PASSIVE AND ACTIVE VOICE

PUT THE FOLLOWING SENTENCES INTO THE PASSIVE VOICE.

- Jane taught him English.  
  He was taught English by Jane.
- They have given me a watch.  
  I have been given a watch.
- Mr Winston gives presents to all the staff at Christmas.  
  All the staff is/are given presents at Christmas by Mr Winston.
- They wrote a letter to her.  
  She was written a letter.
- The hotel manager has offered Diana a job.  
  Diana has been offered a job by the hotel manager.
- Our father promised my sister and me a new car.  
  My sister and me were promised a new car by our father.
- Someone will show you how to do the work.  
  You will be shown how to do the work.
- Her children will send her flowers.  
  She will be sent flowers by her children.

PUT THE FOLLOWING SENTENCES INTO THE PASSIVE VOICE. DO NOT MENTION THE AGENT UNLESS IT SEEMS NECESSARY.

- The milkman brings the milk to my door.  
  The milk is brought to my door.
- The postman leaves the letters in the hall.  
  The letters are left in the hall.
- People steal things from supermarkets every day.  
  Things are stolen from supermarkets every day.
- Someone stole twenty bottles of whisky from this one last week.  
  Twenty bottles of whisky were stolen from this one last week.
- Normally men sweep this street every day.  
  This street is normally swept every day by men.
- Today nobody swept it.  
  It wasn’t swept today.
- The postman last cleared this box at 2:30.  
  This box was last cleared at 2.30
- Someone turned on a light in the hall and opened the door.  
  A light was turned on in the hall and the door was opened.
- They clean the upstairs office in the evening between seven and eight.  
  The upstairs office is cleaned in the evening between seven and eight.
- We never saw him in the dining room.  
  He was never seen in the dining room.
- A maid took all his meals up to him.  
  All his meals were taken up to him by a maid. / He had all his meals taken up.
- Someone left this purse in a classroom yesterday.  
  This purse was left in a classroom yesterday.
- Last year we built 1500 new houses.  
  1500 new houses were built last year.
• Guests can order coffee and sandwiches up to 11.30.
  Coffee and sandwiches can be ordered up to 11.30.
• An ambulance took the sick man to hospital.
  The sick man was taken to hospital by an ambulance.
• Can we do something about that?
  Can something be done about that?
• The other day a dog chased a thief who tried to get in the warehouse.
  A thief who tried to get in the warehouse was chased the other day by a dog.
• The police arrested the thief.
  The thief was arrested.
• Some people carried Jack off the field on a stretcher.
  Jack was carried off the field on a stretcher.
• You can’t wash this dress.
  This dress can’t be washed.
• You must dry-clean it.
  It must be dry-cleaned.
• They are demolishing the entire block.
  The entire block is being demolished.
• Men with slide rules used to do these calculations.
  These calculations used to be done by men with slide rules.
• They are repairing my piano at the moment.
  My piano is being repaired at the moment. / I am having my piano repaired at the moment.
• Passengers shouldn’t throw away their tickets.
  Tickets shouldn’t be thrown away by passengers.
• Has someone posted my parcel?
  Has my parcel been posted?
• Why did no one inform me of the change of plan?
  Why wasn’t I informed of the change of plan?
• We found that the operation was correct.
  The operation was found to have been correct.
• We know that you were in town on the night of the crime.
  You are known to have been in town on the night of the crime.
• Someone seems to have made a terrible mistake.
  A terrible mistake seems to have been made.
• People know that he is armed.
  He is known to be armed.
• We believe that he has special knowledge which may be useful to the police.
  He is believed to have special knowledge which may be useful to the police.
• People believe that he was killed by terrorists.
  He is believed to have been killed by terrorists.
• We know that the expedition reached the South Pole in May.
  The expedition is known to have reached the South Pole in May.
• They decided to divide the money between the widows of the life-boatmen.
  The money was decided to be divided between the widows of the life-boatmen.
• People consider that he is a very disgusting person.
  He is considered to be a very disgusting person.
• People often take him for his brother.
  He is often taken for his brother.
• The crowd shouted him down.
  He was shouted down by the crowd.
• No one has taken out the cork.
  The cork hasn’t been taken out.
• People must hand in their weapons. Weapons must be handed in.
• Burglars broke into the house. The house was broken into by burglars.
• The manufacturers are giving away small plastic toys. Small plastic toys are being given away by the manufacturers.
• The finance committee hasn’t accounted for the items on the enclosed list. The items on the enclosed list haven’t been accounted for by the finance committee.
• Most people would approve of what you did. What you did would be approved of.
• The fence kept the dogs off the lawn. The dogs were kept off the lawn by the fence.
• His uncle helped him out with a loan. He was helped out with a loan by his uncle.
• The rescue team dug the victims out in two hours. The victims were dug out in two hours by the rescue team.
• The authorities closed down his business. His business was closed down by the authorities.
• My parents will bring Janet up to believe in the golden rule. Janet will be brought up to believe in the golden rule by my parents.
• Somebody washed John’s contact lenses down the sink. John’s contact lenses were washed down the sink.
• The whole family saw him off at the station. He was seen off at the station by the whole family.
• Everybody listened attentively to the message on the radio. The message was listened to attentively on the radio.

PUT THE FOLLOWING SENTENCES INTO THE ACTIVE VOICE

• The instructions have been changed. They have changed the instructions. / Someone has changed the instructions.
• She will have to be taught. They/Someone will have to teach her.
• This car was manufactured in Japan by Toyota. Toyota manufactured this car in Japan.
• Why aren’t the exercises being finished on time? Why aren’t they finishing the exercises on time? / Why isn’t anybody finishing the exercises on time?
• Last year 2,000 new units had been produced by the time we introduced the new design. They had produced 2,000 new units last year by the time we introduced the new design.
• Casual clothes must not be worn. They mustn’t wear casual clothes. / No one must wear casual clothes.
• $400,000 in profit has been reported this year. They have reported $400,000 in profit this year.
• The test will be given at five o’clock this afternoon. The teacher/examiner will give the test at five o’clock this afternoon.
• Students are required to wear uniforms at all times. They require / The School requires students to wear uniforms at all times.
• This rumour must have been started by our competitors.  
  Our competitor must have started this rumour.
• All work will have been completed by five o’clock this evening.  
  They will have completed all work by five o’clock this evening.
• We were told to wait here.  
  They/Someone told us to wait here.
• Lunch was being served when we arrived.  
  They were serving lunch when we arrived. / Someone was serving lunch when we arrived.
• Lectures are recorded and posted on the Internet.  
  They/The teachers record and post lectures on the Internet.
• Portuguese has always been spoken in this village.  
  They / People have always spoken Portuguese in this village.

PUT THE FOLLOWING SENTENCES INTO THE PASSIVE VOICE USING THE 
CAUSATIVE FORM OF HAVE

• The maid cleans her room every day.  
  She has her room cleaned every day.
• The chef cooked us a very special dinner.  
  We had a very special dinner cooked.
• The photographer has taken a photo of me.  
  I have had a photo of me taken.
• They are building our house.  
  Our house is being built. / We are having our house built.
• The dress-maker will make a beautiful dress for Judy.  
  Judy will have a beautiful dress made.
• The technician has been installing our new telephone line.  
  We have been having our new telephone line installed.
• The agent published Mary’s book last year.  
  Mary had her book published last year.
• The photographer developed my photos.  
  I had my photos developed.
• My dentist took one of my wise teeth out.  
  I had one of my wise teeth taken out.
• He has fixed her television set.  
  Her television set has been fixed. / She has had her television set fixed.
• She is brushing Peter’s hair.  
  Peter’s hair is being brushed. / Peter is having his hair brushed.
• They are decorating my brother’s room tomorrow.  
  My brother’s room is being decorated tomorrow. / My brother is having his room decorated tomorrow.