

**Rewrite the sentences in the PASSIVE voice, omit the by-agent when possible.**

1. Everyone knows this fact very well.
2. They opened the theatre only last month.
3. They think that the driver had both legs broken in the crash.
4. People will soon forget it.
5. You must write the answers in ink.
6. People understood that the delegation was keen to meet the British Prime Minister.
7. Someone has taken two of my books.
8. We have already filled the vacancy.
9. What should (one) do in such cases?
10. They proved that the statements he had made were false.
11. She offered me a solution.
12. Did they say anything interesting?
13. Did no one ever make the situation clear to you?
14. People now think that some redundancies in the Company are inevitable.
15. One should keep milk in a refrigerator.
16. I don't think anyone can do it.
17. Patients consider that this surgeon is a brilliant practitioner.
18. They would undoubtedly have killed him if he hadn't promised to co-operate.
19. You must finish the work by seven o'clock.
20. The chef gave her the recipe
21. People say that he is an honest, hard-working man.
22. They are now manufacturing this type of computer in many European countries.
23. No one could possibly have known the secret.
24. They believe that the Chancellor is thinking of imposing new taxes to raise extra revenue.
25. Has someone made all the necessary arrangements?
26. Fortunately, no one had said anything about it.
27. They expect that the electricity supply industry will be running into surplus capacity next year.
28. They ought to inform the passengers that the train wasn't working anymore
29. They asked customers to ensure that the shop assistants had given them the correct change before leaving the shop.
30. The judge sent the man to prison for six months, having been found guilty of fraud.
31. My cousin bought me a bracelet for my birthday.
32. They presume that the ship's radio equipment was put out of action during the fire.

**Rewrite the sentences in the ACTIVE voice**

1. All orders will be promptly executed
2. The man was kept in custody
3. Several Japanese manufacturers are reported to be planning to set up plants overseas / It is reported that several Japanese manufacturers are planning to set up plants overseas.
4. Are all the rooms regularly cleaned
5. Much of London was destroyed by fire in the seventeenth century

6. The man who had been bitten by a snake was given a serum
7. The brewers are expected to raise the price of beer in the near future. / It is expected that the brewers will raise the price of beer in the near future.
8. A leader should be a man who can be respected
9. Many slums are being demolished to make way for new buildings
10. The drug was claimed to produce no undesirable side-effects. / It was claimed that the drug produced no undesirable side-effects.
11. The police have been instructed to take firm action against hooligans
12. He was saved from bankruptcy by the kindness of a friend
13. The police are said to have acted with great restraint despite provocation. / It is said that the police acted with great restraint, despite provocation.
14. The Prime Minister was alleged to have misled the House. / It was alleged that the Prime Minister had misled the House.
15. A cease-fire is expected to be declared later this week
16. A great deal of research is being done into the possible causes of cancer
17. The Government is believed to have had second thoughts on this problem / It is believed that the Government has had second thoughts on this problem.
18. The worker claimed that he was being victimized by his employers
19. The tenant was evicted for not paying his rent
20. It had been thought that the Government would do something to help.
21. Three hundred new houses will have been built by the end of next year
22. Because of a strike, work on the building had to be discontinued
23. The explosion was believed to have been caused by a mine. / It was believed that the explosion had been caused by a mine.
24. The witness strongly objected to being cross-examined
25. Having been threatened by a blackmailer\*he immediately informed the police
26. I'm not accustomed to being treated in that way

**Rewrite the sentences using a causative sentence**

1. You should arrange to install central heating before winter comes.
2. He is arranging for an artist to paint his wife's portrait.
3. Drive carefully if you don't want to have your licence endorsed again
4. The tree was so diseased that we had to have it cut down
5. The authorities are encouraging mothers to arrange for the vaccination of their children.
6. She made an appointment with the optician for an examination of her eyes

## **ANSWER KEY**

Rewrite the sentences in the **PASSIVE** voice, omit the **by-agent** when possible

1. Everyone knows this fact very well. **This fact is very well known**
2. They opened the theatre only last month. **The theatre was open only last month**
3. They think that the driver had both legs broken in the crash. **It is thought that the driver had both legs broken in the crash. / The driver is thought to have had both legs broken in the crash**
4. People will soon forget it. **It will soon be forgotten**
5. You must write the answers in ink. **The answer must be written in ink**
6. People understood that the delegation was keen to meet the British Prime Minister. **It was understood that the delegation was keen to meet the British Prime Minister. / The delegation was understood to have been keen to meet the British Prime Minister**
7. Someone has taken two of my books. **Two of my books have been taken**
8. We have already filled the vacancy. **The vacancy has already been filled**
9. What should one do in such cases? **What should be done in such cases**
10. They proved that the statements he had made were false. **It was proved that the statements he had made were false. / The statements he had made were proved to be false**
11. She offered me a solution. **I was offered a solution. / A solution was offered to me**
12. Did they say anything interesting? **Was anything interesting said?**
13. Did no one ever make the situation clear to you? **Wasn't the situation made clear to you?**
14. People now think that some redundancies in the Company are inevitable. **It is now thought that some redundancies in the Company are inevitable. / Some redundancies in the Company are now thought to be inevitable.**
15. One should keep milk in a refrigerator. **Milk should be kept in a refrigerator**
16. I don't think anyone can do it. **I don't think it can be done**
17. Patients consider that this surgeon is a brilliant practitioner. **It is considered that this surgeon is a brilliant practitioner. / This surgeon is considered to be a brilliant practitioner**
18. They would undoubtedly have killed him if he hadn't promised to co-operate. **He would undoubtedly have been killed if he hadn't promise to cooperate**
19. You must finish the work by seven o'clock. **The work must be finished by seven o'clock**
20. The chef gave her the recipe. **She was given the recipe. / The recipe was given to her**
21. People say that he is an honest, hard-working man. **It is said that he is an honest, hard-working man. / He is said to be a honest, hard-working man**
22. They are now manufacturing this type of computer in many European countries. **This type of computers are now being manufactured in many European countries.**
23. No one could possibly have known the secret. **The secret could not possibly have been known**
24. They believe that the Chancellor is thinking of imposing new taxes to raise extra revenue. **It is believed that the Chancellor is thinking of imposing new taxes to raise extra revenue. / The Chancellor is believed to be thinking of imposing new taxes to raise extra revenue.**
25. Has someone made all the necessary arrangements? **Have all the necessary arrangements been made?**
26. Fortunately, no one had said anything about it. **Fortunately, nothing had been said about it**
27. They expect that the electricity supply industry will be running into surplus capacity next year. **It is expected that the electricity supply industry will be running into surplus capacity next year. The electricity supply industry is expected to be running into surplus capacity next year**
28. They ought to inform the passengers that the train wasn't working anymore. **Passengers ought to be informed that the train wasn't working anymore**

29. They asked customers to ensure that the shop assistants had given them the correct change before leaving the shop. **Customers were asked to ensure that (the shop assistant had given them / they had been given) the correct change before leaving the shop.**
30. My cousin bought me a bracelet for my birthday. **I was bought a bracelet for my birthday by my cousin. / A bracelet was bought to me by my cousin for my birthday.**
31. The judge sent the man to prison for six months, having been found guilty of fraud. **The man was sent to prison for six months, having been found guilty of fraud.**
32. They presume that the ship's radio equipment was put out of action during the fire. **It is presumed that the ship's radio equipment was put out of action during the fire. The ship's radio equipment was presumed to have been put out of action during the fire.**

### **Rewrite the sentences in the ACTIVE voice**

1. All orders will be promptly executed. **They will promptly execute all orders**
2. The man was kept in custody. **The police kept the man in custody.**
3. Several Japanese manufacturers are reported to be planning to set up plants overseas / It is reported that several Japanese manufacturers are planning to set up plants overseas. **They reported that several Japanese manufacturers are planning to set up plants overseas.**
4. Are all the rooms regularly cleaned. **All the rooms are cleaned regularly**
5. Much of London was destroyed by fire in the seventeenth century. **A fire destroyed much of London in the seventeenth century**
6. The man who had been bitten by a snake was given a serum. **They gave a serum to the man who had been bitten by a snake**
7. The brewers are expected to raise the price of beer in the near future. / It is expected that the brewers will raise the price of beer in the near future. **They expect that the brewers will raise the price of beer in the near future.**
8. A leader should be a man who can be respected. **A leader should be a man to whom people can respect.**
9. Many slums are being demolished to make way for new buildings. **They are demolishing many slums to make way for new buildings.**
10. The drug was claimed to produce no undesirable side effects. / It was claimed that the drug produced no undesirable side-effects. **They claimed that the drug produced no undesirable .....**
11. The police have been instructed to take firm action against hooligans. **They have instructed the police to take firm action against hooligans.**
12. He was saved from bankruptcy by the kindness of a friend. **The kindness of a friend saved him from bankruptcy.**
13. The police are said to have acted with great restraint\*despite provocation. / It is said that the police acted with great restraint, despite provocation. **People say that the police acted with great restraint, despite provocation.**
14. The Prime Minister was alleged to have misled the House. / It was alleged that the Prime Minister had misled the House. **They alleged that the Prime Minister had misled the House.**
15. A cease-fire is expected to be declared later this week. **Everybody expects / People expect that a cease fire will be declared later this week.**
16. A great deal of research is being done into the possible causes of cancer. **Scientists are doing a great deal of research into the possible causes of cancer.**

17. The Government is believed to have had second thoughts on this problem / It is believed that the Government has had second thoughts on this problem. **People believe that the Government has had second thoughts on this problem.**
18. The worker claimed that he was being victimized by his employers. **The worker claimed that his employers were victimizing him.**
19. The tenant was evicted for not paying his rent. **The owner evicted the tenant for not paying his rent.**
20. It had been thought that the Government would do something to help. **They thought the Government would do something to help**
21. Three hundred new houses will have been built by the end of next year. **They will have built three hundred new houses by the end of the year.**
22. Because of a strike, work on the building had to be discontinued. **Because of a strike, they had to discontinue the work on the building**
23. The explosion was believed to have been caused by a mine. / It was believed that the explosion had been caused by a mine. **They believed that the explosion had been caused by a mine.**
24. The witness strongly objected to being cross-examined. **The witness strongly objected to the fact that someone cross-examined him**
25. Having been threatened by a blackmailer he immediately informed the police. **He immediately informed the police because a blackmailer had threatened him**
26. I'm not accustomed to being treated in that way. **I'm not accustomed to the fact that they treat me in that way.**

**Rewrite the sentences using a causative sentence**

1. You should arrange to install central heating before winter comes. **You should have central heating installed before winter comes**
2. He is arranging for an artist to paint his wife's portrait. **He us having his wife's portrait painted**
3. Drive carefully if you don't want to have your licence endorsed again. **Drive carefully if you don't want to have your licence endorsed again**
4. The tree was so diseased that we had to have it cut down. **The tree was so diseased that we had to have it cut down**
5. The authorities are encouraging mothers to arrange for the vaccination of their children. **The authorities are encouraging mothers to get their children vaccinated**
6. She made an appointment with the optician for an examination of her eyes. **She made an appointment with the optician to have her eyes examined**