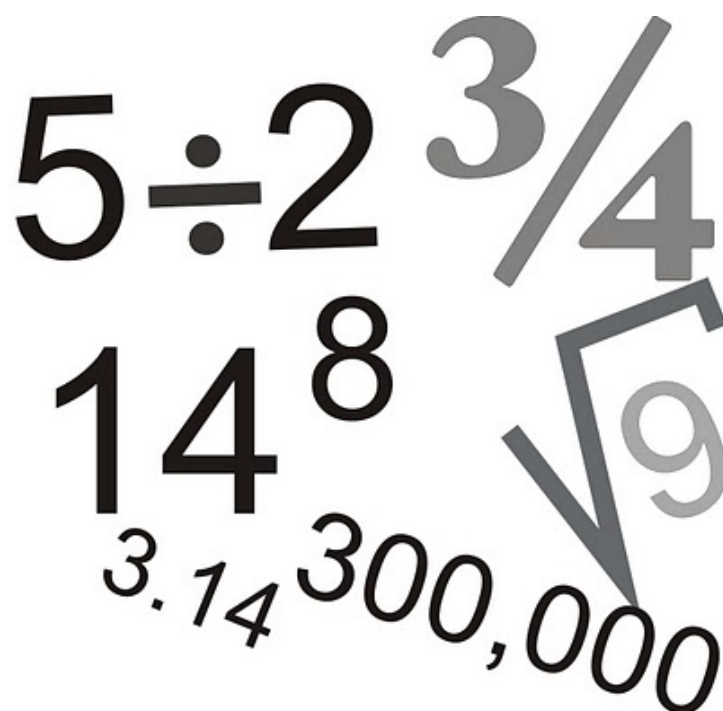
- a. the three May
- b. the third of May

7. We estimate that sales will rise by 8%.

- a. eight per cent
- b. eight degrees

8. A gallon is 4.54 litres.

- a. four comma five four litres
- b. four point five four litres



2. Write the numbers down and read them out loud

- 1 twelve thousand 12,000
- 2 twenty-two thousand _____
- 3 eight hundred thousand _____
- 4 six point six one billion _____
- 5 twenty-two and a half _____

Asking about Quantity

Exercises

1. Complete the questions 1 -8 with *much* or *many*. Then match them with answers a-h below. See the example.

- 1 How many hours a week do you work?
- 2 How _____ computers do you have at home and in your office?
- 3 How _____ wine or beer can you drink if you are driving?
- 4 How _____ mobile phones do you have in your family?
- 5 How _____ time do you spend watching TV every evening?
- 6 How _____ experience do you need to do your job?
- 7 How _____ meetings do you have every week?
- 8 How _____ money do you spend on petrol every month?

- a. Only two small glasses in my country.
- b. Five - one for me, one for my husband, and one for each of my children.
- c. It depends on the week, but probably about three or four.
- d. Between forty and fifty.
- e. I've no idea. I have a company car and I pay with a company credit card,
- f. About five or six years in sales or marketing.
- g. I have one at work and a laptop, which I always carry with me.
- h. No more than half an hour most evenings.

Now give **your** answers to these questions!

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Unit 2

Wh- Questions

Use

In English, there are two basic types of questions: *wh*- questions and *yes/no* questions.

Wh- Questions allow us to find out more information about the topic.

Wh-questions are formed with - *who*, *whose*, *which*, *what*, *why*, *when*, *where* and *how*.

| | |
|--------------|---------------------------|
| Who? | Person |
| Whose? | Possession |
| What? | Object/Idea/Action |
| When? | Time |
| Where? | Place |
| Which (one)? | Choice of alternatives |
| Whom? | Person (objective formal) |
| Why? | Reason |
| How? | Manner |

Other words can also be used to inquire about specific information:

| | |
|-----------------|---------------------------|
| How much? | Price, amount (non-count) |
| How many? | Quantity (count) |
| How long? | Duration |
| How often? | Frequency |
| How far? | Distance |
| What kind (of)? | Description |



Making questions for the subject:

Who (or: 'what' if the subject is inanimate) + verb in the third person singular (affirmative or negative) +?

Examples:

We help them to write the contract.

Who **helps** them to write the contract?

They have broken the computer screen.

Who **has** broken the computer screen?

The driver drove the car home.

Who **drove** the car home?

Making questions for the predicate:

What + auxiliary verb+ subject+ the main verb replaced by the suitable form of 'do'

Examples:

We help them write the contract.

What **do** we **do**?

They have broken computer screen.

What **have** they **done**?

The driver drove the car home.

What **did** the driver **do**?

Making questions for other parts of speech:

Wh-word + auxiliary + subject + main verb +.....

Examples:

Who do we help write the contract? (them)

What have they broken? (the computer screen)

What did the driver drive home? (the car)

Exercises

1. Insert the correct Wh-Question word.

- 1) _____ are my keys?
- 2) _____ is the problem?
- 3) _____ do banks open? At eight O'clock.
- 4) _____ is your birthday?
- 5) _____ old are you?
- 6) _____ is your telephone number?
- 7) _____ are you from?

- 8) _____ is your boss?
 9) _____ is your e-mail?
 10) _____ are you? I'm fine, thanks.
 11) _____ is your graduation? Next week.
 12) _____ is your last name? Mr. Donovan.

2. Change the following sentences to questions beginning with the given question word.

1. They live in Brooklyn.
Where _____ ?
2. The meeting begins at 8 o'clock.
What time _____ ?
3. They get home at 6 o'clock every night.
What time _____ ?
4. She speaks French very well.
What _____ ?
5. Those cell phones cost ten dollar.
How much _____ ?
6. They travel by car.
How _____ ?
7. She wants to learn English because she wants a better job.
Why _____ ?
8. They meet in the office every morning.
Where _____ ?
9. She teaches informatics courses.
What _____ ?
10. He gets up at seven every morning.
When _____ ?
11. Those companies sell personal information.
What _____ ?

3. Match the sentence from 1 to 10 with sentences from a to h.

| | | |
|-------------------------------------|---|----|
| 1. Where does he live? | a) She works as an engineer. | 1- |
| 2. When did they have dinner? | b) Because they are going to make a presentation. | 2- |
| 3. Why is he going to study French? | c) Because I need to finish this project soon. | 3- |

| | | |
|-----------------------------------|---|----|
| 4. What does she do? | d) He is going to study French because he wants to get a better job in Paris. | 4- |
| 5. Why are you working so hard? | e) I am working for this company. | 5- |
| 6. Why are they coming next week? | f) He lives in Boston. | 6- |
| 7. Who are you working for? | g) Because of the traffic. | 7- |
| 8. Why are you late? | h) They had dinner at six o'clock. | 8- |

4. Write questions about the words in bold.

e.g. He drank **tea**. - What did he drink?

1. They went to **Spain**.

2. He writes **computer applications**.

3. **The boss** discovered the truth.

4. The boss discovered **the truth**.

5. I go to work **at 7 o'clock**.

6. They met **the manager**.

7. It's **Carol's** laptop.

8. We are leaving **tonight**.

9. They sent **a letter**.

10. **They** sent a letter.

5. Choose the correct answer(s) for each question.

1. Who left this package on my desk?

a) For you.

b) Simon does.

- c) Cathy did.
- d) Charles and Colin did.
- e) Doreen had.

2. Who got up at 6 this morning?

- a) William didn't.
- b) I did.
- c) Tom and Mary did.
- d) Mr. Jones has.
- e) The secretary got.

3. Whom did you sell the company shares to?

- a) To no one.
- b) To my client did
- c) Nobody.
- d) I did.
- e) To one of my clients.

4. What time is it now?

- a) It's six.
- b) It's windy.
- c) It's two o'clock.
- d) It's Monday.
- e) In the afternoon.

5. Where can I find the manager?

- a) In his office.
- b) It's his office.
- c) The manager is in his office.
- d) He isn't his office.
- e) Office.

6. Ask questions to the underlined parts of the sentence.

1. _____?

I consulted my business partner regarding the control system.

2. _____?

The company's business partner developed the control system.

3. _____?

They were talking about the marketing plan that was recently implemented.

4. _____?

The accountant said that a good accounting system is vital to the company's success.

5. _____ ?

A local payroll firm manages our company's payroll system.

6. _____ ?

My company's sales strategy is to place sales representatives in four regions of the country.

7. _____ ?

The bookkeeper lost the customer's invoice.

7. Write sentences to the underlined words, then rewrite the questions using the noun forms of the following verbs: permit, own, enter, mean, arrive, earn.

1. Mr. Brown arrives at Heathrow airport Tuesday evening at 21:15.

When _____ Mr. Brown _____ at Heathrow airport?

When is the time of _____ of Mr. Brown's airplane?

2. William Howard owns the largest bank in this country.

Who _____ the largest bank in this country?

Who is the _____ of the largest bank in this country?

3. Tom earns 2400 Euros in a month.

How much _____ in a month?

How high _____ Tom's _____ ?

4. You can enter the building from Fleet Street.

Where _____ ?

Where is _____ ?

5. My boss permitted me to write the leading article because I was a good contract writer.

Why _____ ?

Why _____ give me _____ ?

6. 'No Smoking' means that you mustn't smoke in the office.

What _____ ?

What _____ ?

8. Here's an advertisement for a car, use the details to finish the questions.

FORD FOCUS, 2012, BLUE, ONE OWNER, VERY GOOD CONDITION, 30,000 MILES, ONE MINOR ACCIDENT, PRICE: 1300 \$

What
How
What
How many
What sort
How much



Yes/No Questions

Use

Wh-questions are different from "yes/no questions," whose purpose is not to seek content information but to verify facts or to get a response to a request through a simple "yes" or "no" (or something in between, as with a "maybe" response).

Example:

Does your company have a sales strategy? Yes, it does. /No, it doesn't.

Yes/no questions are asked using do, be, have, or a modal verb.

DO

Use the verb **do** to obtain facts about people, places, or things.

Do is always followed by the subject and then a verb in the infinitive without to.

| | |
|---|------------------|
| Do they smoke? | No, they don't. |
| Does the company work on Saturday? | Yes, it does. |
| Did they invest in steel? | No, they didn't. |
| Do employees have a lunchbreak at 1 pm? | No, they don't. |
| Does the new sales strategy work? | Yes, it does. |
| Did the CEO resign? | Yes, she did. |

BE

Use the verb **be** to ask about identity, description, location, and present or past activities and situations.

Identity / Description

| | |
|--|-----------------|
| Is she your boss? | Yes, she is. |
| Is he the manager? | No, he isn't. |
| Was his idea good? | No, it wasn't. |
| Were they happy to finish the project? | Yes, they were. |

Location

Be + a prepositional phrase asks about present or past location.

| | |
|--|-------------------|
| Am I near the company's building? | No, you aren't. |
| Is he in Panamá? | Yes, he is. |
| Are we at the border yet? | No, we're not. |
| Was his apartment above the post office? | Yes, it was. |
| Were the employees in? | No, they weren't. |

Current activity / situation

To ask about a current activity or situation, use the present continuous: present tense of be + present participle (verb+ing).

| | |
|---------------------------------------|----------------|
| Am I going with Ms Colins? | Yes, you are. |
| Is England adopting the euro? | No, it isn't. |
| Are we seeing the head manager today? | Yes, we are. |
| Is she working today? | No, she isn't. |

Past activity / situation

To ask about a past activity or situation, use the past continuous: past tense of be + present participle.

| | |
|--------------------------------|-------------------|
| Was it raining? | Yes, it was. |
| Was Anna writing the contract? | No, she wasn't. |
| Were the workers rebelling? | Yes, they were. |
| Were they having a meeting? | No, they weren't. |

Past event

To ask about something that happened to someone or something, use the passive voice: past tense of be + past participle (verb + ed or en):

| | |
|------------------------------------|-------------------|
| Was he given a reward? | Yes, he was. |
| Was I chosen? | No, you weren't. |
| Were you driven home in a taxi? | Yes, we were. |
| Were they fired by the HR manager? | No, they weren't. |

HAVE

Use the verb have to ask if some action has taken place or whether somebody has done something.

Notice that the auxiliary verb have is in the present tense and the main verb is always a past participle.

| | |
|--------------------------|-------------------|
| Has your secretary left? | No, she hasn't. |
| Have you flown before? | Yes, I have. |
| Has the meeting started? | Yes, it has. |
| Have the guests eaten? | No, they haven't. |

Exercises

1. Complete the short answers with the correct form.

- Are you from Spain? - Yes, I am . / No, I'm not.
- Are they flight attendants? - Yes, _____. / No, _____.
- Has your secretary got a car? - Yes, _____. / No, _____.
- Do you speak English? - Yes, _____. / No, _____.
- Had they lived in London before they moved to Manchester?
- Yes, _____. / No, _____.
- Is she going by bus? - Yes, _____. / No, _____.
- Did you talk to the manager? - Yes, _____. / No, _____.
- Have you been waiting for long? - Yes, _____. / No, _____.
- Will he send us a mail? - Yes, _____. / No, _____.

2. Make Yes/No questions to the following sentences.

- They arrived yesterday evening.

Did they arrive yesterday evening?

- You have heard about the new project.

3. You like coffee.

4. I speak to my secretary via Skype every morning.

5. The head manager comes to the office every day.

6. He wasn't supposed to speak to me.

7. You will write the report.

8. Kathy never used to work so late.

9. She has come very late.

10. She has lunch at 12 o'clock.



3. Match the sentences.

| | | |
|---|---|-----|
| 1. How long have you known him? | a. No, I haven't. | 1 - |
| 2. Where did you meet? | b. Yes, I have. I went there last year. | |
| 3. Have you seen her recently? | c. For a few weeks. | |
| 4. Has she called you since she got back? | d. No, she hadn't. | |
| 5. When did she call you? | e. Yes, she has. | |
| 6. Where had she been? | f. Yes, I have. | |
| 7. Had she been there before? | g. Yes, I did. It was great. | |
| 8. Have you ever been to London? | h. On a business trip. | |
| 9. Oh, really. Did you like it? | i. On Monday morning. | |

4. Change each affirmative sentence into a question.

1. Bill thinks it's a good idea. Does Bill think it's a good idea?
2. Sonia is arriving on Monday. _____
3. He made a copy of the Excel file. _____
4. They've offered her the job. _____
5. She'll be at the meeting tomorrow. _____

5. Write a short reply for each question, beginning as shown

1. Did you speak to Kate? Yes, _____
2. Have you been to Brazil? No, _____
3. Do you play golf? Yes, _____
4. Does Bill play golf? No, _____
5. Did you have a good trip? Yes, _____
6. Can you speak German? No, _____
7. Are you coming with us? Yes, _____
8. Is Maria coming with us? No, _____

6. Complete the dialogue with these words: are, do, does, did, has, have, is.

MIKE: (1) _____ you go to the training day they told us about at the last meeting?

SUE: (2) _____ you talking about the computer training?

MIKE: No, not the computer training, I meant the sales training.

SUE: Oh yes, I went to that. It was quite good. (3) _____ you ever been on that course?

MIKE: No, I haven't.

SUE: Well I found it very useful. It helps you to think about the type of questions we ask our clients during a sales conversation.

MIKE: When you go on these courses (4) _____ the company pay or (5) _____ you pay yourself? I know that good training isn't cheap.

SUE: Oh, the company pays – they can afford it. It doesn't cost us anything.

MIKE: And (6) _____ it helped you in your day-to-day work? Be honest now.

SUE: Yes, I think it has.

MIKE: OK. I'm interested. (7) _____ the course running again in the near future?

Modified from www.businessenglishonline.net

7. Find the correct interrogative (what / when / who / where / why / how) in the following questions about Sarah and Mr. Gordon's room for rent:

- a) _____ is the room available? It is available on January 3rd.
- b) _____ is Sarah going to study? She is going to study at the University of New York.
- c) _____ does Sarah look for a room to rent? She is looking for a room to rent because she is coming to study in New York next semester.
- d) _____ expensive is the room in Mr. Gordon's house? The rent for the room in Mr. Gordon's house is \$850.

Unit 3

Question Tags

Use

Use question tags in order to do the following:

- To confirm information
- To continue a conversation

When using tag questions, watch for 4 points:

- What tense is the verb?
- What kind of verb is it? (to be/other verbs)
- Is the sentence affirmative or negative?
- Did you change the pronoun?

After negative statements we use the ordinary interrogative:

You didn't see him, did you?

That isn't Tom, is it?

After affirmative statements we use the negative interrogative:

Peter helped you, didn't he?

She was there, wasn't she?

Negatives: Statements containing 'negative' words such as: neither, no, none, nobody, nothing, scarcely, hardly, barely, seldom are treated as negative statements and followed by an ordinary interrogative form:

No salt is added, is it?

Peter hardly ever goes out, does he?

Special cases: when the subject is anyone, anybody, everybody, somebody, no one, neither, etc. we use the pronoun they as subject of the tag:

Nobody will volunteer for this task, will they?

No one would object, will they?

Imperative sentences

When telling / ordering somebody to do something or not to do something, the question tag is **will you**.

Give me that file, **will you?**

Don't forget the meeting, **will you?**

After **let's...** we use **shall we?**

e.g. Let's go for a walk, **shall we?**

*I'm always right,
aren't I?*

Exercises

1. Match the question tags with their sentences

| | | |
|--|------------------|-----|
| 1. Jack was a successful businessman, | a. was he? | 1 - |
| 2. My boss wasn't satisfied, | b. do they? | 2 - |
| 3. Susan has saved her data on a USB drive, | c. haven't you? | |
| 4. The client hasn't visited you, | d. aren't I? | |
| 5. It wasn't warm on your business trip to Canada, | e. won't you? | |
| 6. It had rained in the night, | f. are you? | |
| 7. The secretaries were busy, | g. wasn't he? | |
| 8. These files don't belong here, | h. hasn't she? | |
| 9. The clients didn't agree to the contract, | i. has he? | |
| 10. We weren't satisfied with the product, | j. hadn't it? | |
| 11. You will come to the office meeting, | k. was it? | |
| 12. You're not surprised by the sales numbers, | l. did we? | |
| 13. I'm tired of my partner being late, | m. were we? | |
| 14. You've resigned as head of the marketing department, | n. weren't they? | |

2. Choose the correct question tag.

1. You really wanted that job, _____ ?
 - a) would you
 - b) didn't you
 - c) wouldn't you
 - d) do you
2. He went to an important meeting, _____ ?
 - a) is he
 - b) won't he
 - c) didn't he
 - d) doesn't he
3. You know that's the correct file, _____ ?
 - a) would you
 - b) wouldn't you
 - c) don't you
 - d) didn't you
4. Mr. Peters will come to the meeting, _____ ?
 - a) is he
 - b) did he
 - c) doesn't he
 - d) won't he
5. The secretary had forgotten to call the restaurant for her boss's business dinner, _____ ?
 - a) didn't he
 - b) hadn't she
 - c) don't she
 - d) does she

3. Add the missing question tags

1. Mr. Thompson's waiting for you, _____ he?
2. There are seven days in a week, _____ there?
3. I'm not late with my report, _____ I?
4. These computer programs are updates, _____ they?
5. Her presentations weren't very good, _____ they?
6. The marketing director wasn't in his office, _____ he?
7. The flights from Heathrow Airport were very cancelled, _____ they?
8. Steve's business idea is interesting, _____ it?

9. There were a lot of books on the table, _____ there?

10. The meeting isn't long, _____ it?

4. Find the right answer!

1. Your business partners are from China, _____?

- a. are your
- b. don't they
- c. aren't they
- d. doesn't they

2. You haven't received any mail today, _____?

- a. haven't you
- b. have you
- c. did you
- d. didn't you

3. This is your car, _____?

- a. are you
- b. aren't you
- c. isn't it
- d. is this

4. John and Mary signed the contract, _____?

- a. didn't she
- b. did they
- c. do they
- d. didn't you

5. Mrs. Green, our secretary was ill yesterday, _____?

- a. wasn't he
- b. was he
- c. did she
- d. wasn't she

6. You won't forget to arrange the meeting, _____?

- a. won't you
- b. will you
- c. do you
- d. didn't you

7. Margaret comes from England, _____?

- a. isn't she
- b. does she
- c. is she
- d. doesn't she

8. Your partners can't work without the files, _____?

- a. can they
- b. can't they
- c. aren't they
- d. are they

9. You could use the computer since a young age, _____?

- a. didn't you
- b. could you
- c. did you
- d. couldn't you

10. This meeting was uncomplicated, _____?

- a. isn't it
- b. wasn't it
- c. is it
- d. was it

Ooops: one sentence was missing its correct question tag, which is: _____

5. Be creative!

Now you have to add correct sentences to the question tags

1. You _____, do you?

2. You _____, didn't you?

3. You _____, are you?

4. My colleagues _____, do they?

5. The head of security _____, was he?

6. Gary _____, won't he?

7. Susan _____, does she?

8. The businessmen _____, can't they?

9. You _____, did you?

10. The weather _____, isn't it?

6. Match the sentences with their question tags

| | | | | | | | | | |
|-----|-----|-----|--|--|--|--|--|--|--|
| 1 - | 2 - | 3 - | | | | | | | |
|-----|-----|-----|--|--|--|--|--|--|--|

- | | |
|---|------------------|
| 1. You can't answer all the questions | a. didn't he? |
| 2. You will help me copy the files, | b. will you? |
| 3. He believes you, | c. can't you? |
| 4. The company should pay for the plane ticket, | d. doesn't he? |
| 5. The secretary didn't know the answer, | e. can you? |
| 6. Bob understands Russian, | f. should he? |
| 7. You can speak Spanish well, | g. could she? |
| 8. She couldn't arrive on time, | i. did he? |
| 9. You won't tell my boss, | h. won't you? |
| 10. He shouldn't sign the contract, | j. shouldn't it? |

7. Try to find the correct question tag and ending to the given sentences

1. Gerald went on this business trip on his own,
 2. He won't drink any more coffee,
 3. Businessmen have their lunch break between 1pm and 2pm,
 4. You didn't leave the hotel by taxi,
 5. If John finishes the graphs, we can do the presentation tomorrow,
 6. Nobody is indispensable,
 7. There's a problem with this file,
 8. Oil drilling pollutes the environment,
 9. Mr. Sanders has been to Scotland,
 10. This new piece of equipment will be quite expensive,
- a. can't we? I'll let the client know.
 - b. isn't there? It doesn't open properly.
 - c. won't it? But I still think that it will be useful for business.
 - d. hasn't he? How did he like Edinburgh?
 - e. did you? The company only pays for bus tickets.
 - f. didn't he? Yes, his co-worker stayed at the office.
 - g. will he? He's already had 6 cups today.
 - h. don't they? They usually have a sandwich and a salad at the local cafe.
 - i. doesn't it? You should use renewable energies.
 - j. are they? One day you have a good job, next day you're on the street.

8. Choose the correct question tag (a or b), then add the right answer to the first sentence (# or *)

1. I am a good student, ____?

a. I am?

b. aren't I?

Yes, I can see from your grades.

* Of course, you never pass any exams!

2. Patrick is your boss, ____?

a. doesn't he?

b. isn't he?

Not yet, but he'll be promoted next week.

* Yes, she was last week.

3. Kate isn't a doctor, ____?

a. she is?

b. is she?

I met her at the post office

* No, she works as a secretary.

4. Roosevelt and Kennedy were American presidents, ____?

a. aren't they?

b. weren't they?

Yes, and they both lived in the 20th century.

* Yes, and there's a Kennedy Airport, too.

5. James is at work right now, ____?

a. aren't he?

b. isn't he?

He'll be home by 6 p.m.

* He isn't working at lunchtime.

6. I'm not near the city centre, ____?

a. am I?

b. amn't I?

No, that is not near here.

* No, you have to drive another two miles.

7. You and your accountant are busy right now, ____ ?

a. aren't we?

b. aren't you?

Yes, we are still working on some invoices from last month.

* No, don't make us coffee.

8. It's windy today, ____?

a. isn't it?

b. aren't they?

Yes, too windy, so they can't go sailing.

* No, I didn't take my umbrella.

9. Use the correct question tag or tense in the following sentences

1. It was six o'clock when the meeting finished, _____ ?
2. We will drive to our new company site, _____ ?
3. The guests did not pay the hotel bill, _____ ?
4. John was working all last weekend, _____ ?
5. We did not send our product by mail, _____ ?
6. Mr. Peters hasn't arrived in the office yet, _____ ?
7. They did not speak English in that restaurant, _____ ?
8. Hewlett-Packard is going to exhibit his new products at the fair, _____ ?
9. Tom's motorcycle has broken down, _____ ?
10. The marketing director had spent a week in London, _____ ?
11. You _____ (sign) the papers, haven't you?
12. She always _____ (complain) about the traffic, doesn't she?
13. They _____ (be) in Paris before, had they?
14. You _____ (show) our guests around the manufacturing department, won't you?
15. The director and his secretary _____ (get on) well with each other, don't they?
16. You _____ (like) office parties, do you?
17. He _____ (help) you with the problem, didn't he?
18. They _____ (work) on the quarterly sales report yesterday, weren't they?
19. He _____ (listen) to his boss, is he?
20. They _____ (find) their notes, didn't they?
21. They _____ (leave) for New York early yesterday morning, _____ ?
22. You _____ (come) back from your business trip last night, _____ ?
23. He _____ (not buy) those shares today, _____ ?
24. They _____ (not study) all day yesterday, _____ ?
25. The junior assistant _____ (pass) her final exam in business administration a week ago, _____ ?
26. You usually _____ (not take) work home, _____ ?

27. Mr. Brown just _____ (call) you , _____ ?
28. Our business partners _____ (not come) tomorrow only next Tuesday, _____ ?
29. _____ (call) Tom at the office before he went on holiday, _____ ?
30. Everybody _____ (like) your boss, _____ ?

10. Use the right tense (active or passive) or question tag

1. Their project _____ (complete) last Friday, _____
2. My boss _____ (give) all our teams bonuses at the end of the project next week, _____ ?
3. The meeting _____ already _____ (begin), _____ ?
4. The results _____ just _____ (print) in the printer room, _____ ?
5. Your computer _____ (not update) this moment, _____ ?

11. Transform these sentences into the given tenses and add the question tag

1. Mr. Anderson enjoyed his work. (Past Perf. negative + question tag)
2. Stewart flew to New York. (Future positive + question tag)
3. She is processing the data. (Past Continuous negative +question tag)
4. I have taken the company car. (Past Simple positive +question tag)
5. They will choose a nice office for her. (Going to Fut. Negative + question tag)
6. They are having lunch. (Past Cont. Positive + question tag)
7. Did you understand his presentation? (Present Simple positive + question tag)
8. Will he stay at the Hilton Hotel in Dublin? (Past Simple positive + question tag)
9. Are you working on something interesting? (Past Perfect positive + question tag)
10. The train to Vienna wasn't late. (Past Simple positive + question tag)

12. M - Correct the mistakes

1. He is an engineer, isn't she?

2. These businessmen are not from Colorado, aren't they?

3. Mack is a really good IT engineer, is he?

4. Somebody from this company is going to Taiwan on a business trip, isn't she?

5. You have never been to Las Vegas, haven't you?

6. The Smiths have been working in the textile industry for three generation, aren't they?

7. You did send those tax documents to the authorities, didn't you?

8. Everybody has seen the files, have they?

9. Ms. Jones have a new car, doesn't she?

10. You are the accountant, are you?

11. Your CEO drives a Lexus, do you?

12. Mrs. O'Neill comes from Ireland, isn't she?

13. You have hardly done any work on this project, haven't you?

14. Nobody's perfect, are you?

15. Nothing's changed about this project, hasn't it?

16. Simon is going to fly to Singapore, won't he?

17. Let's all go out for lunch, won't we?

13. M - Complete the sentences with the correct question tags.

1. Mr McGuinness is from Ireland, _____ ?
2. The company car isn't in the garage, _____ ?
3. You are John Miles, head of the logistics department, _____ ?
4. Karen went on holiday yesterday, _____ ?
5. The client didn't recognize you, _____ ?
6. Cars pollute the environment, _____ ?
7. Mr. Pritchard has been to Scotland recently, _____ ?
8. The computer upgrade is very expensive, _____ ?
9. Peter will tell his wife about his promotion, _____ ?
10. Hugh had a separate office, _____ ?

14. M - Put in the correct question tags.

1. She is collecting beer mats from her business travels, _____ ?
2. We often have our financial meetings in the afternoon, _____ ?
3. You have cleaned your desk, _____ ?
4. John and Max don't like lawyers, _____ ?
5. Peter was playing basketball with his co-workers all last weekend, _____ ?
6. On their way home from the office, they are taking the underground, _____ ?
7. Mary didn't do her presentation last Monday, _____ ?
8. He could have bought a new car from his bonus, _____ ?
9. Kevin is bringing the contract tonight, _____ ?
10. I'm overworked and tired, _____ ?

15. M - Choose the right answer!

1. You're coming to the business dinner, ____?
a) aren't you
b) isn't you
c) shouldn't you
2. Bill Gates's a successful entrepreneur, ____?
a) wasn't he

- b) isn't he
 - c) is he
3. Tom is getting the job done, ____?
- a) wasn't he
 - b) isn't he
 - c) isn't it
4. The travel costs to our business partners in Berlin won't be high, ____?
- a) won't it
 - b) will they
 - c) will it
5. There's some milk in the refrigerator, ____?
- a) isn't there
 - b) isn't it
 - c) wasn't it
6. We don't have these cooling devices in storage, ____?
- a) don't we
 - b) do I
 - c) do we
7. Susan can bring some wine to the birthday party, ____?
- a) won't she
 - b) will she
 - c) can't she
8. The meeting starts at eight o'clock, ____?
- a) isn't it
 - b) doesn't it
 - c) does it
9. The meeting wasn't very long, ____?
- a) isn't it
 - b) wasn't it
 - c) was it
10. There's a coffee machine at the end of the hall, ____?
- a) isn't it
 - b) isn't there
 - c) aren't there
11. There's a lot of traffic during rush hour, ____?
- a) aren't there

- b) isn't there
c) is there
12. Mrs. Smith is working as a secretary, ____?
a) isn't he
b) is she
c) wasn't she
13. The offices are closed on Saturday, ____?
a) weren't they
b) isn't they
c) aren't they
14. Steven won't be at the office party, ____?
a) won't he
b) isn't he
c) will he
15. The job application test was very difficult, ____?
a) wasn't it
b) isn't it
c) weren't they
16. We can go to the manufacturing plant tomorrow, ____?
a) won't we
b) can we
c) can't we
17. I'm early for my international flight, ____?
a) isn't I
b) aren't I
c) are I
18. This suit is too big for Peter, ____?
a) isn't it
b) doesn't it
c) does it
19. Emily knows the Virgin group's history well, ____?
a) isn't it
b) does she
c) doesn't she
20. Your business partners invested a lot of money into this company, ____?
a) isn't they
b) didn't they
c) aren't they

Yes, there was a mistake in this task... which one?

16. D – Add the correct question tag!

1. Everything went very smoothly at today's presentation, _____?
2. Everyone is on board with this plan, _____?
3. There's no alternative to selling the company, _____?
4. Nobody has seen a cash machine round here, _____?
5. There has been a great response to our advertising campaign, _____?
6. Let's arrange a meeting for next Thursday, _____?
7. I'm having lunch with their CEO tomorrow, _____?
8. These new sales figures are not really promising, _____?
9. There was an awful lot of traffic this morning, _____?
10. Nobody can ruin our plans for the new product, _____?

Let's do advanced business English! Give an explanation and translation to the following expressions!

| original | explanations | translation |
|-------------------------|--------------|-------------|
| be on board with a plan | | |
| something went smoothly | | |
| there's no alternative | | |
| a great response | | |
| ruin the plans | | |

17. D – Add the correct question tag!

1. Somebody will be able to fix my computer, _____?
2. Alfred has never been responsible for such a huge project, _____?
3. I'm getting paid for this task, _____?
4. There's no point in calling the lawyer now, _____? She'll have already gone home.
5. I don't suppose anybody knows what time it is in Melbourne right now, _____?
6. Hardly any progress was made at the meeting, _____?
7. Let's go for a coffee, _____?
8. Somebody left me a parcel at reception, _____?
9. Let's see how far we've got with this negotiation, _____?
10. Nobody is very optimistic about the company's future, _____?

Unit 4

Comparison of adjectives

Use

Adjectives describe nouns, they indicate the quality of the noun.

Types of adjectives:

- short adjectives of one syllable, e.g. old, strong, wealthy
- long adjectives of two or more syllables, e.g. complex, significant, challenging
- irregular adjectives, e.g. good, bad, little, many, much, far,
- special adjectives, when both forms are possible e.g. quiet, simple, sure

Comparison:

| FORM | POSITIVE | COMPARATIVE | SUPERLATIVE |
|-------|-------------|------------------|----------------------|
| SHORT | large | larger | the largest |
| LONG | complicated | more complicated | the most complicated |

| POSITIVE | COMPARATIVE | SUPERLATIVE |
|----------|-------------|--------------|
| bad | worse | the worst |
| good | better | the best |
| far | farther | the farthest |
| far | further | the furthest |
| little | less | the least |
| many | more | the most |
| much | more | the most |

| POSITIVE | COMPARATIVE | SUPERLATIVE |
|----------|-----------------------|--------------------------------|
| quiet | quieter / more quiet | the quietest / the most quiet |
| simple | simpler / more simple | the simplest / the most simple |
| polite | politer / more polite | the politest / the most polite |

What's the difference?

Far – farther – the farthest – used for physical distances

Far – further – the furthest – used for mental distances

Examples:

The company's headquarters is **far** from the manufacturing facilities.

The New York is **farther** from London than Paris.

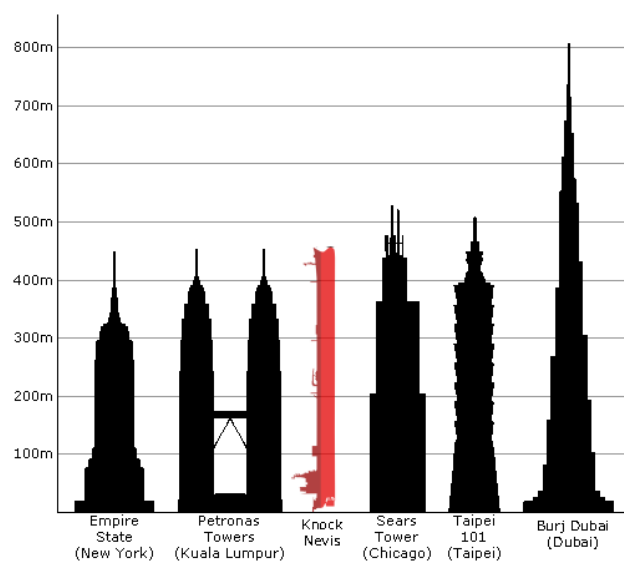
Of all delivery company, DHL will deliver to **the farthest** destination in the shortest time.

If you need **further** information, contact the company's sales department.

John Sanders got **the furthest** in negotiations with the new business partners.

Your turn: Put these adjectives into the comparative and superlative form!

| <i>positive</i> | <i>comparative</i> | <i>superlative</i> |
|-----------------|--------------------|--------------------|
| complicated | | |
| common | | |
| easy | | |
| important | | |
| long | | |
| fast | | |
| powerful | | |
| small | | |
| interesting | | |
| serious | | |



Forms of comparison:

As ... as

Marketing is **as important as** manufacturing.

... than ...

This task is **more difficult than** the previous task.

The drive to the Brussels office takes **longer than** the flight.

Typical uses of comparison:

This job is **one of the most challenging** that I have ever done.

The Transrapid TR-09 from Germany is **the second fastest** train in the world.

Exercises

1. E - Use either as ... as or not as ... as in the sentences below.

Example: This office is _____ my previous office (**larger**).

Answer: This office is *not as large as* my previous office.

- 1) Using a company car is _____ using a low-budget airline. (**fast**)
- 2) However, using a low-budget airline is _____ driving. (**cheap**)
- 3) Speaking English is _____ speaking Japanese. (**difficult**)
- 4) This business deal is _____ the previous one. (**important**)
- 5) Mr. Patterson's personal assistant is _____ Mr. Stewart's. (**efficient**)
- 6) The sales contract negotiations with the Swedish firm were _____ as with the German firm, which we just signed. (**successful**)
- 7) The business lunch this week was _____ the lunch from last week, which had a tastier main course. (**delicious**)
- 8) Faxing is _____ sending a fax. (**quick**)
- 9) Nick and Peter both have a short deadline task and are equally competitive. Peter works _____ Nick. (**hard**)
- 10) Silver is _____ gold. (**expensive**)



2. M - Choose the right answer!

1. There are 10 offices on our floor. Mine is _____ one.

- a. spacious b. more spacious c. the most spacious d. spaciousest

2. My brother is _____ at tennis than I am at.

- a. good b. more good c. the best d. better

3. This is _____ time I've had to wait for my connecting flight!

- a. the longest b. the long c. longer d. longest

4. Tom is _____ than I am.

- a. the longest b. the long c. longer d. longest

5. Out of all the students in this class, I am _____.

- a. smarter b. smartest c. the smartest d. smart

6. Everyone says that my sales reports _____ than my colleague's.

- a. more understandable b. understandabler c. the more understandable d. the most understandable

7. James is _____ than Thomas.

- a. punctualer b. more punctual c. the most punctual d. punctualest

8. This job is boring. I'd like to do something _____.

- a. interestinger b. most interesting c. the most interesting d. more interesting

9. Our partner company has pulled out of the sales deal. This isn't _____ news I have received today.

- a. the good b. the better c. best d. the best

10. My boss's car is _____ than mine.

- a. the newer b. newest c. the newest d. newer

3. M - Read through this text about Prague and decide on the best answer for each blank.

- | | | |
|--------------------|--------------------------|-------------------|
| 1. a. more | b. most | c. very |
| 2. a. bigger | b. more | c. many |
| 3. a. smaller | b. more small | c. smallest |
| 4. a. very | b. more | c. such |
| 5. a. very cheap | b. more cheap | c. cheaper |
| 6. a. every | b. most | c. more |
| 7. a. better | b. more good | c. most good |
| 8. a. few | b. much | c. little |
| 9. a. very cheaper | b. little more expensive | c. little cheaper |

Prague is one of the (1) _____ popular tourist destinations in Europe. After all the political changes of the early 1990's, the capital began to use its beautiful cultural and architectural heritage to attract (2) _____ tourists than ever before.

Prague is a (3) _____ city than many people imagine and it is (4) _____ easy to move around this wonderful city on foot. Public transport is (5) _____ in Prague than in (6) _____ other European cities but it is often (7) _____ to walk so you can appreciate the marvellous buildings that you would miss if you just sit on a bus or a tram.

(8) _____ people leave the city of Prague without commenting on the great food and excellent beer. Eating out here is a (9) _____ than it used to be but you can still have a three course meal for around \$15 without any problems.

Modified from: <http://www.esl-lounge.com/student/grammar/3g33-comparative-superlative-prague.php>

4. M - Fill in gaps with an appropriate adjective (comparative or superlative).

1. My job is _____ than yours.
2. This business deal is _____ one of all the deals I've worked on this year.
3. English is _____ language I have ever had to learn.
4. Usually in hotels there are _____ non-smoking rooms than smoking rooms.
5. Which is the _____ city in the world? Currently it is Ciudad Juarez in Mexico, so businessmen are not advised to travel there.
6. Writing a contract in your language _____ than writing a contract in another language.
7. _____ whiskey distilleries can be found in Scotland.
8. Who is the _____ business woman on earth?
9. The weather in Ireland is even _____ than in Norway.
10. He is _____ boss of all.

5. D - Rewrite the sentences using the present perfect and a superlative.

Example:

I have never been to such a long meeting.

This was the longest meeting I have ever been to.

1 Thomas has never heard such a boring presentation.

That was _____

2 I have never dealt with such difficult customers.

They are _____

3 We have never produced a product as good as this.

This is _____

4 Susan has never used a computer application as simple as this.

This is _____

5 I have never seen such an efficient team of researchers.

This is _____

You can use comparison for ranking, for example:

This is the second hardest English task in this book.

Now read the information and write sentences using the words in brackets.

India has a thriving computer sector. After the US, it was _____

(no.2/large/exporter of software/last year)

After the US, it was the second largest exporter of software last year.

1 Japanese financial institutions have undergone a revolution recently. The Nomura Holding Inc. bank was _____ (no.2 profitable company/Japan/last year)

The Nomura Holding Inc. bank was

2 According to the Sunday Times, Larry Ellison of Oracle has turned his in tech knowledge into real money. He is _____ (no.3 wealthy/person/world)

He is _____

6. M - Add the missing form of comparison to complete these sentences. You will need to use the words 'than.'

1 The company I work for now is _____ (big) the last company I worked for before.

2 The job that Peter is doing now is _____ (hard) the job that I am doing, as my job is really easy.

3 Inflation this year was 4.9%, so _____ (high) inflation was last year, when it was 3.6%.

4 Our company has 500 employees, so it is _____ (large) our main competitor, which only has 430 employees.

5 The car dealership has had a _____ (successful) year this year than it had last year.

7. M - How about you? Complete the sentences using the superlative form.

1 (good meal/have) The best meal I've ever had was in London.

2 (interesting course at college/take)

3 (good computer/use)

4 (nice country/visit)

5 (expensive coffee/drink)

6 (fast car/drive)

7 (reasonable boss/work for)

8 (bad job/have)

Modified from Business Grammar p. 160

8. D - Fill in the blanks by putting the adjectives in brackets into the correct form.

Console Wars

The video games industry, which is getting 1_____ (large) and 2_____ (competitive) day by day, is currently in the middle of a vicious three-way battle between Sony, Nintendo and Microsoft.

A round of massive price cuts took place recently - Sony's PlayStation, which was \$100 3_____ (expensive) than Nintendo's GameCube, came down by 33%; Nintendo replied by making the GameCube \$50 4_____ (cheap), and Microsoft had to bring down the price of the Xbox to remain as 5 _____ (competitive) as Sony.

All the companies are losing money on the consoles, but are getting it back on the games, which typically cost \$50 each. The PlayStation is 6_____ (popular) than its 7_____ (new) rivals because it has a 8_____ (good) range of games than either of them, but they are working hard to extend their choice.

Games are big business, and according to Goldman Sachs, may soon become 9_____ (important) than the film industry. One of the most important changes is demographic, and the products are not just aimed at kids and teenagers. A generation that grew up with games has simply kept on playing. As they have grown 10_____ (old) they

have also become 11 _____ (wealthy), making gaming an even 12 _____ (lucrative) market than before.

9. M - Put in the adjective from the first sentences into the second sentence in its correct form (comparative or superlative).

1 My job carries a lot of responsibility. My boss's job carries even _____.

2 The job application test was difficult, but _____ part was the face to face interview with the human resource manager.

3 Florida is sunny. Do you know _____ place in the USA?

4 Stan is a successful businessman, but his sister is an even _____ lawyer than Stan.

5 My car is in a bad shape, but my colleague's car is in an even _____ condition.

6 Amy took little luggage on her business trip to Australia, though her co-worker had even _____ luggage.

7 Steward had a closed a very important business deal for his department, so his supervisor paid him a large bonus. However, _____ bonus anyone from this company got was paid to Ronald for his work on the marketing strategy.

8 She couldn't hand in her report on time, so she handed it in late. However, John handed in his report _____ than her so they were both punished.

9 My boss is clever, but I am trying to be _____ than her.

10 Have you visited the old manufacturing plant? That is _____ manufacturing plant of our company, we have two newer factories in the nearby industrial park.

10. M - Choose the correct response. If both options can be used, choose "both are correct":

1. The global financial situation is _____ now than it used to be.

- a. both are correct
- b. better
- c. more better

2. At the job interview the other applicant was _____ than I was.

- a. more nervous
- b. nervouser
- c. both are correct

3. I liked my last job, although I found it a bit _____ than this job, where I have more challenging tasks.

- a. duller
- b. more dull

- c. both are correct
4. I thought the negotiations with our new partners would be _____ than they turned out to be.
- a. simpler
 - b. more simple
 - c. both are correct
5. Working in a team is always _____ than working on your own.
- a. both are correct
 - b. more complex
 - c. complexer
6. Which task is _____ ? The contract with the German company or the marketing details for our new product?
- a. urgent
 - b. more urgent
 - c. both are correct
7. For sales negotiations careful planning is much _____ than improvisation.
- a. both are correct
 - b. importanter
 - c. more important
8. My co-worker is _____ than I am.
- a. more young
 - b. younger
 - c. both are correct
9. We try to use _____ artificial ingredients in our food products.
- a. fewer
 - b. both are correct
 - c. less
10. This business trip was _____ than the last one.
- a. more fun
 - b. funner
 - c. both are correct

11. D - Adjective (what kind?) or adverb (how?) Choose the right answer.

1. The businessmen were tired after a long day of work so they just sat _____.
- a. quiet
 - b. quietly
2. I can't understand our German partners. They don't speak very _____ English.
- a. clearly

- b. clear
3. We had a _____ meeting at the manufacturing plant in Mexico City.
- a. greatly
b. great
4. I understood the question, but I couldn't answer very _____.
- a. quickly
b. quick
5. Many people have a _____ time understanding Chinese instruction manuals.
- a. hardly
b. hard
6. John arrived at the airport _____, so he missed his flight.
- a. late
b. lately
7. Ever since he got this promotion, he has looked very _____.
- a. happily
b. happy
8. I can hear him talking on the telephone in a very _____ voice.
- a. loudly
b. loud
9. She is a good manager, a very determined and _____ person.
- a. just
b. justly

Your turn: write 4 sentences using these adjectives and adverbs!

| adjectives / adverbs | Your sentences | Translation into your language |
|----------------------|----------------|--------------------------------|
| successful | | |
| successfully | | |

| | | |
|----------|--|--|
| strong | | |
| strongly | | |

12. D - Superlatives

Read the information about Poland, Norway, and Mexico. Using superlatives, write sentences comparing them.

| | Poland | Norway | Mexico |
|--|--------|--------|--------|
| Number of McDonalds restaurants | 181 | 55 | 205 |
| Life expectancy (years) | 73.66 | 78.94 | 72.03 |
| Gross domestic product per capita (US\$) | 9,900 | 31,100 | 9,300 |
| Unemployment (%) | 18.2 | 3.6 | 2.2 |

1 (number of McDonalds restaurants / great)

Mexico has the greatest number of McDonalds restaurants.

2 (number of McDonalds restaurants / small)

Norway has the smallest number of McDonalds restaurants.

3 (life expectancy / long)

4 (life expectancy / short)

5 (GDP per capita / high)

6 (GDP per capita / low)

7 (unemployment rate / good)

8 (unemployment rate / bad)

Modified from Michael Duckworth: Business Grammar and Practice, p. 160

Nationalities

Use

| COUNTRY | ADJECTIVE | NOUN |
|---------------------|------------|----------------------------|
| America | American | an American |
| Australia | Australian | an Australian |
| Belgium | Belgian | a Belgian |
| Britain | British | a Briton |
| Canada | Canadian | a Canadian |
| China | Chinese | a Chinese |
| Croatia | Croatian | a Croat |
| the Czech Republic | Czech | a Czech |
| Denmark | Danish | a Dane |
| England | English | an Englishman/Englishwoman |
| Finland | Finnish | a Finn |
| France | French | a Frenchman/Frenchwoman |
| Germany | German | a German |
| Greece | Greek | a Greek |
| Holland | Dutch | a Dutchman/Dutchwoman |
| Hungary | Hungarian | a Hungarian |
| Iceland | Icelandic | an Icelander |
| Ireland | Irish | an Irishman/Irishwoman |
| Italy | Italian | an Italian |
| Japan | Japanese | a Japanese |
| Mexico | Mexican | a Mexican |
| Norway | Norwegian | a Norwegian |
| Portugal | Portuguese | a Portuguese |
| Russia | Russian | a Russian |
| Scotland | Scottish | a Scot / a Scotsman |
| Serbia | Serbian | a Serb |
| the Slovak Republic | Slovak | a Slovak |
| Spain | Spanish | a Spaniard |
| Sweden | Swedish | a Swede |
| Switzerland | Swiss | a Swiss |
| Thailand | Thai | a Thai |
| Turkey | Turkish | a Turk |
| Wales | Welsh | a Welshman/Welshwoman |



Exercises

1. E - Add the missing information to complete these sentences.

- Fashion designer Hubert de Givenchy lives and has worked for 50 years in Paris. He's from _____. He is _____. He is a/an _____.
- While he was the president, Bill Clinton lived in Washington. He's from _____. He is _____. He is a/an _____.
- Dame Shirley Bassey, singer of the James Bond hit "Diamonds are forever" lives in Cardiff. She's from _____. She is _____. She is a/an _____.
- Alfred Henry (Freddy) Heineken was president and a major stock holder of Heineken International, whose headquarters are in Amsterdam. He's from _____. He is _____. He is a / an _____.
- Jacques Rogge**, President of the International Olympic Committee lives in Brussels. He's from _____. He is _____. He is a/an _____.
- Sean Connery lives in Edinburgh. He's from _____. He is _____. He is a _____. He likes drinking _____.

2. M - Business knowledge: countries and languages

| | Which language is spoken in this country? | What other country will you hear this language spoken? |
|-------------|---|--|
| Tunisia | | |
| Germany | | |
| Brazil | | |
| Paraguay | | |
| Switzerland | | |
| Australia | | |
| Italy | | |
| Netherlands | | |

Nationalities

Look at the pictures and the names of the different countries and fill in the crossword with the corresponding nationality.

10 Australia

16 India

4 Turkey

5 Japan

29 Spain

12 Greece

14 France

2 Switzerland

15 China

28 Albania

3 Scotland

13 Russia

19 Mexico

6 Romania

17 Portugal

26 Morocco

9 Hungary

11 United Kingdom

18 Egypt

23 Bolivia

15 Canada

22 Germany

20 Sweden

21 U.S.A.

18 Ireland

7 Denmark

24 Israel

8 Cuba

Where are these companies based? What nationality are the people from that country? Complete the table with words from this list. See the example.



| COMPANY | COUNTRY | NATIONALITY |
|----------|---------|-------------|
| Michelin | | |
| Nestle | | |
| BMW | | |
| Philips | | |
| Repsol | | |
| Toshiba | | |
| Hyundai | | |
| Intel | | |

Complete these questions and answers!

A Where do you work?

B In Rome. I work for an _____ company.

A Where do they come from?

B They come from Lisbon. They're _____ .

A Who does he work for?

B For Ericsson, in Sweden. It's a _____ company.

A Where is your new boss from?

B She's from Toronto. She's _____.

A Where _____ he work?

B He works in Poland, but he doesn't speak _____.

A What languages do you speak in your company?

B We speak English and we also speak _____ because our company's based in Argentina.

3. M - Are you good in geography? Add the correct country adjective!

1. Black Sheep ale is a / an _____ ale from Yorkshire, but Guinness is the most well-known _____ beer.
2. Opel is a _____ car make, while Renault is _____.
3. Paella is a _____ dish, but Gyros is definitely _____.
4. Yen is the _____ currency, while the _____ money is called Yuan.
5. Nokia is a _____ phone company, while Erikson is from the neighbouring country, so it's _____.
6. There are many world-famous beaches including Copa Cabana, the _____ beach near Rio de Janeiro, and the _____ beach called Na'ama Bay, near Sharm el Sheikh.
7. The Melbourne Opera is one of the most famous _____ landmarks, but a large number of the operas performed there are _____, composed by Giuseppe Verdi and Pietro Mascagni, among others.
8. Bollywood is the name of the thriving _____ movie industry, but _____ -speaking _____ telenovelas Central America are also very popular.
9. Stereotypes say that the _____ are very punctual, while the _____ drink a lot.
10. This is a huge country, the people, _____ living in Toronto speak English, but there is also a _____ -speaking community living in Quebec.

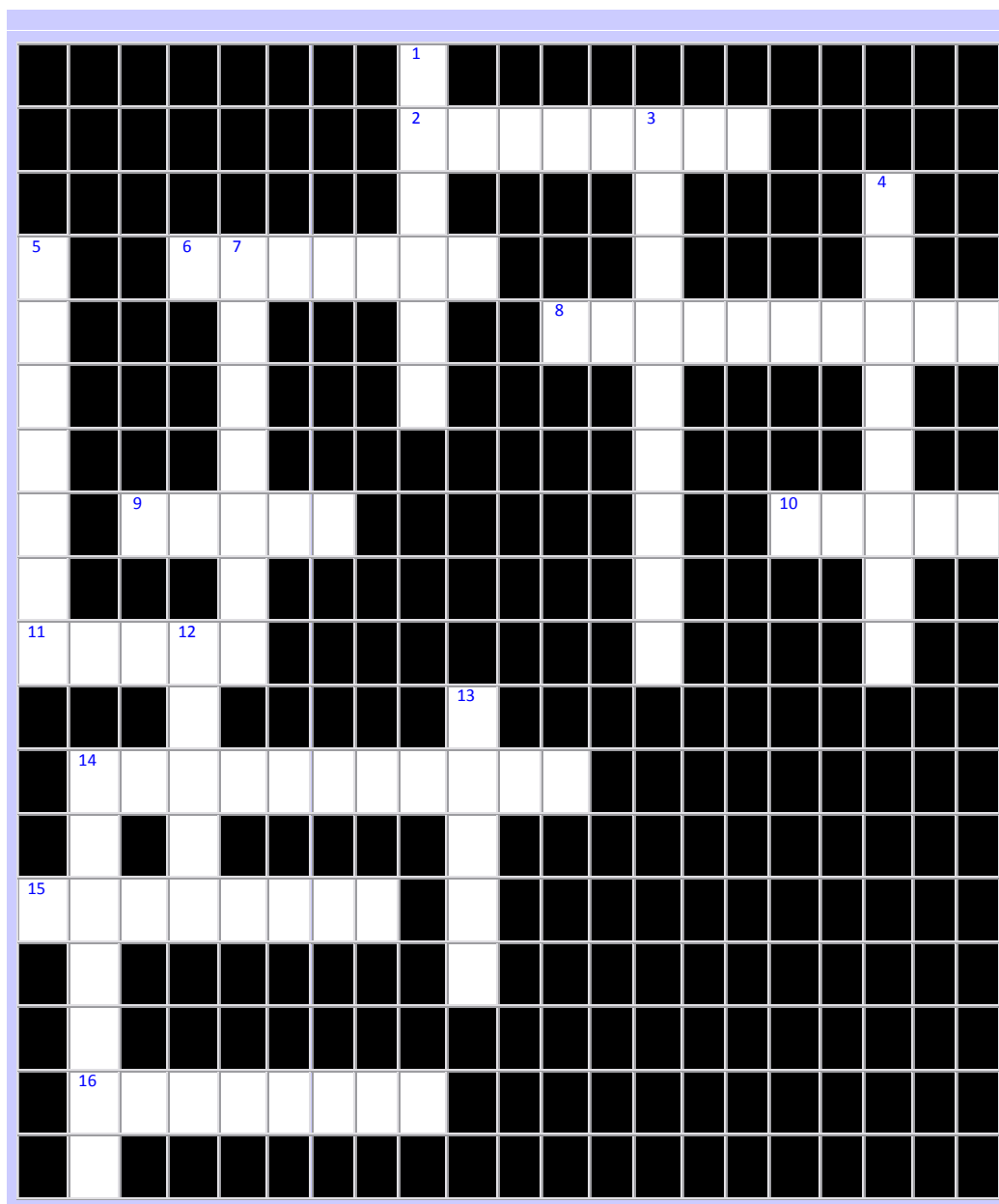
4. M - Add the missing full names of the states.

1. Coca-Cola is an American product originating from Atlanta, Georgia in _____ America.
2. The BBC provides impartial news service in _____.
3. The Arabic language is spoken among others in _____ Emirates.
4. One of the most controversial Dutch institutions are the coffeeshops in the largest city of _____, Amsterdam.
5. The inhabitants of _____ are called Philipinos.
6. Not only the local Bahamians, but numerous tourists believe that _____ are one of the most beautiful places on earth.
7. The official name of the country whose capital is Ottawa is _____ Dominion _____.

8. Apartheid ended in 1994 when Nelson Mandela was elected as president of _____ Africa.

Nationalities and countries

Crossword



Across:

2. The studied at the Moscow State University of Economics.
 6. This country's biggest city is Berlin.
 8. They can see the midnight sun. Capital city: Oslo.
 9. The stereotypes for these people is that they are very punctual and great at finances.

10. Country where you can see the Guggenheim Museum in Bilbao and the La Sagrada Familia Church in Barcelona.
11. Their country is famous for growing tulips and having windmills.
14. This small European country is divided in 4 linguistic areas.
15. Most stock brokers working at the TSE, the Tokyo Stock Exchange are of this nationality.
16. Part of the United Kingdom, but with separate legal and banking systems, its most famous product is a type of drink.

Down:

1. Companies such as Michelin, Auchan, L'Oréal, and Renault are from this country.
3. They became independent in 1776.
4. Armani, Dolce & Gabbana, Gucci, Versace, Trussardi are such fashion labels.
5. This country's flag is white with a red cross on it, its patron saint is St. George, and the current monarch is a queen.
7. The headquarters of this Metropolitan Police Service is called Scotland Yard.
12. This Asian country has a great wall. The most populated country in the world.
13. Part of Great Britain. Its people have a second language, called "Welsh".
14. This language is spoken in the majority of South America.

Modified from: <http://www.edu.ge.ch/cptic/prospective/projets/anglais/sharing/Nationalitiesandcountries.htm>

WORD PUZZLE

Find the opposites of these words in the word grid. The words can read across or down. See the example.

- | | | |
|-------------------------|------------------------|-------|
| 6 colder <u>hotter</u> | 6 better | _____ |
| 7 more difficult ----- | 7 more unhealthy ----- | |
| 8 lighter ----- | 8 faster | _____ |
| 9 older ----- | 9 higher | _____ |
| 10 more expensive _____ | 10 richer | _____ |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| h | o | t | t | e | r | q | j | f | c |
| e | f | h | g | a | d | r | o | h | h |
| a | w | o | r | s | e | g | l | e | e |
| l | l | c | j | l | z | w | s | a | a |
| t | f | r | v | e | y | v | l | v | p |
| h | k | o | s | r | m | h | o | i | e |
| i | x | p | n | p | l | o | w | e | r |
| e | s | e | p | o | o | r | e | r | m |
| r | y | o | u | n | g | e | r | z | r |

THEN AND NOW

Compare life in your country now with twenty years ago. Choose adjectives from the list. See the example.

easy / expensive / short / low / light / good / poor / long / difficult / bad / cheap / high /
heavy / rich

- 1 Office rents are *higher*
- 2 The working week _____
- 3 Unemployment _____
- 4 Traffic in cities _____
- 5 The student population _____
- 6 Taxes _____ than twenty years ago.
- 7 Petrol _____
- 8 Working abroad _____
- 9 People _____
- 10 Life _____

Unit 5

Stop and Check

1. Missing information: complete the questions and add the question tags to the answers!

A: Who _____?

B: The CEO of CompuTech Corporations is Peter Stetson, _____?

A: What time _____?

B: The meeting starts at 10 a.m., _____?

A: Where _____?

B: The secretary printed these documents in the printing room on the second floor, _____?

A: Who _____?

B: The salesmen are using the company car today, _____?

A: When _____?

B: I have sent you the email with the data just now, _____?

A: Why _____?

B: His boss was angry because Jonathan was late for the meeting, _____?

A: Which job _____?

B: Susan will take the job in Manhattan, _____?

A: How long _____?

B: The flight took 6 hours from Dublin to New York, _____?

A: How tall _____?

B: The Statue of Liberty is 305 feet (93 meters) tall, _____?

A: How _____?

B: If you want to get to England, you can take the ferry from Calais to Dover,

2. M - Match the statements with their question tags!

- | | |
|---|------------------|
| 1. You can't answer all the questions, | a. didn't he? |
| 2. You will help me to do the financial review, | b. will you? |
| 3. Jeremy believes the plan will work, | c. can't you? |
| 4. The manager should explain the tasks precisely, | d. doesn't he? |
| 5. The lawyer didn't know the new head accountant, | e. can you? |
| 6. Bob drove you to the business meeting, | f. should he? |
| 7. You can speak English well, | g. could she? |
| 8. Ms. Thomson couldn't arrange that business deal, | h. won't you? |
| 9. You won't tell him the bad news, | i. did he? |
| 10. Tim shouldn't work on this project, | j. shouldn't he? |

3. Add the right question tags!

1. John smokes a lot, _____?
2. My colleague has a better laptop, _____?
3. You like this firm that you are working for, _____?
4. He can't speak French very well, _____?
5. Your boss isn't married, _____?
6. She doesn't work very well in a team, _____?
7. We are going to travel to the computer fair tomorrow if you want,
_____?

8. They don't have a very nice meeting room, _____ ?
9. Janet Garner is the richest business woman in the country, _____ ?
10. We need to finish the project before the deadline, _____ ?
11. You don't want a new business partner, _____ ?
12. The scientists understood the risk of the experiment, _____ ?
13. I'll meet the new CEO tomorrow, _____ ?
14. My friends and I won't go on that skiing trip in Switzerland, _____ ?
15. Let's try and phone his secretary again, _____ ?
16. You've seen this contract already, _____ ?
17. Your co-worker has never been out of the country, _____ ?
18. You're seeing the company's accountant next week, _____ ?
19. I'm speaking first at the meeting, _____ ?
20. This was an interesting presentation, _____ ?

4. E - Put the following question tags in to the correct gaps. Oh, by the way: one question tag is missing!

isn't it?, has he?, were you?, aren't you?, doesn't he?, do you?, is she?, didn't you?, did she?

1. She didn't finish work at 8 pm last night, _____
2. It's great to see the opening of the new manufacturing plant, _____
3. He delivers the cartridges for the printers every Friday, _____
4. His secretary forgot to print these documents, _____
5. You're overworked, _____
6. You went to Belfast for a science fair last weekend, _____
7. You don't like travelling by bus, _____
8. She isn't good at using Photoshop, _____
9. He hasn't worked here long, _____
10. You weren't invited to this office party, _____



5. E - Match the sentence with the question tags!

| | |
|---|----------------|
| They enjoy working in product development, _____ | ...is he? |
| She isn't thinking of changing her job, _____ | ...won't he? |
| He'll graduate from university next May, _____ | ...didn't he? |
| She hasn't studied for very long, _____ | ...does she? |
| Jack closed an important business deal last week, _____ | ...has she? |
| They aren't serious about opening their own business, _____ | ...is she? |
| You live in an apartment, _____ | ...are they? |
| She doesn't speak Russian, _____ | ...don't they? |
| They won't get lost without a GPS device, _____ | ...had they? |
| He isn't concentrating on his work today, _____ | ...will they? |
| They hadn't visited Paris before, _____ | ...isn't it? |
| This product is working perfectly, _____ | ...don't you? |

6. M - Select the correct word for each sentence: good or well?

1. Mark is a very _____ lawyer.
2. She always performs _____ in the exams.

3. Johann speaks English _____ so he usually leads the talks with the company's Canadian partners.
4. Our co-operation with the Austrian company was very _____.
5. The presentation about new management ideas last week was very _____.
6. William handles the 3D printer very _____.
7. Joe always does his job _____.
8. Janet knows the Nokia company _____.
9. Mr. Smith is a _____ boss.
10. I am _____ at making presentations.

7. E - Look at these adjectives and find their correct comparative forms!

| | | | |
|--------------|------------------|-------------------|---------------------|
| big: | a) biger | b) bigger | c) more big |
| expensive: | a) expensiver | b) expensiveer | c) more expensive |
| blue: | a) bluer | b) blueer | c) more blue |
| red: | a) reder | b) redder | c) more red |
| tall: | a) taller | b) taler | c) more tall |
| busy: | a) busyer | b) busier | c) more busy |
| intelligent: | a) intelligenter | b) intelligentier | c) more intelligent |
| intense: | a) intenser | b) intensier | c) more intense |
| lazy: | a) lazyer | b) lazier | c) more lazy |
| good: | a) gooder | b) better | c) more good |
| bad: | a) badder | b) worse | c) more bad |
| slow: | a) slower | b) slowwer | c) more slow |
| slowly: | a) slowlyer | b) slowlier | c) more slowly |
| little: | a) littler | b) less | c) more little |
| fast: | a) faster | b) fastlier | c) more fast |
| short: | a) shorter | b) shortier | c) more short |
| happy: | a) happier | b) happier | c) more happy |
| beautiful: | a) beautifuler | b) beautifuller | c) more beautiful |

8. M - Complete the sentences with the correct comparative or superlative forms!

1. English wine is good but French wine is _____.
2. English cooking is bad but Scottish cooking is _____.
3. It's a long way from London to Moscow but London to Sydney is even _____.
4. I've got two laboratory assistants. Sophie is the younger one and Thomas is the _____ one.
5. My job is getting harder and _____. I cannot cope with all these tasks.

6. The earlier we finish this job, the _____, the _____ we can leave the office.
7. It's becoming more and _____ difficult to find time to play basketball with my colleagues.
8. The sooner you make a backup of all your documents, the _____ (good).
9. I like visiting Switzerland but it is getting _____ and more expensive.
10. The older I get, the _____ time I spend searching for my keys.
11. On the day of my promotion I was so happy. I was the _____ man in the world!
12. The _____ I think about my job, the _____ (little) I like it.
13. I was really tired yesterday but I feel a little _____ today.
14. This third quarter in the fiscal year has had more success than the third second quarter. The third quarter has been _____ than the second.
15. I much prefer this applicant for the job. I thought she was _____ than the other one.
16. This gadget cost more. Actually, it's a lot more _____ is but much better quality.
17. I've been working hard on my Autocad skills but it isn't _____ better.
18. Both offices are nice but the corner office is the _____ of the two.
19. Could you speak _____ slowly, please? This telephone line to New Zealand is really bad.

9. M - Click on the correct word in the following pairs of sentences.

1. We had a (quick/quickly) meeting before the next phase of the project.
2. We finished the report (quick/quickly), there was only one more day until the deadline.
3. I can type (well/good).
4. Sean is a (well/good) entrepreneur, even if only started his own company 5 months ago.
5. John was working very (slow/ slowly), because it was Friday and he was waiting the end of his working week.
6. Mr. Butler is from Scotland and speaks with a heavy Scottish accent. When he is talking on the phone with his Polish partners, he tries to speak (slow/slowly) and (clear/clearly).
7. The candidate's staff (private/privately) planned the re-election campaign.
8. Jack took a few days off work because he needed to make a (private/ privately) trip to his hometown.
9. Eric's Fiat Multipla is a (perfect/perfectly) good car; he doesn't need a new model.

10. Phillip's daughter achieved a (perfect/perfectly) score on her job application test at the Proctor and Gamble company.

10. E - Choose the correct answer!

- 1) Using an airplane to get from London to Berlin is _____ than taking a train.
a) faster b) more fast
- 2) This team is much _____ than the one I was working with before. I'm so glad I changed.
a) better b) worse
- 3) I am _____ working for a small company. Life in large multinational company was too busy for me.
a) happier b) gladder
- 4) You need to be at the airport at _____ three hours before an international flight.
a) least b) less
- 5) There is nothing _____ than losing your passport while on business trip.
a) worse b) badder
- 6) Often when you are promoted, you are also give a _____ salary.
a) highest b) higher
- 7) Working abroad is _____ than working in your own country.
a) challenginger b) more challenging
- 8) If you need _____ information, check out the website.
a) further b) farther
- 9) There are _____ women judges than there are male judges working in the courts.
a) fewer b) fewest
- 10) This meeting is _____ than the last meeting, but I have to be present.
a) boringer b) more boring

11. E - Add the comparative form of the adjectives in bold.

1. Dylan's desk isn't very **big**. Mine is _____.
2. My current job isn't **difficult**. Yours is _____.

3. The sales assistants aren't very **helpful**. They used to be _____.
4. The first presentation quite was **interesting**, but I thought the second one was even _____.
5. This is a really **complicated** task! Let's try one that's (not so) _____.
6. My computer is **fast**, but the manager's computer is much _____.
7. On Fridays office workers are usually **relaxed**, but on weekends, they are _____.
8. The previous assistant was not always **reliable**, but the new assistant is far _____.
9. The old photocopier machine was **efficient**, but then we got a new one, which is a lot _____.
10. The second job applicant seemed **competent**, but the third applicant was more _____.

12. E - Add the correct superlative form of the adjectives in bold.

1. This office building is very **old**. It's _____ one in the whole district.
2. Michael's a very **good** lawyer. He's _____ lawyer I know.
3. The factory's laboratory is very **high-tech**. It's _____ laboratory in the city.
4. My business partner is very **ambitious**. She's _____ worker I have ever worked with.
5. My salary is really **low**. I think I've got _____ in my family.
6. The sales figures are **high**. They're _____ we have had in the past year.

Unit 6

The Passive Voice

Use

1. when the doer of the action is not important
e.g. The streets are swept every day.
2. when the doer of the action is not known
e.g. My car has been stolen.
3. when the focus is on the action
e.g. A new office house is being built.
4. when a statement in passive is more polite than in active voice
e.g. Employer: Overtime rates have been reduced.

Form: **Subject + to be** (in the same tense as the active verb) + **past participle** of the active verb (3rd column of irregular verbs)

When rewriting active sentences in passive voice, note the following:

- the object of the active sentence becomes the subject of the passive sentence
- the verb form is changed (*to be* + past participle)
- the subject of the active sentence becomes the 'agent' of the passive verb (or dropped)
- when the agent is mentioned, it is preceded by "by" and put at the end of the sentence

Present Simple Tense Active – Revision

| Affirmative | Negative | Interrogative |
|-------------|-------------------------|-----------------|
| I drive | I don't drive | Do I drive? |
| You drive | You don't drive | Do you drive? |
| He drives | He <u>doesn't</u> drive | Does he drive? |
| She drives | She doesn't drive | Does she drive? |
| It drives | It doesn't drive | Does it drive? |
| We drive | We don't drive | Do we drive? |
| You drive | You don't drive | Do you drive? |
| They drive | They don't drive | Do they drive? |

Use

1. when we talk about scientifically proven **facts**, **permanent situations** or **general truth** *e.g. The sun rises in the east. Oil floats on water.*
2. when the action is **repeated** *e.g. He works in a bank.*
3. when we refer to a **habit** or somebody's **characteristics** *e.g. He smokes a cigarette after lunch. He likes chess.*
4. with verbs of senses and feelings (**see, hear, smell, believe, think, like, hate, contain**)
5. we also use it for future events if the action will happen according to some timetable or schedule. *e.g. The train leaves at five. The museum opens at nine.*

Adverbs of time: generally, usually, always, ever, never, sometimes, rarely, seldom, often, on Mondays, in summer, every week, daily, frequently, regularly, mostly.

Present Simple Tense Passive

| Affirmative | Negative | Interrogative |
|--|--|---|
| I am driven You are driven | I am not driven You are not driven | Am I driven? Are you driven? |
| He is driven She is driven It is driven | He is not driven She is not driven It is not driven | Is he driven? Is she driven? Is it driven? |
| We are driven You are driven They are driven | We are not driven You are not driven They are not driven | Are we driven? Are you driven? Are they driven? |

Exercises

1. E - Use the correct forms of the verb 'be' in the following sentences: am, are, is.

- The project _____ not finished on time.
- The lists _____ prepared by her.
- A letter _____ written to Mr. Murdoch every day.
- I _____ driven home by taxi.
- _____ this application written by him?
- This street _____ used very often.
- _____ the students taught English?

2. E - Add the missing forms of the passive sentences (affirmative, interrogative or negative)

- a. affirmative: A car is driven every day.

b. _____ : _____

c. _____ : _____
- a. interrogative: Are emails written every day?

b. _____ : _____

c. _____ : _____
- a. negative: A laptop is not used.

b. _____ : _____

c. _____ : _____

4. a. interrogative: Are the seminar works written on time?

b. _____:

c. _____:

5. a. affirmative: Books are printed in Hong Kong.

b. _____:

c. _____:

6. a. negative: The samples are not tested.

b. _____:

c. _____:

3. M - Transform the sentences from active to passive.

1. They present the report.

The report _____

2. You usually use your car to drive to work.

3. They make these computers in China.

4. They use dollars in Canada.

5. A company in Japan manufactures this equipment.

6. I sometimes use my cell phone to call a taxi.

7. It uses too much electricity when you leave the computer screen turned on.



4. M – Match the sentences with their missing Passive Voice sections.

1. Workers in China make these telephones.

These telephones _____.

2. Employers pay many manual workers weekly.

Many manual workers _____.

3. They keep a large amount of gold at Fort Knox.

A large amount of gold _____.

4. Workers build a lot of the world's supertankers in South Korea.

A lot of the world's supertankers _____.

5. Farmers grow a third of the world's cocoa on the Ivory Coast.

A third of the world's cocoa _____.

6. Countries store most nuclear waste underground.

Most nuclear waste _____.

7. Scientists test most new drugs extensively before they go on sale.

Before they go on sale, most new drugs _____.

8. Printers print a lot of our books in Hong Kong.

A lot of our books _____.

are built / are made / are paid

is grown / is kept / is stored

5. M - Transform the sentences from passive to active.

1. The budget is calculated by economists.

2. The invoice is printed for the boss by me.

3. An agenda is written to me by Sally.

4. We are not informed about the results of the survey.

5. We are taught grammar by Ms Brown.

6. Letters are posted by Sally every week.

7. Building material is sold here.

8. Businessmen are often asked to give presentations.

9. Mobile phones are used all over the world.

10. I am invited to a business dinner every Saturday.

11. Our competitors are given bribes to get that last deal.

6. M - Transform the sentences from active to passive.

1. He doesn't print the new document.

2. She checks the documents.

3. Do they fill the car with fuel?

4. People generally don't wear suits.

5. Do they produce Toyotas in Japan?

6. People around the world usually speak English.

7. They don't download films from the internet.

7. M - Complete the sentences.

1. The post _____ (deliver) at about 8 o'clock every morning.
2. Dinner _____ (serve) at 7:00p.m. in this hotel.
3. Her travel expenses _____ (pay) by her company.
4. The printer cartridge _____ (change) twice a month.
5. The name of the person who committed the crime _____ (not /know).
6. What kinds of products _____ (sell) in that department store?
7. That building _____ (not /use) anymore.
8. These mobile phones _____ (make) in Taiwan.

8. M - Complete the sentences with the present simple passive of the verb in brackets.

1. Glass _____ (recycle) in Britain.
2. These stereos _____ (not / produce) in Japan.
3. Alcohol _____ (not / sell) in schools.
4. These offices _____ (clean) every day by the cleaning crew.
5. French _____ (speak) in some parts of Canada.
6. Cars _____ (make) in Italy.
7. _____ bank shares _____ (sell) online?
8. My shares _____ (broker sponsor).

9. M Choose the correct answer.

1. Coffee _____ in Brazil and Columbia.

a) is grown b) are grow c) is grow

2. This contract _____ by Mike.

a) is wrote b) are written c) is written

3. The employees _____ by Mr. Stanley.

a) is paid b) are paid c) are payed

4. The office _____ at 8.00 pm.

a) are locked b) is looked c) is locked

5. The company _____ by an independent team of analysts.

a) is choose b) chose c) is chosen

6. These shares _____ in a different name.

a) is registered b) are registers c) are registered

10. D - Online shopping – the other side- from active to passive.

When you press the 'Buy' button, our computer automatically sends you an e-mail to confirm the order. Then it checks the stock position and your credit-card details. Next, it sends the order details to the warehouse. In the warehouse we have 'pickers' and 'packers'. The picker finds your products in the warehouse. Then, the packer packs them, puts the invoice in the box, and creates an address label. Finally, he sends you an e-mail confirming the delivery time and puts your package in the post. The whole process normally takes no more than 24 hours.

Now complete the algorithm of your order!

First, an email is sent to the customer to _____

Then the stock position and credit card detail _____

Next, the order details _____

In the warehouse, the products _____

Then the products _____

The invoice _____

An address label _____

Finally, _____

11. M – Read about the work in a car manufacturing plant and fill in the gaps with correct Present Simple Passive forms!

Chassis shop - Here is where the engine 1. _____ (assemble) to the chassis - most of the engines that 2. _____ (use) come from Rover, Ford or BMW. This is also where the gear boxes and other parts 3. _____ (add) to the car. This part of the process takes a day.

Finishing shop - Here the final operations 4. _____ (carry) out. The leather seats, electrical wiring, dashboard and windscreens 5. _____

(fit) to the cars. Afterwards the cars 6. _____ (take) for a road test.

Dispatch department - It is here that the cars 7. _____ (check) for their quality list. Then they 8. _____ (clean and polish) and 9. _____ (deliver) to the customers. Because this is a luxury car manufacturing plant, car 10. _____ (order) in advance and each car 11. _____ (build) to the customer's specifications.

12. D - Active or Passive?

Catching a Plane

When you (a) _____ (arrive) at an airport, you should go straight to the check in desk where your ticket and luggage (b) _____ (check).

You (c) _____ (keep) your hand luggage with you but your suitcases (d) _____ (take) to the plain on the conveyor belt. You can now go to the departure lounge.

If you are on an international flight, your passport (e) _____ (check), and then you and your bags (f) _____ (x-ray) by security camera. Sometimes you (g) _____ (give) a body search and your luggage (h) _____ (search) by a security officer. You (i) _____ (wait) in the departure lounge until your flight (j) _____ (call) and you (k) _____ (tell) which number gate to go to.

Finally you (l) _____ (board) your plane and you (m) _____ (show) to your seat by a flight attendant.

Taken from. New Headway Intermediate Second Edition by Liz and John Soars



13. M - Find the mistakes in these Passive Voice sentences and correct them and match them with their active versions from the box.

1. The reservation were confirmed.

Active:

Correct version:

2. The goods will be deliver immediately.

Active:

Correct version:

3. The meeting was arranging.

Active:

Correct version:

4. The contract has cancelled within five business days.

Active: _____

Correct version:

5. All orders is execute carefully.

Active: _____

Correct version: _____

6. A mistakes has been made.

Active: _____

Correct version: _____

7. Your order is been processing.

Active: _____

Correct version: _____

8. A flight had being booked.

Active: _____

ACTIVE SENTENCES

- a. He has not answered our letter.
- b. I confirm the reservation.
- c. Jane had booked a flight.
- d. She did not sign the document.
- e. They execute all orders carefully.
- f. We are processing your order.
- g. We arranged a meeting.
- h. We will deliver the goods immediately.
- i. You have cancelled the contract within five business days.
- j. You have made a mistake.

Correct version: _____

9. Our letter haven't been answer.

Active: _____

Correct version: _____

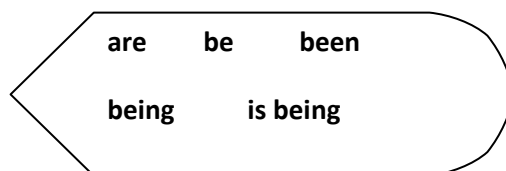
10. The document wasn't signing.

Active: _____

Correct version: _____

Adapted from: <http://www.ego4u.com/en/business-english/grammar/passive>

14. E - Fill in the missing words and add the correct tense.



| Active Voice | Passive Voice | Tense |
|--|---|-------|
| They make Fords in Cologne. | Fords _____ made in Cologne. | |
| Susan is cooking dinner. | Dinner _____ cooked by Susan | |
| James Joyce wrote "Dubliners". | "Dubliners" _____ written by James Joyce. | |
| They were painting the house when I arrived. | The house was _____ painted when I arrived. | |
| They have produced over 20 models in the past two years. | Over 20 models have _____ produced in the past two years. | |
| They are going to build a new factory in Portland. | A new factory is going _____ built in Portland. | |
| I will finish it tomorrow. | It will _____ finished tomorrow. | |

Adapted from: http://esl.about.com/od/grammarstructures/a/passive_voice.htm

Unit 7

Present Continuous Tense Active-Revision

| Affirmative | Negative | Interrogative |
|--|--|--|
| I'm driving You're driving | I'm not driving You aren't driving | Am I driving? Are you driving? |
| He's driving She's driving It's driving | He isn't driving She isn't driving It isn't driving | Is he driving? Is she driving? Is it driving? |
| We're driving You're driving They're driving | We aren't driving You aren't driving They aren't driving | Are we driving? Are you driving? Are they driving? |

Use

- 1) We use this tense for actions going on **right now** *e.g. He is watching TV now.*
- 2) or actions happening **about now** but not necessarily at the moment of speaking *e.g. He is working on a project.*
- 3) With **temporary** situations *e.g. He is living here until he finds a better flat.*
- 4) For **future actions** in the **near** future, usually a **personal plan**. *e.g. I am meeting Peter tonight.*

Adverbs of time: today, now, right now, at the moment, this weekend, tonight, currently, these days, presently, nowadays, this moment, continuously.

Present Continuous Tense Passive

| Affirmative | Negative | Interrogative |
|---|---|---|
| I am being driven You're being driven | I'm not being driven You aren't being driven | Am I being driven? Are you being driven? |
| He's being driven She's being driven It's being driven | He isn't being driven She isn't being driven It isn't being driven | Is he being driven? Is she being driven? Is it being driven? |
| We're being driven You're being driven They're being driven | We aren't being driven You aren't being driven They aren't being driven | Are we being driven? Are you being driven? Are they being driven? |

Exercises

1. E- Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: Some computer applications are being written.

b. _____:

c. _____:

2. a. interrogative: Is the email being saved?

b. _____:

c. _____:

3. a. negative: Our catalogue isn't being sent.

b. _____:

c. _____:

4. a. negative: Catalogues aren't being presented.

b. _____:

c. _____:

5. a. affirmative: Our products are being asked about.

b. _____:

c. _____:

6. a. interrogative: Is the wine being brought to the party?

b. _____: _____

c. _____: _____

2. E - Fill in the missing passive voice parts?

1. Active: Are the lawyers compiling the sales documentation?

Passive: Is the sales documentation _____ by the lawyers?

2. Active: Who is printing the contract?

Passive: Who is the contract _____ by?

3. Active: Why is Mr. Thomson not presenting his results?

Passive: Why are his results _____ by Mr. Thomson?

4. Active: When are they opening the new development center?

Passive: When is the new development center _____?

5. Active: Where am I storing these important data?

Passive: Where are these important data _____?

6. Active: In what language are you filling in this application form?

Passive: In what language is this application form _____ in?

7. Active: How are they solving this designing problem?

Passive: How is this designing problem _____?

8. Active: Is the manager organizing a department meeting?

Passive: Is a department meeting _____ by the manager?

3. M -Transform the sentences from active to passive.

1. We are holding our annual conference in Subotica this year.

Our annual conference _____

2. Somebody is dealing with this error right now.

3. We are shipping raw material to our partner in Australia every two months.

4. You're still not solving the problem.

5. You are organizing this seminar in cooperation with our Institute.

6. They are inviting you to the lecture because you are an expert in this field.

7. The computer is correcting my spelling mistakes as I type.

4. M -Complete the sentences with the present continuous passive of the verb in brackets.

1. Do not worry, your flight _____ (organize) by our travel agent.

2. Money _____ (lend) by the credit union to those who want to buy new houses.

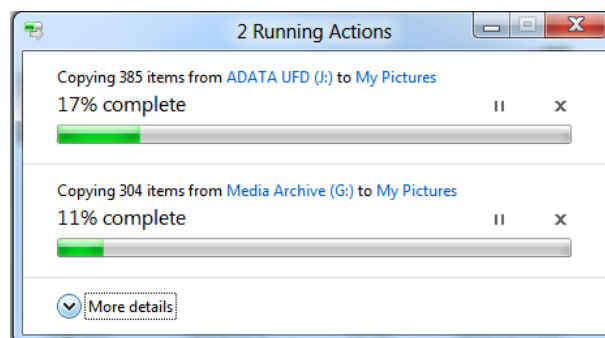
3. The bus that was hit in the intersection last night _____ (repair) this morning.

4. The tests _____ (correct) right now, so you should have the final results soon.

5. Your announcement _____ (send) by mail to all people listed in your address book.

6. The packages _____ (open) now, so you'll be able to see the content in a minute.

7. The Management Board meeting is in progress and it _____ (monitor) by the Union Representatives.



5. M - Rewrite the sentences in passive voice.

1. Sheila is checking the results of the experiment.

2. My colleague is booking our flights for the business trip to New York.

3. Jonathan Biggars is sending these emails.

4. Kate is downloading the necessary forms for the building permission.

5. I am copying the files on my external Hard Drive.

6. We are not using the company car.

7. He is not wearing a suit and tie at weekends.

8. Is she buying Facebook shares?

9. Are they talking about the meeting?

10. Is she conducting chemical experiments in the laboratory?

Unit 8

Present Perfect Tense Active-Revision

| Affirmative | Negative | Interrogative |
|---|--|--|
| I have driven You have driven | I haven't driven You haven't driven | Have I driven? Have you waited? |
| He has driven She has driven It has driven | He hasn't driven She hasn't driven It hasn't driven | Has he driven? Has she driven? Has it driven? |
| We have driven You have driven They have driven | We haven't driven You haven't driven They haven't driven | Have we driven? Have you driven? Have they driven? |

Use

1) for **experience**: when we **don't know when the action took place in the past** or the time is not specified. It is important **if we have done it in our lives or not**. It is **not important when** we did it.
e.g. He has lost his bag. I have been to London twice. You have not seen the film 'Casablanca'.

2) for a **past action (recent action)** that has the **result in the present**. *e.g. Jimmy has gone to South America. = He isn't here now. Have you finished your homework? = Is your homework ready?*

3) an action which **started in the past** and **continuous up to now** *e.g. Tom has been a teacher for 15 years. I haven't seen Joe since Friday. How long have you been learning English?*

Adverbs of time: today, this week, this month, ever, never, just, already, recently, yet, for 4 years, since 2004, still, lately, until, until now, so far.

Present Perfect Tense Passive

| Affirmative | Negative | Interrogative |
|--|---|---|
| I have been driven You have been driven | I haven't been driven You haven't been driven | Have I been driven? Have you been waited? |
| He has been driven She has been driven It has been driven | He hasn't been driven She hasn't been driven It hasn't been driven | Has he been driven? Has she been driven? Has it been driven? |
| We have been driven You have been driven They have been driven | We haven't been driven You haven't been driven They haven't been driven | Have we been driven? Have you been driven? Have they been driven? |

Exercises

1. E- Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: Some computers have been bought.

b. _____: _____

c. _____: _____

2. a. interrogative: Has the project been finished?

b. _____: _____

c. _____: _____

3. a. negative: The letter hasn't been sent.

b. _____: _____

c. _____: _____

4. a. negative: Catalogues have not been ordered.

b. _____: _____

c. _____: _____

5. a. affirmative: Our products have been sold.

b. _____: _____

c. _____: _____

6. a. interrogative: Has the printer been repaired yet?

b. _____: _____

c. _____: _____

2. E- Rewrite the sentences in passive voice.

1. The secretary has paid the bill. _____

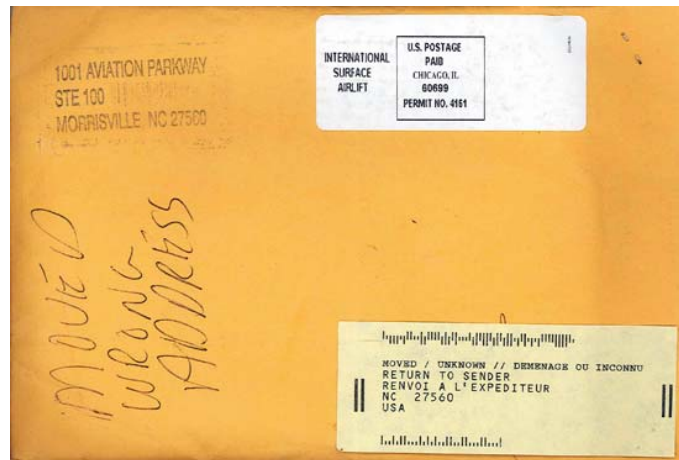
2. They have not read the report. _____

3. You have not sent the package. _____

4. We have not agreed to this issue. _____

5. Has she phoned him? _____

6. Have they noticed us? _____



3. M -Complete the sentences with the present perfect passive of the verb in brackets.

1. Invitations _____ (send) to wrong addresses.
2. My letter _____ (not answer) yet.
3. We _____ (force) to limit the number of seats for each delegation.
4. All participants _____ (inform) about the change in agenda.
5. All important facts _____ (include) in the final report.
6. He _____ (not give) much support by his boss lately.
7. I'm sorry to hear that the house you like _____ (sell).
8. The current status report _____ (attach), and the important figures _____ (highlight).
9. The report _____ (review) by the supervisor.
10. A personal manager _____ (appoint).

4. M- Write passive sentences in Present Perfect.

1. the packages / send _____
2. the result / check _____
3. the e-mails / send _____
4. the presentation / prepare _____
5. the letter/ write _____
6. the program / implemented _____
7. the money / spend _____
8. the room / book / not _____
9. the rent / pay / not _____
10. the employees / inform / _____

5. M- Transform the sentences from active to passive.

1. Somebody has deleted the whole file.

2. The Management Board has decreased the number of employees since last January.

3. Their arguments have encouraged me to start my own business.

4. You have made the same mistake again.

5. We have noted your complaints about our products.

6. We have thoroughly examined the returned goods.

7. They have accepted your complaints about the product.

8. Our mechanics have inspected the engine.

6. D – Add the correct passive voice version of these sentences.

1. A: Who has paid the bill?

B: I'm not sure, but the important thing is that the bill _____

2. A: Who has drunk all the coffee from the coffee machine?

B: I'm not sure, but unfortunately, the fact is _____

3. A: Who has recycled five containers of old paper?

B: Maybe it was recycling company, but what is important is that the five _____.

4. A: Somebody has opened the safe without permission! Who was it?

B: The boss will find out who, because this is unheard of that the safe _____.



5. A: Who hasn't read the financial report?

B: I'm not sure but I don't think _____ by everybody.

6. A: You have not sent the package.

B: That's not true, the package _____, because I've asked Peter to do it.

7. A: Has our company really agreed to these terms of sales?

B: I don't think so, our lawyer says these _____ not _____ to.

8. A: When are they going to recruit some new office workers?

B: I don't know, but we are overworked, and the new _____ not _____ yet, so we are still short-handed.

9. A: Has the office purchased some new printers?

B: No, as far as I know, no new _____ yet, so we still have to use the old ones.

10. A: Has your boss noticed your hard work yet?

B: Actually, no, so I will have to continue to improve, because my hard work _____ not _____ yet.

7. M-Write passive sentences in Present Continuous or Present Perfect Tense.

1. the email / send / recently

2. the contract / negotiate / currently

3. the shop / close / already

4. the conference / organize / in Berlin / this month

5. the accounts / not check / yet

6. the new production plant / open / today / by the mayor

7. the money / spend / by now / on new equipment

8. her flight / book / not yet

9. my salary / pay / already

10. the workers / inform / not yet / about the working hour changes

8. M- Fill in the missing present passive voice parts.

1. Until now this car _____ for by my company. (pay)
2. _____ the office party _____ by the secretary this week? (arrange)
3. Ann _____ from her job. She has been late too often. (fire / just)
4. The offices _____ now. (clean)
5. The laboratories _____ by chemical engineers currently. (use)
6. Passengers _____ from the airport this moment because of bad weather. (not transport)
7. The Financial Times _____ by Steve now. (read)
8. Computers _____ now. We are sitting and drinking coffee now. (not install)
9. IT support _____ at the recent conference. (not provide)
10. _____ the new tasks already _____ among the laboratory assistants? (distribute)

9. M – Transform these sentences into passive voice – present tenses.

1. We keep the records of all financial transaction.

2. Eric is filling in the holiday application forms.
_____ in by Eric.
3. Mrs. Stewart coordinates the project.
_____.
4. We are conducting the seminar on Java programming.
_____.
5. They are dealing with the legal side of this business deal.
_____ with.
6. The head of the office is encouraging working overtime.

7. You have purchased some expensive equipment.

8. She has increased the company's income by 20%.

9. They have extended deadline for the tax report.

10. You have improved the sales rates in this quarter.

11. People are investing a lot of money into city development.

12. My boss has employed Mary as his secretary.

13. The servicemen are measuring the offices for the new furniture.

14. Bill has authorized the purchase of two new 3D printers.

15. The assistant is answering all emails the same day.

10. M - Find the mistake in these sentences and correct them!

1. **Active:** The organisation has granted these funds. – **Passive:** These funds has been granted by the organisation.
1. Tom is promoted the project. – The project is being promoted.
2. Sarah has provided the information. – The information has be provided by Sarah.
3. The managers is developing some new business strategies. – Some new business strategies is being developed.
4. The government has decreased the amount of days off. – The amount of days off is been decreased by the government.
5. The IT technician have prevented the loss of data from my computer. – The loss of data from my computer has been prevented by the IT technician.
6. The company is promoting the new product this week. - The new product is been promoted this week.
7. Mr. Carlton has rejecting the business offer from his competitor. – The business offer from his competitor have been rejected.

11. M - Complete the active-passive pairs!

1. I _____ the necessary equipment. – The necessary equipment has been bought.
2. Local businesses are employing several IT engineers. – Several IT engineers _____ by local businesses.

3. We have sent you the confirmation for the booking. – You _____ the confirmation for the booking.
4. I am completing the financial report by Monday. – The financial report _____ by Monday.
5. We _____ the information about the research results. – The information about the research results is being presented.
6. They have trained the new mechanical engineers. – The new mechanical engineers _____.
7. We _____ the necessary equipment. – The necessary equipment has been delivered.
8. The IT specialist is maintaining all the computers in the office. – All computers in the office _____ by the IT specialist.
9. She has just submitted the report regarding possible new investments. – The report regarding possible new investments _____.

12. M – Add the correct passive voice forms.

Active: Have you kept the copies of these files?

Passive: Have _____

Active: Who has compiled the program for the meeting?

Passive: Who _____ by?

Active: Why hasn't Peter written the report?

Passive: Why _____ ?

Active: How has the secretary paid for the airplane tickets?

Passive: How _____ for?

Active: Have you compiled a marketing strategy?

Passive: Has _____ ?

Active: Have the engineers tested the computer application yet?

Passive: Has _____ ?

Active: Have they delivered the mail yet?

Passive: Has _____ ?

Active: Why are they not designing the invitation letters now.

Passive: Why _____ ?

Active: When is the manager launching the new brand of tennis shoes.

Passive: When _____?

Active: Where are marketing assistants doing their market research for the new product?

Passive: Where _____?

13. M – Add the correct passive voice forms and then form a WH question to the underline parts.

1. Ray has broken another test tube in the laboratory.

_____.

Where _____?

In the laboratory.

2. The secretary has written two letters of invitation for the business dinner.

_____.

What _____?

Two letters of invitation.

3. They have finished the project.

_____.

What _____?

The project.

4. Andrew has made an important discovery this week.

_____.

When _____?

This week.

5. Ralph has accepted the new job in the New York office.

_____.

Who _____ by?

By Ralph.

6. Our researchers have won an award for their scientific results.

_____.

Why _____?

For our researchers' scientific results.

7. The accountant is checking all the calculations twice.

_____.

How many times _____? Twice.

8. Andy Peters is drawing some graphs for the presentation.

_____.

What _____?

Some graphs for the presentation.

14. M – Passive to active: rewrite these sentences into their active forms.

1. These computers are being used by the engineers this moment.

_____.

2. The new products are being ordered this week by my assistant.

_____.

3. The financial reports have just been handed in by the company's head accountant.

_____.

4. An acceptable solution to the problem has been found by the laboratory assistants.

_____.

5. The brochure designs have been improved by the graphic designers.

_____.

6. The documents are being delivered this morning.

_____.

7. My salary has been raised by the financial manager.

_____.

8. The air-conditioning system in the office hasn't been fixed since last month.

_____.

9. The model of our tablet is being launched this weekend at the TechnoGear Fair in London.

_____.

10. The best candidate for this job has been selected by the Human Resource manager.

_____.

Unit 9

Past Simple Tense Active-Revision

| Affirmative | | Negative | Interrogative |
|--------------|------------|--------------------------|------------------------|
| REGULAR | IRREGULAR | REGULAR/IRREGULAR | REGULAR/IRREGULAR |
| I offered | I drove | I didn't offer/ drive | Did I offer/drive? |
| You offered | You drove | You didn't offer/ drive | Did you offer/ drive? |
| He offered | He drove | He didn't offer /drive | Did he offer drive? |
| She offered | She drove | She didn't offer/ drive | Did she offer/ drive? |
| It offered | It drove | It didn't offer/ drive | Did it offer/ drive? |
| We offered | We drove | We didn't offer/ drive | Did we offer/ drive? |
| You offered | You drove | You didn't offer/ drive | Did you offer/ drive? |
| They offered | They drove | They didn't offer/ drive | Did they offer/ drive? |

Use

1) for past activities **completed in the past** and have **no connection** with the present, e.g. They financed the project with private donations. He went to university.

2) when we **know exactly when** the action in the past happened, e.g. They sold their house in 1987. He graduated three years ago.

Adverbs of time: last year, the previous month, ten days ago, yesterday, the day before yesterday, last summer, last night, on Monday, in 2004, when I was 15 years old.

Past Simple Tense Passive

| Affirmative | | Negative | Interrogative |
|--|---|---|---|
| REGULAR | IRREGULAR | REGULAR/IRREGULAR | REGULAR/IRREGULAR |
| I was offered You were offered | I was driven You were driven | I wasn't offered/ driven You weren't offered/ driven | Was I offered/driven? Were you offered/ driven? |
| He was offered She was offered It was offered | He was driven She was driven It was driven | He wasn't offered /driven She wasn't offered/ driven It wasn't offered/ driven | Was he offered/driven? Was she offered/ driven? Was it offered/ driven? |
| We were offered You were offered They were offered | We were driven You were driven They were driven | We weren't offered/ driven You weren't offered/ driven They weren't offered/ driven | Were we offered/ driven? Were you offered/ driven? Were they offered/ driven? |

Exercises

1. E- Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: Some new computers were ordered.

b. _____:

c. _____:

2. a. interrogative: Were the emails written?

b. _____:

c. _____:

3. a. negative: The catalogue wasn't sent.

b. _____:

c. _____:

4. a. negative: The new ideas weren't accepted.

b. _____:

c. _____:

5. a. affirmative: Our products were made in the factory.

b. _____:

c. _____:

6. a. interrogative: Was the new secretary introduced?

b. _____:

c. _____:

2. M – Complete with the passive form in the past tense

1. Sarah bought this book. This book _____
2. They delivered the letter at 9 a.m. The letter _____
3. Someone translated the catalogue into Italian. The catalogue _____
4. They offered you a better job. You _____
5. They gave Sarah some good advice. Sarah _____
6. They showed me the new picture. I _____
7. They didn't offer me a car. I _____
8. They awarded Sam a scholarship. Sam _____

3. M – Make sentences from the following parts!

1. the application test / write / last Monday

2. the salary / not pay / yesterday

3. the printer / fix / last week

4. the lights in the office / switch on / when you arrived?

5. the new office building / build / the previous year

6. the business / found / in 1968

7. this computer shop / close / not / by the owner / last month

8. the company car / not insure / last year

9. the desktop / clean / not / at the last installation

10. the old product / mass-manufacture / not / previously

4. M – Complete with the passive form in the past tense

1. My motorcycle _____ (steal) from the car park.
2. He _____ (force) to resign after the company made a huge loss.
3. The books _____ (print) by a subcontractor.
4. The tickets _____ (post) to you more than a week ago.
5. The project _____ (complete) on time.
6. She doesn't have a book, she _____ (give) one.
7. He is at the police station, he _____ (arrest) this morning.
8. He didn't break the item, it _____ (break) in transport.

5. M – Read this text and fill the gaps with active or passive forms!

1. The Statue of Liberty _____ (give) to the United States by France. It _____ (be) a present on the 100th anniversary of the United States.
2. The Statue of Liberty _____ (design) by Frederic Auguste Bartholdi.
3. It _____ (complete) in France in July 1884.
4. In 350 pieces, the statue then _____ (ship) to New York, where it _____ (arrive) on 17 June 1885.
5. The pieces _____ (put) together and the opening ceremony _____ (take) place on 28 October 1886.
6. The Statue of Liberty _____ (be) 46 m high (93 m including the base).
7. The statue _____ (represent) the goddess of liberty.
8. She _____ (hold) a torch in her right hand and a tablet in her left hand.
9. On the tablet the date of the Declaration of Independence (July 4, 1776) _____ (write).
10. Every year, the Statue of Liberty _____ (visit) by many people from all over the world.

Adapted from <http://www.ego4u.com/en/cram-up/grammar/passive/exercises?text0>



6. M – Make sentences from the following parts!

1. Someone broke into our house last night.

Night /Our/ into/ last /house/ was broken

2. They cancelled all flights because of fog.

All /cancelled /were/ because of/ fog./ flights

3. Millions of people have read that book.

have/ people /book /read /by /been /millions/ of /That

4. The police are looking for the missing documents.

being /police./ The/ by /looked/ missing/documents /for /are/ the/

5. They told him the news.

/told./ He /was/the /news

6. Workmen were cleaning the entry to the office building.

The/ entry /cleaned /being /office building /by /workmen./ was/ the/ to

7. He invited me to the party.

the/party/ was/ invited /I /to

8. They have not opened the doors yet.

doors /not /been /opened /The/ yet./ have

Ooops, there was a mistake in this task! Did you correct it?

Unit 10

Past Continuous Tense Active-Revision

| Affirmative | Negative | Interrogative |
|--|---|---|
| I was driving You were driving | I wasn't driving You weren't driving | Was I driving? Were you driving? |
| He was driving She was driving It was driving | He wasn't driving She wasn't driving It wasn't driving | Was he driving? Was she driving? Was it driving? |
| We were driving You were driving They were driving | We weren't driving You weren't driving They weren't driving | Were we driving? Were you driving? Were they driving? |

Use

- 1) when the action happened **in the past for a longer period of time**, e.g. *He was reading all night long. All day yesterday they were walking in the streets of Paris.*
- 2) when two actions happen **at the same time** in the past, **parallel** to each other, e.g. *While I was watching TV, Peter was working on the computer.*
- 3) when a **short** action **ends** a **longer** action, e.g. *I was reading my emails when the phone rang.*

Adverbs of time: all night long, all day yesterday, this time yesterday, all last week, the whole summer, then, the entire Sunday, when, while.

Past Continuous Tense Passive

| Affirmative | Negative | Interrogative |
|--|---|---|
| I was being driven You were being driven | I wasn't being driven You weren't being driven | Was I being driven? Were you being driven? |
| He was being driven She was being driven It was being driven | He wasn't being driven She wasn't being driven It wasn't being driven | Was he being driven? Was she being driven? Was it being driven? |
| We were being driven | We weren't being driven | Were we being driven? |

| | | |
|---|---|---|
| You were being driven They were being driven | You weren't being driven They weren't being driven | Were you being driven? Were they being driven? |
|---|---|---|

Exercises

1. E- Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: A new project was being worked on.

b. _____: _____

c. _____: _____

2. a. interrogative: Were the goods being delivered all day yesterday?

b. _____: _____

c. _____: _____

3. a. negative: Some material from the internet was not being downloaded.

b. _____: _____

c. _____: _____

4. a. negative: Those subjects weren't being studied.

b. _____: _____

c. _____: _____

5. a. affirmative: Coffee was being made before the meeting.

b. _____: _____

c. _____: _____

6. a. interrogative: Was the user guide being read?

b. _____: _____

c. _____: _____

2. M - Complete these sentences with the past continuous passive.

1. A report _____ (write) about the problem.

2. The two men _____ (question) yesterday.

3. The computers _____ (fix).

4. The system _____ (check) when I arrived.
5. The bridge _____ (paint) by the workers.
6. The meeting _____ (hold) in my office.
7. A lecture _____ (give) by him.



3. M - Complete these sentences with the simple past or past continuous passive.

1. We were talking about the launch of our new product.

The launch _____

2. He was playing the ppt presentation.

The ppt presentation _____

3. She was calibrating the measuring device.

The measuring device _____

4. Was he printing these documents?

_____ these documents _____

5. They didn't reserve a table in the restaurant.

A table in the restaurant _____

6. Did the manager finish his work by Friday?

_____ his work _____

7. Were they not monitoring the experiments?

_____ the experiments _____

8. We didn't select the flight time, it was the secretary.

The flight time _____

9. Was she reading these emails yesterday afternoon?

_____ these emails _____

10. Did you analyze these financial reports?

_____ these financial reports _____

4. M - Turn these sentences into passive voice.

1. Somebody stole their documents from the safe.

2. The manager shut down the production line for the weekend.

3. You set the printer.

4. They asked Luanne lots of questions.

5. Veronica was training the new employees for their job.

6. Bridget took the photocopies to her boss.

7. The mechanics were repairing the company car.

8. The engineers solved the problem.

9. Someone told them not to travel by airplane.

5. M - Rewrite the sentences into active voice.

1. I was told some bad news about the new production factory.

My boss _____.

2. We were being shown some brochures about the most famous universities.

The secretary _____.

3. Jane was promised a job in the marketing department.

The job agency _____.

4. The laboratory assistant was paid €200 for this job.

The company _____.

5. The secretaries were given a lot of work.

The managers _____.

6. You were sent an invitation to the business dinner.

The head of marketing _____.

7. He was informed about his new working schedule.

The boss _____.

8. They were explained all the details.

The lawyer _____.

9. He was being given too many tasks.

The manager _____.

10. Christina was asked to prepare the presentation.

Her boss _____.

6. M - Rewrite these sentences into past passives!

1. Paul and Peter prepared this presentation.

2. Shakespeare wrote Hamlet.

3. Christopher Columbus discovered America in 1492.



Fig. 199.—Discovery of America, 12th of May, 1492.—Columbus erects the Cross and baptizes the Isle of Guanahani (now Cat Island, one of the Bahamas) by the Christian Name of St. Salvador.—From a Stamp engraved on Copper by Th. de Bry, in the Collection of "Grands Voyages," in folio, 1590.

4. Anna was organizing the sale of the new brand of coffee.

5. Our company football team won the match two days ago.

6. Yesterday Philip took a picture of the manufacturing line for the new company brochure.

7. My colleague saw our boss with the new secretary.

8. The marketing manager signed the contract last Monday.

9. The assistants were cleaning the laboratory all afternoon long.

10. My brother found a solution to this problem.

11. The IT technical was installing my computer all afternoon long yesterday.

12. Alan broke this piece of equipment.

13. Mary and Alice were preparing cocktails for the office party.

14. My assistant drew that beautiful diagram.

15. Samantha accidentally deleted all important files from my computer.

16. Somebody broke the new projector.

Unit 11

Past Perfect Tense Active-Revision

| Affirmative | Negative | Interrogative |
|---|--|--|
| I had waited / broken You had waited / broken | I hadn't waited / broken You hadn't waited / broken | Had I waited / broken? Had you waited / broken? |
| He had waited / broken She had waited / broken It had waited / broken | He hadn't waited / broken She hadn't waited / broken It hadn't waited / broken | Had he waited / broken? Had she waited / broken? Had it waited / broken? |
| We had waited / broken You had waited / broken They had waited / broken | We hadn't waited / broken You hadn't waited / broken They hadn't waited / broken | Had we waited / broken? Had you waited / broken? Had they waited / broken? |

Use

1) a **past action finished before** another **past action** began. *e.g. He had lost his watch before he arrived at the office. After she left the house, she realized she had forgotten her wallet.*

Adverbs of time: before, after, as soon as, by the time, when, just as.

Past Perfect Tense Passive

| Affirmative | Negative | Interrogative |
|---|--|--|
| I had been offered/driven You had been offered/driven | I hadn't been offered/driven You hadn't been offered/driven | Had I been offered/driven? Had you been offered/driven? |
| He had been offered/driven She had been offered/driven It had been offered/driven | He hadn't been offered/driven She hadn't been offered/driven It hadn't been offered/driven | Had he been offered/driven? Had she been offered/driven? Had it been offered/driven? |
| We had been offered/driven You had been offered/driven They had been offered/driven | We hadn't been offered/driven You hadn't been offered/driven They hadn't been offered/driven | Had we been offered/driven? Had you been offered/driven? Had been offered/driven? |

Exercises

1. E- Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: Some new office furniture had been ordered.

b. _____: _____

c. _____: _____

2. a. interrogative: Had the emails been written?

b. _____: _____

c. _____: _____

3. a. negative: The catalogue had not been sent.

b. _____: _____

c. _____: _____

4. a. negative: The new ideas had not been accepted.

b. _____: _____

c. _____: _____

5. a. affirmative: Our products had been made in the factory.

b. _____: _____

c. _____: _____

6. a. interrogative: Had the new secretary been introduced?

b. _____: _____

c. _____: _____

2. M – Rewrite the sentences in passive voice.

1. I had worn blue uniform.

2. Joe had cleaned the tables.

3. We had lost the key.

4. They had started a fight.

5. I had read an article.

6. I had not closed the window.

7. They had not bought the paper.

8. She had not noticed me.

9. Had she solved the problem?

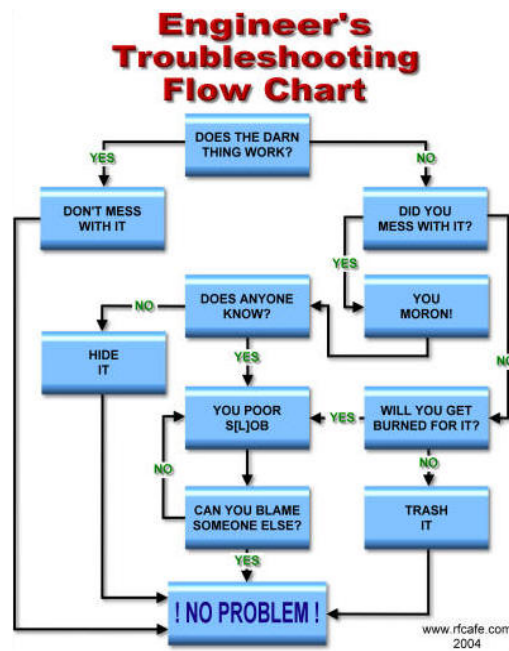
10. Had he recorded the manager's speech?

2. M – Complete the sentences. Use Past Simple or Past Perfect Passive.

1. Before the passengers _____ (let) in to board the plane they _____ (search).
2. By three o'clock everything _____ (explain).
3. After the exercise _____ (correct) it _____ (give) back to the students.
4. As soon as the money _____ (give) the goods _____ (deliver).
5. By one o'clock all the applications _____ (process).
6. By the time the solution to the problem _____ (find) several methods _____ (try).
7. By one o'clock all the documents _____ (send) to this address.
8. By six o'clock all of the work _____ (do).
9. After the money _____ (transfer) to Amazon, the book _____ (send) by post.
10. Before the party _____ (organize) the guests _____ (invite).

5. M – Correct the mistakes in these past passive sentences!

1. Frank was ordered the new computers. - The new computers was ordered by Frank.
2. You had equipped all laboratories with RFID readers. - All laboratories has been equip with RFID readers.
3. I took the week's earnings to the bank. - The week's earnings was take to the bank.
4. They sold the company car. - The company car was being sold.
5. The engineers were solving the problems . - The problems were been solved by the engineers.



6. She did not check the statistics of the stock market. - The statistics of the stock market were not been checked.
7. They didn't trusted the new lawyer. - The new lawyer wasn't trusted.
8. Had they read the mail. – Had the main being read.
9. Did Miles pay his phone bill? – Were his phone bill been paid?
10. Were you calibrating the machine? - Were the machine calibrating?

Unit 12

Stop and Check

1. M - Complete these sentences with the expressions from the box.

| | | |
|--------------------------------------|-----------------------------------|---|
| <i>visitor</i> | <i>marketing manager</i> | <i>location for the weekend teambuilding course</i> |
| <i>experiments in the laboratory</i> | <i>new head of the department</i> | <i>problems</i> |
| <i>hotel rooms</i> | <i>business tourism fair</i> | <i>students</i> |

The _____ were being monitored by the chemical engineers.

The _____ were being taught the new programming language last semester.

The _____ was chosen by the Human Resource Manager yesterday.

The _____ was attended by more than a thousand businessmen.

The _____ was being called by the press all morning yesterday.

At our business trip to Vienna the _____ were paid for by the company, but we had to pay for the train tickets ourselves.

The _____ had been taken on a tour of the whole factory.

The _____ was welcomed by the employees.

The _____ weren't understood by our boss.

Your turn – complete these sentences!

The _____ had been found in the archives.

The _____ were being tested thoroughly before they went on sale.

2. M - Turn these sentences into passive voice.

1. Somebody has confirmed the reservations.

2. The manager canceled the contract five days ago.

3. You had booked the flight.

4. They asked me lots of questions.

5. The customer returned the goods that we had delivered.

6. He is meeting the boss in the afternoon.

7. The mechanic was repairing the company cars.

8. The secretary is printing out the contract.

9. Someone has told them not to travel by car.

10. Bill Gates founded Microsoft.

3. M – Put the following words in the right order to make passive sentences

1. caused | accidents | Many | by | are | driving. | dangerous |

2. place | are | A | performed. | laboratory | is | where | chemical analyses |

3. for a new | held | University | four | years. | elections | every | dean | At Harvard, | are |

4. the | held | lectures | English. | in | are |

5. Although we were driving fast, | of | other | cars. | were | we | overtaken | by | a lot |

6. The | stopped | production | of | new | the | was | model |

7. weren't | invited | meeting | you | to | Why | the |

8. hundred | by | people | Two | company. | employed | this | are |

9. Your | booked | week | last | plane ticket | was |

10. are | manufactured | China | Cell phones | in |

4. M – Transform these sentences into past passive voice!

1. They have postponed the meeting.

2. Somebody is using this computer at the moment.

This computer _____

3. I didn't realize that somebody was recording our conversation.

I didn't realize that _____

4. When we got to the venue we found that they had cancelled the game.

When we got to the venue, we found that _____

5. They are building a new ring road round the city.

6. They have built a new office building near the airport.

7. Somebody has closed the parking lot. _____

8. Tom is going to copy the documents to another hard drive.

9. Are they discussing this problem?

10. The fire had destroyed all computer screens in the basement.

5. M - Active or passive? Complete these sentences

1. It's a big factory. Five hundred people _____ (employ) there.

2. Water _____ (cover) most of the Earth's surface.

3. Most of the Earth's surface _____ (cover) by water.
4. The gates to the parking lot _____ (lock) at 9 p.m. every evening.



5. I was born in London but I _____ (grow) up in the north of England.
6. While Jordan was on a business trip, his laptop _____ (steal) from his hotel room.
7. When I was at the meeting, suddenly all my data _____ (disappear) from my laptop.
8. Why _____ (Sue/resign) from her job? Didn't she find her job challenging enough?
9. Why _____ (Bill/fire) from his job? What did he do wrong?
10. The company is not independent. It _____ (own) by a much larger company.
11. Many work accidents _____ (cause) by lack of safety measures.
12. A secretary _____ (check) the mail every day.
13. Steel _____ (manufacture) from iron.
14. There's no need to pay extra for the installation of the equipment. Service _____ (include) in the bill.
15. The printing room is a place where all the documents _____ (print).

6. M - Rewrite the sentences in Active voice.

1. The company was founded by Jack and Jim in 1998.

2. The flight had been booked. (by Jane)

3. Your order is being processed.

4. The contract has not been signed yet.

5. All orders are executed carefully by the sales department.

6. The contract can be cancelled within five business days. (by the client)

7. 200 people are employed at this factory.

8. The stocks are listed and traded at the stock market. (by brokers)

7.M - Rewrite the sentences in the given tenses.

1) The company opened a new department in Asia.

(Past Simple, Passive, interrogative)

(Present Perfect, Passive, negative)

(Past Perfect, Passive, affirmative)

2) The marketing department made a brand new advertisement for the company.

(Past perfect, Passive, affirmative)

(Present Continuous, Passive, Interrogative)

(Present Simple, Passive, affirmative)

3) We had delivered the goods immediately.

(Present Simple, Passive, interrogative)

(Past Simple, Passive, negative)

(Present Continuous, Passive, affirmative)

4) They stopped the production because of the crisis.

(Past Simple, Passive, negative)

(Past Continuous, Passive, interrogative)

(Past Perfect, Passive, affirmative)

5) Have you made the order?

(Present Perfect, Passive, interrogative)

(Past Simple, Passive, negative)

(Present Simple, Passive, affirmative)

8. M - Complete the sentences in the passive voice.

1. My passport is not ready yet. It _____ (make) at the moment.

2. The walls of the office _____ (just/paint).

3. The new printer _____ (bring) yesterday.

4. The car _____ (already/repair), now we can use it.

5. The weather forecast _____ (broadcast) on TV at the moment, come and listen.

6. The order _____ (not/make) yet.

7. Where _____ Coca-Cola _____ (invent)?

8. In what country _____ Kiev _____ (locate)?

9. In what country _____ Thai _____ (speak) by 92% of the population?

10. How many Harry Potter's novels have _____ (write)?

11. When _____ Thanksgiving Day _____ (celebrate)?

12. When _____ the Eiffel Tower _____ (build)?

Unit 13

Going to Future Tense Active-Revision

| Affirmative | Negative | Interrogative |
|--|--|--|
| I'm going to travel You're going to travel | I'm not going to travel You aren't going to travel | Am I going to travel? Are you going to travel? |
| He's going to travel She's going to travel It's going to travel | He isn't going to travel She isn't going to travel It isn't going to travel | Is he going to travel? Is she going to travel? Is it going to travel? |
| We're going to travel You're going to travel They're going to travel | We aren't going to travel You aren't going to travel They aren't going to travel | Are we going to travel? Are you going to travel? Are they going to travel? |

Future Simple Tense Active-Revision

| Affirmative | Negative | Interrogative |
|---|--|--|
| I will arrive You will arrive | I won't arrive You won't arrive | Will I arrive? Will you arrive? |
| He will arrive She will arrive It will arrive | He won't arrive She won't arrive It won't arrive | Will he arrive? Will she arrive? Will it arrive? |
| We will arrive You will arrive They will arrive | We won't arrive You won't arrive They won't arrive | Will we arrive? Will you arrive? Will they arrive? |

Use

There are 4 ways to talk about the future

1. Future Simple ("Will"):

- **definite** future: e.g. *He will be 25 next week.*
- **assumption**: e.g. *I think he will like this CD.*
- **distant** future: e.g. *People will use electric cars in 40 years.*
- volunteering to do something

- deciding at the moment of speaking to do something

e.g. Boss: *I need a someone to meet our guest at the airport..*

Assistant: *I'll go.*

2. "Going to" Future

- **prediction** based on **present situation**, facts: e.g. *Look at the clouds! I think it's going to rain!*
- **near future**: e.g. *Next week we are going to travel on holiday to Greece.*
- talking about something that is **already decided**

e.g. Boss: Who is meeting the guest at the airport?

Assistant: I'm going to pick him up from the airport.

3. Present Continuous

- talking about something that is already arranged, a **personal plan**

e.g. Boss: Can you pick up our guest from the airport?

Assistant: No, I'm sorry, I can't. I'm having a business lunch with my most important client.

4. Present Simple

- talking about a **schedule**, **timetable** or a definite, given program

e.g. Boss: What time does the airplane land?

Assistant: It lands at 9.45.

Adverbs of time: soon, tomorrow, the day after tomorrow, next week, the following week, in two months, this weekend, in 2015

Going to Future Tense Passive

| Affirmative | Negative | Interrogative |
|---|--|--|
| I'm going to be offered/driven You're going to be offered/driven | I'm not going to be offered/driven You aren't going to be offered/driven | Am I going to be offered/driven? Are you going to be offered/driven? |
| He's going to be offered/driven She's going to be offered/driven It's going to be offered/driven | He isn't going to be offered/driven She isn't going to be offered/driven It isn't going to be offered/driven | Is he going to be offered/driven? Is she going to be offered/driven? Is it going to be offered/driven? |
| We're going to be offered/driven You're going to be offered/driven They're going to be offered/driven | We aren't going to be offered/driven You aren't going to be | Are we going to be offered/driven? Are you going to be offered/driven? |

| | | |
|--|---|---|
| | <p>offered/driven</p> <p>They aren't going to be offered/driven</p> | <p>Are they going to be offered/driven?</p> |
|--|---|---|

Future Simple Tense Passive

| Affirmative | Negative | Interrogative |
|-----------------------------|------------------------------|------------------------------|
| I will be offered/driven | I won't be offered/driven | Will I be offered/driven? |
| You will be offered/driven | You won't be offered/driven | Will you be offered/driven? |
| He will be offered/driven | He won't be offered/driven | Will he be offered/driven? |
| She will be offered/driven | She won't be offered/driven | Will she be offered/driven? |
| It will be offered/driven | It won't be offered/driven | Will it be offered/driven? |
| We will be offered/driven | We won't be offered/driven | Will we be offered/driven? |
| You will be offered/driven | You won't be offered/driven | Will you be offered/driven? |
| They will be offered/driven | They won't be offered/driven | Will they be offered/driven? |

Exercises

1. E Add the missing forms of the passive sentences (affirmative, interrogative or negative)

1. a. affirmative: A car will be driven every day.

b. _____: _____

c. _____: _____

2. a. interrogative: Will emails be written every day?

b. _____: _____

c. _____: _____

3. a. negative: A laptop is not going to be used.

b. _____: _____

c. _____: _____

4. a. interrogative: Are the seminar works going to be written on time?

b. _____: _____

c. _____: _____

5. a. affirmative: Books will be printed in Hong Kong.

b. _____: _____

c. _____: _____

6. a. negative: The samples will not be tested.

b. _____: _____

c. _____: _____



2. M – Find the right answer in these passive sentences!

1. Next week the contract _____ by the two CEOs.

- a. is been signed b. is going to be signed c. has been signed d. are signed

Active: _____

2. The meeting _____ in New York, but in San Francisco.

- a. organized b. won't organize c. won't be organized d. will organize

Active: _____

3. His work _____ by a committee over the next two months.

- a. is going to be supervise b. is going to be supervised c. will supervised d. will be supervise

Active: _____

4. Batteries _____ in this factory any more.

- a. will not be manufactured b. will be manufacture c. will manufacture d. will not manufactured

Active: _____

5. I _____ about the results of the test as soon as they evaluate my application form.

- a. going to notified b. am going to be notified c. am going to notified d. am going to notify

Active: _____

6. The windows of the office buildings _____ as soon as the company can afford it.

- a. will be replaced b. will replaced c. will be replace d. is going to be replaced

Active: _____

7. Spanish _____ at this school from next semester.

- a. is going to be teached b. is going to be taught c. is going be taught d. going to be taught

Active: _____

8. Our company cars _____ for the whole year by an insurance company.

- a. are insure b. are going to be insure c. are going to be insured d. are be insured

Active: _____

9. The meeting _____ by the CEO, but by the mayor.

- a. isn't going to be opened b. is not going to opened c. is going to be open d. isn't going to be open

Active: _____

10. _____ the papers _____ by Monday?

- a. is/going to be delivered b. is/delivered c. are/going to be delivered d. are/going to be send

Active: _____

3. M – Find the wrong answer!

1. The meeting _____ with a high-tech recording device.

- a. will be recorded b. is going to be recorded c. is never recorded d. will recorded

2. The tasks _____ between the five team members.

- a. is going to be divided b. are going to be divided c. will be divided d. will have to be divided

3. Not much money _____ on new laboratory equipment in the next quarter.

- a. is going to be spent b. will being spent c. will be spent d. is being spent

4. _____ some international projects _____ next year?

- | | | | |
|------------------------|-------------------------------|--------------------------------|----------------|
| a. will/be applied for | b. is/going to be applied for | c. are/going to be applied for | d. will/be won |
|------------------------|-------------------------------|--------------------------------|----------------|

5. Are you sure the review _____ by the end of the week?

- | | | | |
|----------------------------|----------------------------|-----------------------|-----------------------------|
| a. is going to be finished | b. is going to be complete | c. will be completed? | d. is going to be completed |
|----------------------------|----------------------------|-----------------------|-----------------------------|

6. The machine _____ in the next few days.

- | | | | |
|-------------------------|------------------|----------------------------|----------------------|
| a. is going to be fixed | b. will be fixed | c. is going to be repaired | d. will be repairing |
|-------------------------|------------------|----------------------------|----------------------|

7. The manufacturing plant _____ for a week for maintenance.

- | | | | |
|----------------|-----------------|-------------------------------|-----------------------------|
| a. will closed | b. will be shut | c. is going to be closed down | d. is going to be shut down |
|----------------|-----------------|-------------------------------|-----------------------------|

8. The new printers _____ tomorrow.

- | | | | |
|------------------------------|--------------------|---------------------------|-------------------------------|
| a. are going to be installed | b. will be install | c. are going to be set up | d. will be put into operation |
|------------------------------|--------------------|---------------------------|-------------------------------|

4. M – Future passive to active: rewrite the sentences into active forms!

1. Those employees responsible for the damage _____ (fire/the CEO) tomorrow.

Active: _____

2. Next week the applicants _____ (interview/human resource manager)

Active: _____

3. The reports _____ (type/secretary) soon.

Active: _____

4. _____ the new factory _____ (visit/board members) next Monday?

Active: _____

5. Money _____ (not pay/company) in compensation to the laid off workers.

Active: _____

6. The new product _____ (launch/marketing manager) at the tech fair in two weeks.

Active: _____

7. _____ a teambuilding course _____
(organize/the company) next weekend?

Active: _____

8. The contract _____ (not sign/director) tomorrow.

Active: _____

9. The problems _____ (not solve/engineers) soon.

Active: _____

10. _____ a new laboratory _____ (build/research
department) next year?

Active: _____



5. M – Make full future passive sentences with the given parts.

1. in | paperclips | desks | find | most |

2. car | fix | My | by tomorrow |

3. IT technician | lecture material | not record | material | by |

4. catering service | official | organize | office party | by |

5. choose | CEO | new | board of shareholders | by | next week |

6. for | car | a test drive. | The | new | take out |

7. time. | meeting | on | not finish | The |

8. this | publish | novel | by | Random House Publishing Company | ? |

9. the | not criticize | lecturer |

10. environment. | our company | More | the | do | for | by

11. The | for | financial plans | look at. | next year |

12. not hear | office party | The | outside | building. | the |

13. At | table | the | for 12 | lay | dinner reception | the | people. |

14. Her | book | secretary. | room | hotel | by | the | ?

15. break | the | bring | the businessmen. | Coffee | in | for |?

6. M – Turn these sentences into passive voice!

1. Delia Masters is going to buy these shares.

These shares _____.

2. I'm not going to prepare my PowerPoint presentation.

My PowerPoint presentation _____.

3. The IT technicians won't fix these computers.

These computers _____.

4. Will Thomas accept the challenge to swim the English Channel?

_____?

5. Somebody will redesign the manager's office.

The manager's office _____.

6. Are they going to send an expert to check the machines?

_____?

7. They will not upload this material to the internet.

This material _____.

8. They are not going to show me the test results.

I _____.

9. Won't they organize a weekend training course for Java programming language?

_____?

10. They are going to announce the winners of the programming competition next week.

The winners of the programming competition _____.

7. M – Correct the mistakes and put the parts into the correct order for passive sentences

1. The | will | report | wrote | be | him. | by |

2. tablets | by | new | won't | buying | company | be |

3. emails | will | deleting | be | All | by | her. | unimportant |

4. are | parking spaces | the | distributed | How | going to | is | redistributed?

5. No important documents | lose | be | won't | by | assistant |

6. invitations | writing. | will | The | be |

7. keep | money | be | will | in | The | the | bank. |

8. Employees | not gave | won't | a | be | raise. |

8. M – Complete these sentences with the right future passive form and an agent!

1. Are you going to prepare the food for the reception?

No, _____ (deliver) by _____.

2. Will you make photocopies for all the participants of the meeting?

No, _____ (make) by _____.

3. Is Stan going to pay the money for his new Corvette in cash?

No, _____ (transfer) from his _____.

4. Am I going to organize the weekend teambuilding course?

No, _____ (organize) by _____.

5. Will you perform all the calculations for the financial review of the first quarter?

No, _____ (make) by _____.

6. Is she going to check for new program updates manually?

No, _____ (perform) by _____.

7. Will the maintenance personnel fix the cooling system?

No, _____ (repair) by _____.

8. Is the boss going to reduce the amount of work for her secretary?

No, _____ (increase) by _____.

9. Will Mr. Smith manage this project?

No, _____ (manage) by _____.

10. Is the lawyer going to give authorization for the sales of company equipment?

No, _____ (give) by _____.

9. M – Rewrite these sentences into future active sentences!

1. I will be helped by my co-worker.

2. The visitors will be met by us at the train station.

3. The computer course will be taken by all research assistants.

4. The manager is going to be interviewed by the local newspaper.

5. The account is going to be monitored by the lawyers.

6. Some new strategies will be suggested at the next meeting.

7. Good relations with the partner firm in Italy are going to be maintained by our manager.

8. A new position will be offered to James.

9. The printer will be repaired by her.

10. A strong contract is going to be drawn up by the company's lawyer.

11. The new office building will be opened by the mayor next Monday.

12. A lot of experience will be gained while working on the production line.

13. The online tests are going to be done by Mike.

14. The bookings for our business trip are going to be taken care of by Joseph.

15. These projects will be supervised by the board of shareholders.

10. M-Fill in each blank with the best response

1. We arranged a meeting for tomorrow. Your holiday..... .

- a) will be canceled
- b) going to be canceled
- c) was canceled

2. My report before my boss got there.

- a) have been finished
- b) had been finished
- c) will be finished

3. Jim's resignation last night.

- a) will be announced
- b) has been announced
- c) was announced

4. A meeting to the clients this week.

- a) had been set up
- b) was set up
- c) has been set up

5. Bob's accountant..... because he had stolen a lot of money.

- a) is fired
- b) was fired
- c) will be fired

6. A programme of social acts ... usually by our company.

- a) is arranged
- b) was arranged
- c) will be arranged

7. We lost all the money. A huge loan next year.

- a) will be needed
- b) going to be needed
- c) is needed

8. The meeting, because the president is sick.

- a) will be delayed
- b) is going to be delayed
- c) was delayed

9. A new computer recently in the manager's office.

- a) had been installed
- b) has been installed
- c) is installed

10. The sale prospectsby the manager at the moment.

- a) is supervised
- b) are being supervised
- c) were being supervised

11. M- Complete the passive sentences. Use the given verbs and tenses.

1. A substantial order _____(place). (Future Simple)
2. The marketing plan _____ (make) by our commercial agent. (Past Simple)
3. I work for a company where office equipment _____ (produce) .(Present Simple)
4. The perfect person _____(find) to take on this difficult job. (Present Perfect)
5. The conference_____ (hold) in the City Hall. (Going to Future)
6. The calculations _____ (check) by the company's accountant. (Present Continuous Tense)
7. The company's investment strategies_____ (change) based on this year's sales. (Future Simple)