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THE PASSIVE VOICE

*Методичні рекомендації з курсу практичної граматики англійської мови
для студентів I курсу факультету іноземної філології*

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Передмова

Методичний посібник присвячено одній з найскладніших та найбільш уживаних граматичних категорій англійської мови, що виражає відношення дії до суб'єкта і об'єкта, – категорії стану дієслова, її різновиду - пасиву, а також нетиповій для української мови конструкції - каузативу. Утворення, вживання та переклад пасивних конструкцій та каузатива з англійської мови на українську викликають певні труднощі в учнів старших класів і студентів університетів у зв'язку з наявністю часткової невідповідності даного граматичного феномену в англійській та рідній мовах, а також тим, що вживання зазначених граматичних явищ більше притаманне діловій англійській мові.

Метою авторів посібника було детально розглянути вживання пасивного стану дієслова та каузатива в сучасній англійській мові, акцентуючи увагу на особливостях перекладу окремих словосполучень та мовних виразів. Різноманітні за граматичним наповненням комунікативні вправи підібрано з урахуванням різних рівнів складності.

Посібник адресований викладачам, студентам-філологам і майбутнім учителям, усім, хто вивчає англійську мову чи працює з нею.

THEORETICAL REFERENCE

The Category of Voice

Voice is the grammatical category of the verb which denotes the relationship between the action expressed by a verb and the person or non-person denoted by the subject of the sentence.

In Modern English there are two grammatical voices: **the Active Voice and the Passive Voice**. Some grammarians consider that the number of voices is more than two. Thus, they mention other voices that embrace a limited number of verbs in Modern English, namely: *the Reflexive voice* (*He shaved himself*), *the Middle voice* (*The goods sell well*), and *the Reciprocal voice* (*We saw each other; They helped one another*).

The Active Voice shows that the action is directed from the subject to the object and the subject itself is the agent (the doer) of an action expressed by the predicate.

e.g. The teacher asked the pupil.

We are laughing at the clown.

They have built a new sports center.

The Passive Voice is used to show that the action is directed to the subject which is not the doer of an action but is acted upon, or undergoes an action.

e.g. The pupil was asked by the teacher.

The clown is being laughed at.

A new sports center has been built.

The category of voice applies to the whole system of English verb forms, both finite and non-finite. The active voice has no special means of formation, it comprises 12 tense forms and is recognized by contrast with the passive voice which is composed of the auxiliary verb *to be* and **Participle II**.

A sentence containing a verb in the passive is called *a passive construction* whereas a sentence containing a verb in the active voice is called *an active construction*.

The Tenses in the Passive Voice

The Passive Voice is an analytical form which is built with the help of the auxiliary *to be* in the appropriate tense form and *Participle II* of the notional verb.

	ACTIVE VOICE	PASSIVE VOICE
Present Simple	The department investigates crimes.	Crimes are investigated by our department.
Present Continuous	The department is investigating several crimes this week.	Several crimes are being investigated this week.
Past Simple	The department investigated several crimes last summer.	Several crimes were investigated last summer.
Past Continuous	The department was investigating several crimes this summer.	Several crimes were being investigated this summer.
Future Simple	The department will investigate several crimes next week.	Several crimes will be investigated next week.
Present Perfect	The department has already investigated several crimes.	Several crimes have already been investigated .
Past Perfect	The department had investigated several crimes by May, 2016.	Several crimes had been investigated by May, 2016.
Future Perfect	The department will have investigated several crimes by next Monday.	Several crimes will have been investigated by next Monday.
Simple Infinitive	The department is about to investigate a serious crime.	A serious crime is about to be investigated .
Perfect Infinitive	The department seems to have investigated a serious crime.	A serious crime seems to have been investigated .
-ing form	We objected to our department investigating serious crimes.	We objected to serious crimes being investigated by our department.
Perfect –ing form	Having investigated a serious crime, PC Plum was given a promotion.	A serious crime having been investigated , PC Plum was given a promotion.
Modals	The department must investigate several crimes.	Several crimes must be investigated by the department.

- Perfect Continuous tenses and Future Continuous are not used in the Passive.
- In colloquial English the auxiliary verb *to get* can be used instead of *to be* in the Passive to express something unpleasant, unexpected and accidental.

*e.g The cyclist **got hurt** on his way home.*

*Don't push my elbow or my drink **will get spilt**.*

*The window suddenly opened and a valuable china vase **got broken**.*

The Use of the Passive Voice

The Passive, as well as the Active Voice, is widely used both in written and spoken English. However, the Passive is preferred when

1. **the agent**, or the doer of the action, is **unimportant, unknown or obvious** from the context:

*e.g. I **was advised** to obtain a visa in advance.* (unimportant agent)

*Repairs **are being made** on the runway.* (obvious agent – builders)

*My bike **was stolen** last night.* (unknown agent)

2. the action itself is more important than the person who performed it, as in news headlines, newspaper articles, formal notices, instructions, scientific or academic writing, advertisements or describing processes:

*e.g. Mexico City **was hit** by a hurricane yesterday.* (news report)

*Breakfast **is served** from 7.00 to 10.00.* (formal notice)

*Then, milk **is taken** to a factory where it **is pasteurised**.* (process)

*The possibilities **have been suggested** and these **will be described** in Chapter 3.* (scientific writing)

3. the agent is emphasised:

*e.g. The Mona Lisa was painted **by Leonardo da Vinci**.*

4. we refer to an unpleasant event and we do not want to say who or what is to blame:

*e.g. A lot of mistakes **have been made** in this test.* (more polite than “You have made a lot of mistakes in this test”)

5. we want to sound more formal:

*e.g. Your application **will be assessed** by the manager.* (more formal than “The manager will assess your application”)

Changing from Active into Passive

To change a sentence from the active into the passive, one must remember the following rules:

- **The object** of the active sentence becomes **the subject** of the passive sentence. **Object pronouns** (*me, you, him, her, them, us*) of the active sentence become **subject pronouns** (*I, you, he, she, they, we*) in the passive.
- **The subject** of the active sentence becomes **the agent**, and can be either introduced with the preposition **by** or omitted.
- The active verb remains in the same tense but changes into a passive form.

	subject	verb	object	agent
Active	<i>The postman</i>	<i>delivered</i>	<i>the parcels.</i>	
Passive	<i>The parcels</i>	<i>were delivered</i>		<i>by the postman</i>

The passive can be used only with **transitive verbs**, i.e. verbs followed by an object.

*e.g. Active They **taught me** French in my childhood.(transitive verb)*
*Passive I **was taught** French in my childhood.*
*But I **travelled to** France in my childhood.(intransitive verb)*

However, some transitive verbs such as **resemble, fit, have**, etc. cannot form passive sentences.

*e.g. This swimming suit **fits** me. (NOT: ~~I am fitted by this swimming suit.~~)*

Constructions with certain verbs followed by object and infinitive cannot be made passive.

*e.g. We wanted **Kim to leave**. – NOT: ~~Kim was wanted to leave.~~*

*I refuse **to answer your questions**. – NOT: ~~Your questions are refused to answer.~~*

No passive construction is possible, if the direct object is that-clause (*John said **that everything was all right***), an infinitive (*We arranged **to meet** at 5*), a reflexive pronoun (*He hurt **himself***) or a noun with a possessive pronoun referring to the same person as the subject of the sentence (*He cut **his** finger*).

(See more information on the groups of verbs used in the passive in the paragraphs below)

In the passive we use **prepositions**

- **by + agent** to say who or what carries out the action, and
- **with + instrument/ ingredient/material** to say what the agent used to perform the action.

*e.g. The door was opened **by** the wind. Later, I locked it with **the** key.*

*He was hit on the head **by** a burglar **with** a piece of wood.*

*The pancakes that were brought **by** Sarah, were made **with** flour, milk and eggs.*

The agent of the passive **is mentioned** when it is a specific or important person or when it is essential to the meaning of the sentence.

*e.g. Active **Christopher Columbus** discovered America.*

*Passive America was discovered **by Christopher Columbus**.*

The agent is often **omitted** if it is unknown, unimportant, obvious from the context or expressed by the following words: **people, one, someone/somebody, they, he, etc.**

*e.g. Active **Somebody** stole my bike yesterday.*

Passive My bike was stolen yesterday. (unknown agent)

*Active **People** grow mostly rice in this country.*

Passive Rice is mostly grown in this country. (obvious agent)

The verbs **hear, see, make, help** are followed by **the bare infinitive** in the active voice but by **the to-infinitive** in the passive.

*e.g. We **heard** them **cry**. – They **were heard to cry**.*

*She **saw** the thief **break** the window. – The thief **was seen to break** the window.*

*They **are helping** me (to) **tidy** my room. – I **am being helped to tidy** my room.*

*My parents **made** me **study** harder. – I **was made to study** harder.*

Remember that the verbs **hear, see, watch** are followed by **Participle I** both in the active and in the passive.

*e.g. I **watched** my dog **playing**. – My dog **was watched playing**.*

*We **saw** Mike **painting** the house. – Mike **was seen painting** the house.*

*She **heard** them **crying** in the hall. – They **were heard crying** in the hall.*

Participles like **amazed, amused, broken, interested, pleased, worried** can be used either as adjectives or past participles in the passive. If these participles are used as adjectives, they cannot be turned into the active. Compare: *The first time we saw the castle, we **were amazed**.* (adjective – cannot be changed into the active) *We **were amazed** by the work of the architect.* (past participle – *The work of the architect **amazed** us.*)

Verbs of the active sentence followed by prepositions (**listen to, send for, talk about**) take the preposition immediately after them when turned into the passive.

*e.g. Nobody **listened to** the manager. – The manager **wasn't listened to**.*

*They **will send for** the doctor soon. – The doctor **will be sent for** soon.*

*We **talk much about** our exams. – Our exams **are much talked about**.*

In passive questions with **Who/Whom/Which/What** preposition **by** is not omitted.

*e.g. **Who** discovered penicillin? – **Who** was penicillin discovered **by**?*

***What** caused the flooding? – **What** was the flooding caused **by**?*

***Which of the news** shocked him? – **Which of the news** was he shocked **by**?*

(See more information on the Prepositional Passive in the paragraphs below)

Personal and Impersonal Constructions

The reporting verbs **consider, understand, think, believe, say, know, report, expect, feel, hope** are used in the following passive patterns in personal and impersonal constructions.

*e.g. They **say** that Ralph Lauren is the richest fashion designer in the world.*

Personal construction	Impersonal construction
<i>Subject + passive + to-infinitive</i>	<i>It + passive + that-clause</i>
<i>Ralph Lauren is said to be the richest fashion designer in the world.</i>	<i>It is said that Ralph Lauren is the richest fashion designer in the world.</i>

In personal constructions different forms of the infinitive can be used to show the tenses. Study the examples below:

*e.g. It is expected that our team **will win**. – Our team **is expected to win**.*

(Present Infinitive refers the action to the present or future)

*e.g. It is thought that the company **is making** big profit. – The company **is thought to be making** big profit.*

(Present Continuous Infinitive refers the action to the moment of speaking)

*e.g. It is known that this town **was built** by the Romans. – This town **is known to have been built** by the Romans.*

(Perfect Infinitive is used to talk about the action in the past)

*e.g. It is believed that women **have been fighting** for the equal rights with men since time immemorial. – Women **are believed to have been fighting** for the equal rights with men since time immemorial.*

(Perfect Continuous Infinitive emphasises the duration of the action in progress)

These patterns are rather formal and are used mainly in news reports and academic and scientific writing.

The Passive Voice of Different Verbs

The passive voice in English may be found with different types of verbs (mostly **transitive**) in various verb phrases. **Transitive verbs** are verbs that take an **object**, either **direct**, **indirect** or **prepositional**.

*e.g. They **explained the problem** (What?) to the class. - **The problem** (What?) **was explained to the class.** (direct object)*

*They **offered her** (whom?) **a second-hand bicycle.** – **She** (who?) **was offered a second-hand bicycle.** (indirect object)*

*She **takes care of her baby.** – **Her baby is taken care of.** (prepositional object)*

Thus, the subject of the passive may correspond to a direct, indirect or prepositional object in the active construction.

In the vast majority of cases, English *transitive verb + object* coincides with the same type in Ukrainian. However, there are a number of transitive verbs in English which correspond to Ukrainian verbs followed by an indirect or prepositional object, for example, ***to answer, to assist, to address, to admire, to believe, to contradict, to enjoy, to follow, to help, to influence, to join, to threaten, to trust, to watch, etc.***

Among **transitive verbs** we distinguish **monotransitive** (non-prepositional and prepositional) and **ditransitive**.

Monotransitive verbs, that take one object, are numerous and almost all of them can form a direct passive construction. These are non-prepositional, such as ***to take, to do, to make, to build, to discuss, to translate, to hate, to love, to meet, etc.***

*e.g. A new railway **is being built** near our town.*

*“A Farewell to Arms” **was published** in 1929.*

*You **will be met** at the station.*

and prepositional monotransitive verbs, such as ***to blow up, to bring in, to bring up, to carry out, to put on, to see off, to turn down, etc.***

*e.g. The plan **was successfully carried out.** My proposal **has been turned down.** The boats **are being brought in.***

Ditransitive verbs such as *to allow, to award, to bring, to buy, to feed, to give, to grant, to hand, to lend, to offer, to owe, to pass, to post, to promise, to read, to sell, to send, to show, to take, to tell, to teach, to throw, to write, etc.* take two objects, usually one indirect and one direct and admit two corresponding passive constructions, for example,

*Mrs. Blair taught (whom?) **him** (what?) **French** at school.-*

***He** was taught French at school.
(indirect passive)*

***French** was taught to him at school.
(direct passive)*

- ✓ A certain group of **transitive verbs** that do not **denote** an action or process, but **a state or relation**, cannot be made passive. They are: ***to have, to possess, to lack, to resemble, to become, to fit, to suit, to hold, to seem, to pretend, to belong.***

*e.g. Mark **resembles** his father. (NOT: ~~Mark's father is resembled by him.~~)*

*She **lacked** confidence at the final exam. (NOT: ~~The confidence was lacked by her at the final exam.~~)*

*We **have** a new office in the centre. (NOT: ~~A new office is had by us.~~)*

*The conditions **suit** me. (NOT: ~~I am suited by the conditions.~~)*

*The Olympic Stadium **holds** 65,000 people. (NOT: ~~65,000 people are held by the Olympic Stadium~~)*

However, the verb *to hold* can be used in the passive voice only with the reference to human activity, for example, *The scientific conference **was held** at the end of February.*

- ✓ The verb ***to have** + noun* to describe an action cannot be turned passive:
to have shower, to have a break

*e.g. She **had a shower** 5 minutes ago. - NOT: ~~A shower was had by her 5 minutes ago.~~*

Intransitive verbs, or verbs that take no direct object, are not used in passive constructions. An intransitive verb does not need a direct object to complete the meaning of the verb. It may be used without an object or may be followed by a prepositional object or by an adverbial modifier, for example: *to arrive, to come, to disappear, to fall, to go, to happen, to laugh, to lie, to live, to rise, to sit.*

*e.g. Kyle **fell** from the ladder. (prepositional phrase)*

*The ambulance **arrived at** his house ten minutes later. (adverbial modifier)*

Many common English verbs can be used as transitive or intransitive depending on the situation, or as transitive in one meaning and as intransitive in another meaning. For example: *to move, to run, to wake, to walk, etc.*

*e.g. I **walk** in the evening. – No passive, intransitive verb*

*I **walk** my dog in the evening. - My dog **is walked** in the evening.*

Ergative verbs are transitive verbs that allow us to change the object of the active sentence to the subject of the passive sentence without using the passive voice. The agent (the doer) of the action is not mentioned or even implied in this case. In such sentences the active transitive verb becomes intransitive.

*e.g. The wind **opened** the door. (active)*

*The door **was opened** by the wind. (passive)*

*The door **opened**. (ergative – as if the door opened by itself)*

The ergative verbs can describe:

- **change**, for example, *to change, to dry, to break, to open, to close, to finish, to smash, etc.* (*The clothes **were dried** by the sun. – The clothes **dried** an hour ago.*)
- **movement**, for example, *to land, to move, to turn, to stop, to shift, etc.* (*The plane **was landed** only on one engine. – The plane **landed** on time.*)
- **cooking**, for example, *to bake, to cook, to boil, to fry, to heat up, to freeze, etc.* (*My birthday cake **was burnt**. – Being left unattended, the cake **burnt**.*)
- **Miscellaneous verbs:**
 - e.g. She **photographs** well. (= she is photogenic)*
 - The book **reads** well. (= its style is good)*
 - The designer clothes **sell** well. (= many people buy them)*
 - This stain **washes out** quickly. (= disappears while washing)*

The Types of the Passive Constructions

1. In the **Direct Passive** the subject of the passive construction corresponds to the direct object of the verb.

*e.g. Michael **assisted** (who?) Lady Winfred to her car. - Lady Winfred **was assisted** to her car.*

*After the accident they **drove** (who?)him to the hospital. – After the accident he **was driven** to the hospital.*

*Everybody **knows** (what?) he will not tolerate any criticism. – It **is known** he will not tolerate any criticism. (impersonal construction)*

2. In the **Indirect Passive** the indirect object of the verb becomes the subject of the passive construction.

*e.g. We **offered** a part-time job (to whom?) to Kim. – Kim **was offered** a part-time job.*

In this passive construction the verb is always followed by the direct object (*a job*); it is called *a retained object* since it is retained by the verb. Although the Indirect Passive is peculiar to English, its use is not very common. It is widely used with the verb *to tell*, *to offer* and set phrases containing verbs *to give* and *to grant* followed by a noun.

*e.g. Donny **was told** I didn't like him.*

*We **haven't been given** a chance to explain.*

*The alumni **are being given** a party at the moment.*

*Lil **will be granted** leave of absence from her work to make further researches.*

As it has been mentioned above, a number of verbs (**ditransitive verbs**): *to allow*, *to award*, *to bring*, *to buy*, *to feed*, *to give*, *to grant*, *to hand*, *to lend*, *to offer*, *to owe*, *to pass*, *to post*, *to promise*, *to read*, *to sell*, *to send*, *to show*, *to take*, *to tell*, *to teach*, *to throw*, *to write*, etc. take two objects – direct and indirect, and form two corresponding passive constructions. Study the following examples:

The Principal showed the canteen to the freshers. –

The freshers were shown the canteen.
(indirect passive)

The canteen was shown to the
freshers. (direct passive)

The Club where I used to play bridge had given me a membership card. –

I had been given a card. (indirect)

The card had been given to me. (direct)

The subject of the first passive construction corresponds to the *indirect object* of the active construction and the construction is therefore called **the indirect passive construction**. The subject of the second passive construction corresponds to the *direct object* of the active construction and the construction is therefore called **the direct passive construction**.

However, some ditransitive verbs, such as *to announce, to demonstrate, to describe, to dictate, to introduce, to mention, to propose, to report, to suggest* cannot form indirect passive constructions as they are not followed by indirect object + direct object in the active voice.

Active:

~~He explained me the rule.~~

He **explained** the rule to me.

~~They suggested me some changes.~~

They **suggested** some changes to me.

Passive:

~~I was explained the rule.~~

The rule **was explained** to me.

~~I was suggested some changes.~~

Some changes **were suggested** to me.

3. In the Prepositional Passive the subject of the passive construction corresponds to the prepositional object of the verb. The preposition retains its place after the verb.

*e.g. He was highly **thought of** in his town. The doctor **has been sent for**. You'll be **taken care of**. My request **was disapproved of**.*

Most verbs of this type denote the process of speaking, mental and physical perception. The prepositional passive construction has no equivalent in Ukrainian and is translated by an indefinite personal active construction.

*Caroline was still **being talked about**.*

Про Керолайн все ще говорили.

*He **had never been spoken to** that way.* З ним так ніколи не розмовляли.

When the prepositional passive construction contains a modal verb, an impersonal active construction is used in Ukrainian.

*This picture **must be looked at**
again and again.*

На цю картину треба дивитися
знову і знову.

Groups of Prepositional Verbs

Group I (contains the majority but not all):

to account for, to agree upon, to appeal to, to call on, to comment on (upon), to deal with, to decide on, to depend (up)on, to dispose of, to dwell upon, to hear of, to insist on, to interfere with, to laugh at, to listen to, to look at, to look for, to look into, to object to, to pay for, to provide for, to put up with, to read to, to refer to, to rely on, to send for, to speak about (of), to speak to, to talk about (of), to touch upon, to wait for, to wonder at, etc.

*e.g. She felt she **was being looked at** and it gave her immense satisfaction.*

*You may speak only when you **are spoken to**, my dear, but not otherwise.*

*Such topics **have never been touched upon** in his speech before.*

Some of these verbs have non-prepositional equivalents, for example,

*Your absence **must be accounted for**. = Your absence must be explained.*

Group II (contains phraseological units based on the fusion of a monotransitive verb and a noun as direct object. These units express one notion and function as prepositional verbs):

to catch sight of, to lose sight of, to find fault with, to make fun of, to make a fuss of, to make use of, to pay attention to, to put an end to, to put up with, to set fire to, to take notice of, to take advantage of, to take care of, etc.

*e.g. In hospital patients **are taken good care of**.*

*In this school **a great deal of attention is paid to** mathematics.*

*He paused at each table and then, when **no notice was taken of him**, with a smile he passed on.*

Group III (contains a short list of intransitive verbs used with prepositional nominal groups functioning as prepositional objects or adverbial modifiers):

to arrive at, to come to, to live in, to sleep in, to sit in

*No conclusion **was arrived at**.* Не прийшли до жодного висновку.

*His bed **hasn't been slept in**.* У його ліжку не спали.

*Such a dress **can't be sat down in**.* У такій сукні сідати не можна.

Causative Form (TO HAVE SOMETHING DONE)

The construction *to have* + *object* + *past participle* is used to say that we have arranged for someone to do something for us.

*e.g. We **had the new blinds fitted** yesterday. (We didn't do it ourselves. We hired a repairman.)*

The Causative has the following tense forms

	ACTIVE VOICE	CAUSATIVE
Present Simple	I service my car here	I have my car serviced here
Present Continuous	I am servicing my car now	I am having my car serviced here
Past Simple	I serviced my car last week	I had my car serviced last week
Past Continuous	I was servicing my car from Friday to Tuesday	I was having my car serviced from Friday to Tuesday
Present Perfect	I have serviced my car already	I have had my car serviced already
Past Perfect	I had serviced my car by last Monday	I had had my car serviced by last Monday
Future Simple	I will service my car soon	I will have my car serviced soon
Future Continuous	I will be servicing my car this time tomorrow	I will be having my car serviced this time tomorrow
Present Perfect Continuous	I have already been servicing the car for two days	I have been having my car serviced for two days
Past Perfect Continuous	I had been servicing the car for two days when my friends arrived	I had been having my car serviced for two days when my friends arrived
Infinitive	I want to service my car	I want to have my car serviced
-ing form	I like servicing my car here	I like having my car serviced here

- The verb *to have* , used in *the Present and Past Simple* causative requires auxiliary *do/does* and *did* to make questions and negatives.

*e.g. **Did** you **have** your portrait painted a year ago?*

*I **don't have** my photos taken here.*

- The causative is used instead of the passive to express accidents, misfortunes, something unpleasant

e.g. Mike **had his motorbike stolen** two days ago. (Mike's bike was stolen two days ago.)

Jack **had his leg broken**. (Jack's leg was broken.)

- **Get** can be used instead of **have** in the causative in informal situations only. **Get** is stronger in meaning than **have** and can be used to suggest difficulty.

e.g. I **got my tooth taken** just now.

We finally **got our seats booked**.

- **Make/have + person + bare infinitive** are used to express that someone causes someone else to do something, but with some difference in meaning.

e.g. The boss **made Lisa start** a blog. (He **insisted** on it)

The boss **had Lisa start** the blog. (He asked Lisa to do it.)

- **Get + person + to-infinitive** is used to show that someone persuades someone else to do something.

e.g. Kate **got her neighbour to sell** that old car. (She **persuaded** him.)

PRACTICE

Task 1. Read an article taken from an American magazine. Underline all the cases of Passive Voice and **define** what **tense forms** are used.

In the United States the Food and Drug Administration (FDA) is a federal agency that decides if foods and drugs are safe. When a new food or drug is developed, the FDA conducts tests. If the new product is found to be safe, the manufacturer is allowed to sell it. Changes are constantly being made by the FDA as it learns more about a food or drug. Saccharin is a sugar substitute that is used by dieters and others who can't eat sugar. However, after saccharin was sold for many years, the FDA found that it might not be safe. Experiments were conducted on rats. Rats that were fed large amounts of saccharin developed cancer. A danger to humans has not been proved and saccharin continues to be sold, but manufacturers have been required to put a warning label on products that contain saccharin. Sometimes after a food or drug has been on the market for years, it is recalled by the FDA because new evidence shows that it may be harmful. Not long ago, a birth-control device was taken off the market because some women had serious side effects* from it. In some cases, this device even caused death.

The FDA also decides if a medicine can be sold without a prescription. For many drugs, a prescription is required because the FDA believes that the user needs to be supervised by his or her doctor. Some drugs must be controlled by the pharmacy because they might be abused**.

Drugs that are sold without a prescription are called "over-the-counter" drugs. Aspirin, which is used to treat pain, is one of the most common over-the-counter drugs. Sometimes the FDA decides that a prescription drug is safe enough to be sold over the counter. Over the past 15 years, about 45 drugs that were originally prescription drugs have been approved for over-the-counter sale.

New drugs are being developed and tested all the time. Drugs have to be tested for years before they can be sold to the public.

* A *side effect* is a secondary effect of a drug. Often it is a bad effect.

**When a drug *is abused*, it is used for something other than a medical purpose.

Task 2. *Make up sentences in the passive voice using the given words.*

1. Football / play / every day.
2. Skating-rink / visit / in the evening.
3. This plant / build / two years ago.
4. Windows / wash / yesterday.
5. Dictation / write / now.
6. Home task / do / at the moment.
7. They / ask about the trip / all day yesterday.
8. He / laugh / while / he / work.
9. New-Year tree / decorate / whole evening.
10. Text / translate / just.
11. Bed / not make / yet.
12. Tickets / buy / already.
13. Library / visit / by the end of the week.
14. Book / read / father / come.
15. He / show everything / go away.
16. New house / build / every six months.
17. This news / tell / the day before yesterday.
18. Newspaper / deliver / at the moment.
19. Tea / drink / we / sit in the garden.
20. Car / repair / he / have a snack.
21. Floor / wash / already.
22. Blackboard / clean / teacher / come in.
23. Letter / must / write / today.
24. Tea / can / serve / earlier.
25. Light / should / switch off / when / leave the room.
26. Bag / can / forget / at home.
27. This author / refer to / many research works.
28. Thief / arrest / yesterday.
29. Interesting film / show / at this club.
30. Sweater / knit / my granny.
31. Questions / have to / answer / in time.
32. Telegram / send / today.
33. Dress / sew / not yet.
34. Flat / clean / just.
35. Letter / send / post-office / right now.
36. Answer / find / she / talk over the telephone.
37. Interesting meeting / hold / square / now.
38. Dinner / cook / we arrive.
39. Children / can / send to the camp / in a week.

40. Everything / should / buy / on Sunday.

Task 3. *Put the verbs in brackets into the correct passive tense.*

1. A: That's a lovely shirt. Is it new?
B: Yes. It(buy) for me by my grandmother.
2. A: When do you have to have this report ready?
B: Well, it (must / hand in) by Tuesday.
3. A: Did you read the newspaper this morning?
B: No it(not / deliver) by the time I left for work.
4. A: Where is your car?
B: At the garage. It(repair).
5. A: Do you know your exam results yet?
B: No. They(not / announce) yet.
6. A: Are you going to make dinner tonight?
B: No. It(make) by Simon. He promised to do it.
7. A: Have you finished your homework yet?
B: No, but it(finish) by eight o'clock.
8. A: Who waters your plants for you when you're away?
B: They(water) by my neighbour.

Task 4. *Rewrite the newspaper headlines as complete sentences.*

Money being raised for child's operation in America

Decision made about new exams yesterday

Shopping centre to be opened by Mayor tomorrow

Escaped prisoner still not caught

Family rescued from burning house last night

**Five-day strike to be held by customs
officers**

Task 5. Put the verbs in brackets into the correct passive tense.



The Academy Awards Presentation **1)**..... (*first / organise*) in 1929 and since then, it **2)**(*hold*) every year. The presentation **3)** (*attend*) by those at the top of the film industry and **4)** (*watch*) on TV by millions of viewers who want to see who **5)** (*present*) with the golden statue which **6)** (*desire*) by everyone in the motion picture world.

The voting for the Academy Awards **7)** (*conduct*) secretly and the results **8)** (*not / reveal*) to anyone until the envelope **9)** (*open*) on stage in front of the audience. Awards **10)** (*give*) for the best individual or collective work and **11)** (*separate*) into different categories. Up to five nominations **12)** (*make*) in each category. The awards, which **13)**(*know*) as Oscars, **14)** (*consider*) to be the highest honour anyone in the film industry can **15)**..... (*give*).

Task 6. Rewrite the sentences in the passive, where possible

1. Her mother drives her to school every day.
.....
2. Paul drives to work every day.
.....
3. I woke up late on Sunday morning.
.....
4. Her sister woke her up at nine o'clock.
.....
5. Sharon asked the waiter to bring her some coffee.
.....
6. Peter asked for some help.
.....
7. Derek is moving house next week.
.....
8. John moved the boxes out of the way.
.....
9. Sandra walks on the beach regularly.
.....

10. The boys walk the dog every day.

.....

Task 7. Fill in the blanks with the prepositions “by” or “with”.

1. Joanne was woken up _____ a loud noise.
2. The parcel was tied up _____ a string.
3. John was told off _____ his mother.
4. This picture was painted _____ a famous artist.
5. The chair was covered _____ a woolen blanket.
6. The walls were decorated _____ posters.
7. My car was repaired _____ my father.
8. This dessert was made _____ fresh cream.
9. The door was opened _____ John.
10. The lock was broken _____ a hammer.
11. This book was written _____ my favourite author.
12. The cake was decorated _____ icing.
13. The tiger was shot _____ a gun.
14. Claire was shouted at _____ her teacher.
15. In the train Mr. Black was hit on the head _____ an umbrella.
16. The tree was burnt _____ a lightning.
17. This machine is operated _____ electricity.

Task 8. Change from the active into the passive. Omit the agent where possible.

1. The Scots make the best fudge.
2. You should take these tablets before meals.
3. You must wash coloured clothes separately.
4. The teacher sent him out of the classroom.
5. Thousands of British tourists will visit Spain this summer.
.....
6. The dentist pulled out my rotten tooth.
7. The police are questioning him now.
8. Someone has made a complaint.
9. They had left the lights on.
10. I broke my arm when I fell off the tree.
11. The horrible old man was slowly breaking the fence.
.....

12. The snow will have covered the mountains by Christmas.
.....
13. The waitress serves breakfast at 7 am.
14. Who delivered the parcel?
15. Her parents made her clean her room.
16. They will have finished the work by tonight.
17. Someone had warned her that she might lose her job.
.....
18. Who discovered America?
19. Who is going to feed your dog?
20. Who answered the phone?
21. Who did they give the prize to?
22. Which building are they going to knock down?

Task 9. *Translate into English using the correct passive tense*

1. Їй пробачили її помилку і забули про неї.
2. Яку іноземну мову викладають у вашій школі?
3. Про цю книжку багато говорять.
4. Яку країну описано в цій статті?
5. Коли буде зроблено доповідь?
6. Його вперше повели в театр, коли він був ще дитиною.
7. Чому було задано так багато питань?
8. Нам оголосили результати тесту.
9. Хто послав за лікарем вчора?
10. Коли закінчать цю роботу?
11. Знання учнів перевіряються щодня.
12. Чому ці вправи не було перевірено до того, як ви написали перший тест?
13. Книжки в бібліотеку повернуть вчасно.
14. Скільки будинків будують у вашому районі щороку?
15. Чому про це нічого досі не сказано?
16. Обідати треба вчасно.
17. Нашу кімнату треба перевірити.
18. Речі можна покласти в шафу.
19. Треба зустріти бабусю на вокзалі.
20. Собаку потрібно взяти на прогулянку.
21. Нові слова треба вивчити на завтра.

Task 10. *Translate into English using the correct passive tense*

1. Їх запросили взяти участь у зустрічі.
2. Том може бути оштрафований.
3. Я думаю, мене запитують на уроці.
4. Ці меблі привезли тільки вчора.
5. Квіти поливають щодня.
6. Наш будинок збудовано десять років тому.
7. Чому над ним сміялися?
8. Я впевнений, що зустріч буде добре організовано.
9. Мене запитали, де я працюю.
10. Їм сказали, що вони можуть зайти в клас.
11. Про дітей там піклуються
12. Його попросили не розмовляти.
13. Їй відповіли, що лекція почнеться о п'ятій.
14. Яку п'єсу поставлять у цьому театрі наступного року?
15. Приз буде виграно нашою командою.
16. Цю статтю треба перекласти німецькою.
17. Квіти можна поставити у вазу на підвіконні.
18. Питання можна задати у кінці уроку.
19. Їх треба запросити на вечерю наступної суботи.
20. Цим підручником можна користуватися вдома.
21. Таксі можні викликати додому.

Task 11. *Rewrite the following passage in the passive.*

My parents own the best restaurant in our town. Last weekend my father dismissed the head waiter as he had stolen some stock from the cellar. My father is going to hire a new waiter as he is doing all the work by himself at the moment. He asked me to help serve the food. However, I mixed up all the orders and the customers made several complaints. I'm sure my father will never ask me to help him again.

Task 12. *Rewrite the following passage in the passive.*

The Government made an important decision last night. They will ban all cars from the centre of town as pollution is seriously affecting people's health. They will allow only bicycles and buses to enter the town centre. They are making plans for a new environmental police force. After all, they must do something before it's too late.

Task 13. Complete the sentences with the given beginnings and **make personal and impersonal passive constructions**. Explain the use of the forms of infinitives.

1. It is said that this orchestra is the best in the world.
This orchestra
2. It is believed that the thieves have left the country.
The thieves
3. The fire is reported to have started by accident.
It
4. He is known to be making a lot of money.
It
5. It is expected that they will arrive in time for dinner.
They
6. She is said to know a lot about gardening.
It
7. It is thought that he will be attending the meeting.
He
8. It is believed that we are able to win the competition.
We
9. The company is thought to be making a big profit.
It
10. It is reported that the government has reached a decision.
The government
11. It is said that they were responsible for the damage.
They
12. She is expected to break the world record.
It
13. He is known to have several foreign bank accounts.
It
14. They are reported to have financial problems.
It

Task 14. Underline the correct answer.

A large amount of valuable jewellery 1) **has stolen** / **has been stolen** from Forest Manor. A man 2) **arrested** / **was arrested** yesterday and 3) **is questioned** / **is being questioned** by the police at the moment. He 4) **thought** / **is thought** to 5) **have committed** / **have been committed** the crime, although so far no proof 6) **has found** / **has been found**. The robbery 7) **believed** / **is believed** to 8) **have**

carried out/ have been carried out by two men, but so far no clue 9) **has discovered / has been discovered** as to the second man's identity. The police say that he may 10) **have left / have been left** the country.

Task 15. *Rewrite the following passage in the passive.*

Yesterday afternoon, the school held a sports day. Michael's teacher entered him for the 100 m race because people thought Michael was the fastest runner in the school. Michael's teacher blew the whistle and the race started. Loud cheers filled the air as Michael's friends cheered him on. Michael overtook all the other runners and, as people had expected, Michael won the race. The headmaster gave him a trophy as a prize.

Task 16. *Rewrite the following passage in the passive.*

Do you think the people will ever use electric cars? Someone has already invented the electric car, but at the moment they are too expensive for most people to buy. Also, you have to recharge their batteries frequently. However, if people drove electric cars instead of the cars we use today, the air we breathe would be cleaner, as they would not pump exhaust fumes into the atmosphere.

Task 17. *Put the verbs in brackets into the correct passive or active tense.*



Coffee 1) (say) to originate from Kaffa in Ethiopia and most species of coffee plant 2) (find) in the tropics of the Eastern Hemisphere. The species which 3) (think) to be the earliest coffee plant 4) (ever / cultivate) by man is *Coffea arabica*. Today it 5) (grow) mostly in Latin America.

The coffee shrub 6) (reach) a height of 8-10 metres and 7) (have) white scented flowers. It 8)

(*produce*) a red fruit which **9)** (*call*) a cherry. The cherry **10)** (*contain*) two seeds which **11)** (*join*) together. These seeds, which **12)** (*also/know*) as beans, **13)** (*first /roast*) and then they **14)** (*grind*) to make coffee. The grounds **15)** (*then / process*) in a variety of different ways. Sometimes they **16)** (*filter*) and sometimes they **17)** (*soak*) in water to make the drink which is popular with so many people. Coffee is available as grounds or as instant coffee powder and **18)** (*drink*) by one third of the world's population.

Task 18. *Correct any verb forms which are impossible or inappropriate.*

1. A lot of homes in the area have been being broken into by burglars.
2. As I drove south, I could see that old road was rebuilding.
3. I suppose the letter will have been delivered by now.
4. There is nothing more annoying than been interrupted when you are speaking.
5. Jim was been given the sack from his new job.
6. Somehow without my noticing my wallet had been disappeared.
7. The new shopping centre was opened by the local MP.
8. A lot of meetings have been held, but nothing has being decided yet.

Task 19. *Both sentences in each pair have the same meaning. Complete the second sentence.*

1. The crowd was slowly filling the huge stadium.
The huge stadium by the crowd.
2. The inventor of the computer simplified the work of the accountants.
Since the computer the work of the accountants simplified.
3. Someone has suggested that the shop should close.
It that the shop should close.
4. 'I'd take out some travel insurance if I were you, Mr Smith'.
Mr Smith take out some travel insurance.
5. The waitress will bring your drinks in a moment.
Your drinksin a moment.
6. Someone used a knife to open the window.
This window a knife.

7. You will hear from us when we have finished dealing with your complaint.
After your complaint you will hear from us.
8. An announcement of their engagement appeared in the local paper.
Their engagement in the local paper.
9. Nobody ever heard anything of David again.
NothingDavid again.
10. They paid Sheila £1,000 as a special bonus.
£1,000 Sheila as a special bonus.

Task 20. Rewrite each sentence in the passive, omitting the words underlined.

1. Someone left the phone off the hook all night.
.....
2. The government has announced that petrol prices will rise tomorrow.
.....
3. A burglar broke into our house last night.
.....
4. People asked me the way three times.
.....
5. The fruit-pickers pick the apples early in the morning.
.....
6. It's time the authorities did something about the problem.
.....
7. Lots of people had parked their cars on the pavement.
.....
8. The government agreed with the report and so they changed the law.
.....
9. You have to fill in an application form.
.....
10. They don't know what happened to the ship.
.....

Task 21. Put each verb in brackets into an appropriate passive verb form.

1. The boxes (not / pack) yet.
2. Your food (still / prepare).
3. The new ship (launch) next week.
4. Luckily by the time we got there the painting (not / sell).
5. We had to go on holiday because our house (decorate).

6. I'm afraid that next week's meeting (*cancel*).
7. If we don't hurry, all the tickets (*sell*) by the time we get there.
8. All main courses (*serve*) with vegetables or salad. At least that is what is written on the menu.
9. The second goal (*score*) by Hughes in the 41st minute.
10. The cathedral (*build*) in the 14th century.

Task 22. *Change the sentences given below into passive, where possible.*

1. The nanny takes the children to the park every day.
2. They didn't come home late last night.
3. Meg asked the policeman for directions.
4. I left very early yesterday afternoon.
5. Someone is repairing the garden fence.
6. Charles is moving house next month.
7. The letter arrived two days ago.
8. Do they teach Latin at this school?
9. I don't like people pointing at me.
10. Michael has made the 3 grammar mistakes.
11. Is Tim cleaning the house?
12. Who built the Pyramids?
13. Someone is cleaning the windows.
14. I don't like people laughing at me.
15. People spend a lot of money on food.
16. Is Sue washing the car?
17. Who's made this mess?
18. Grandfather is going to tell the children a story.
19. They will open the new sports centre soon.
20. Who broke this mug?
21. They sent for the doctor two hours ago.

22. I'm sure, the Jury will have reached a verdict by the morning.
23. The teacher will mark the essays in three days' time.
24. Clive hasn't cut the grass yet.
25. They may not repair the car this week.
26. The police are questioning the suspects.
27. Had Helen closed the door before she left the house?

Task 23. Fill in blanks using the correct active or passive form of the verbs given in brackets.

1. In recent years, Americans _____ (to become) more concerned about their health.
2. People also _____ (to take) more interest in good health and nutrition lately.
3. They want _____ (to warn) about the possible dangers of some products.
4. Manufacturers _____ (to make) to put warning labels on certain products.
5. Some foods and drugs that may be dangerous for people's health _____ (to take) off the market.
6. Several years ago cancer-causing substances _____ (to find) in saccharin.
7. Experiments _____ (to do) on rats but a danger to humans _____ (not to prove).
8. Nevertheless manufacturers _____ (to require) to put a warning label on products that contain saccharin.
9. Cancer-causing substances _____ (to find) in cigarettes.
10. Consumers _____ (to inform) immediately by radio and TV.
11. Warnings _____ (to put) on cigarette packages and most Americans very soon _____ (to react) to that and _____ (to give up) smoking.
12. Many restaurant managers _____ (to add) non-smoking sections.
13. Smoking _____ (to prohibit) on domestic airline flights.
14. In the last decades many useful drugs _____ (to develop) but unfortunately a cure for cancer _____ (not to find) yet.

TASK 24. Give *two passive* sentences for each active one.

1. The old man showed me the way to the station.
2. Did you send your brother the books?

3. The parents promised the boy a bicycle.
4. We mustn't tell her the truth.
5. They finally offered him a good position.
6. They paid her good money for the translation.
7. The student handed the book to the teacher.
8. They bought the children some ice-cream.
9. Did the bank lend him the money he asked for?
10. He sang me an old Irish song.
11. They awarded him the first prize.
12. They wrote her a thank-you letter.
13. You owe me an apology.
14. They sold us the car very cheap.
15. Will they read this story to the boy?

Task 25. *Change the sentences in the texts given below into passive.*

Part A.



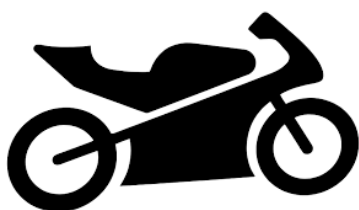
Someone broke into the National Gallery late last night. The thieves had broken the alarm system before they climbed through a window. They stole some priceless works of art. They used a getaway car to escape. The police have questioned some suspects. They have not caught the thieves yet.

Part B.



Yesterday afternoon, a volcanic eruption destroyed an entire village. Mount Sirius, which experts thought dormant, erupted at 3 pm. Tourists had seen smoke rising from the mouth of the volcano two days before. The police moved the villagers away from the area for their own safety. Tons of lava and rock came out of the volcano and wrecked houses, roads and trees. Although the blast physically injured only a few people, doctors are treating many for shock. The authorities are making the area surrounding Mount Sirius clear in case of further activity.

Part C.



A few days ago, somebody stole Keith Dunn's motorbike. Keith had left his motorbike outside his house. Keith immediately reported the theft to the police. The police told him they would try to find his motorbikes soon as possible. This morning, the police

called Keith and asked him to go to the police station. They had found his motorbike. The thieves had painted it and then sold it to someone else. The new owner had parked the motorbike outside the police station. The police arrested the thieves.

Task 26. *Comment on the type of the passive construction. Translate the sentences into Ukrainian.*

1. He was interrupted by the ringing of the telephone. 2. The dog's leg has undoubtedly been hurt. 3. Finally his name was called and the boy was pushed forward to the bar. 4. One thing was evident, Julia couldn't know what was being said about her. 5. She saw that the bed had been changed, spread with fresh linen. 6. Hold your tongue and speak when you are spoken to. 7. Denis was overwhelmed by an emotion that was strange and new. 8. That small pencil sketch in the corner of the margin has been much admired. 9. He felt with satisfaction that he was being stared at. 10. She saw at once that nothing had been touched. 11. Two bags, which should have gone to Rome, were at this moment being loaded aboard a flight for Milwaukee. 12. What has been done this summer cannot have done in vain.

Task 27. *Make two passive constructions from one active construction where possible.*

1. We will finish the work not later than on Friday.
2. Somebody has invited her to the party.
3. People laughed at her when she said it.
4. I felt that somebody was watching me.
5. Did they give you all the necessary books?
6. The teacher explained a new rule to the students.
7. I showed the documents to the officer.
8. The director dictated a telegram to the secretary.
9. Have they told you everything?
10. They often refer to Professor Vince's articles.
11. He didn't explain the traffic regulations to me.
12. They have organized a golf club here.
13. They are rehearsing a new play at the National Theatre.
14. We lost sight of the car when it turned round the corner.
15. They have been carrying out the work since August.
16. She announced to the workers that the experiment was dangerous.
17. Have you sent for the morning papers?

18. You are always finding fault with me!
19. Where will they build the new theatre?
20. Two young but experienced nurses assisted the doctor during the operation.
21. At last he realized that nobody would call upon him.
22. They took no notice of the boy.
23. Did the noise frighten you?

Task 28. *Translate into English using the correct passive tense*

1. Нам дозволили запросити друзів додому.
2. Мені порадили відвідати лікаря.
3. Йому щойно подарували відеокамеру.
4. Офіцер сказав, що про цей випадок ще не доповіли.
5. Нас запитали, де ми зупинилися.
6. Завтра їх поведуть у театр.
7. Їм показали не найкоротший шлях до вокзалу.
8. Мій будинок все ще ремонтують.
9. Ці записи було зроблено на цьому тижні.
10. Це місто було покинуто мешканцями перед негодою.
11. Який фільм тобі щойно принесли?
12. Я впевнений, що каву скоро принесуть.
13. Цю книжку зараз читають.
14. Полісмен сказав, що машину припарковано не в належному місці.
15. Кого впізнали?
16. Її попросили принести склянку води.
17. Ці меблі вироблено на нашій фабриці.
18. В цьому ресторані подають гострі страви.
19. Підлогу вже вимито.
20. В зоопарку відвідувачам заборонено годувати звірів.

Task 29. *Translate into English using the correct passive tense*

1. Добре виховані люди подобаються всім.
2. Гроші повернуть вчасно.
3. Його попросили не дзвонити їй.
4. Її картину вже продано.
5. Угоду зараз підписують.
6. Ці чудові будинки побудували в минулому році.
7. Його картини завжди викликають жваве обговорення.
8. Їх шукали весь ранок.
9. Цей текст повинні вивчити всі учні.

10. Коли він прийшов додому, вечерю було приготовано.
11. Твір написали без помилок.
12. Весь посуд поставили на полиці.
13. Його лекції завжди слухають з великою цікавістю.
14. Всі запрошення написано. Їх можна відсилати.
15. Її доповідь обговорювали о третій годині.
16. Я впевнений, що їй допоможуть.
17. Чи всім учням видали зошити?
18. Все, що було сказано – правда.
19. Я хочу знати, коли нас зустрінуть.
20. У темряві не було видно нічого.

Task 30. *Fill in blanks using the correct active or passive form of the verbs given in brackets.*

Part A.



Mr. Townsend _____ (to use) the same medication for ten years. Every day he _____ (to take) two pills. Usually when he _____ (to need) a refill, he _____ (to call) his doctor, and his doctor _____ (to call) the pharmacy. Last week Mr. Townsend _____ (to go) to the drugstore to get a refill on his medication. He _____ (to give) the prescription number to the pharmacist. He _____ (to tell) by the pharmacist to come back in half an hour. While Mr. Townsend _____ (to shop) in the store, his name _____ (to call) over the loudspeaker. Mr. Townsend _____ (to go) to the pharmacy, and _____ (to tell) that the prescription couldn't _____ (to refill) because it was more than six months old. Mr. Townsend (to tell) the pharmacist that he _____ (to use) this medication for a long time. She said that this medication _____ (to control) carefully and that the refill had to _____ (to approve) by the doctor. She also _____ (to offer) to call the doctor for him. The doctor _____ (to give) her permission to refill the prescription. Finally, Mr. Townsend _____ (to give) his medication and _____ (to tell) to use the medication carefully. This medication shouldn't _____ (to use) when drinking alcohol and should _____ (to take) after meals.

Part B.



Tea _____ (to make) from the leaves of the tea plant. At first, it _____ (to use) as a medicine, but it _____ (to become) an everyday drink in the 3rd century AD. First, the leaves _____ (to pick) from the plant and they _____ (to spread) onto a cloth. They _____ (to leave) there for up to twenty hours. Next, the leaves are rolled up until they _____ (to break) into small pieces. Finally, the leaves _____ (to dry). The tea _____ (to pack) into containers and (to send) to different countries. It _____ (to sell) to customers as loose leaves, as tea bags and as instant tea. To make tea, we _____ (to boil) water and _____ (to pour) it over the dry tea in the teapot. This _____ (to leave) for three to five minutes. We can then add milk, lemon or sugar. In Britain, it was the custom to serve tea in the afternoons with sandwiches and cakes. This custom _____ (to start) by the Duchess of Bedford around 1840. Today, tea _____ (to drink) all over the world.

Task 31. Choose the correct meaning, **A** or **B**.

1. Phillipe Starck is considered to be the world's greatest designer of household objects.

A *Phillipe Starck thinks this.* **B** *Many people think so.*

2. Tom Cruise is said to be the richest film star in the world.

A *People think so, but it may not be true.* **B** *This is a fact.*

3. It is believed that the Government will cancel the high speed railway line.

A *The Government believes this will happen.* **B** *People believe this will happen.*

4. The football club is reported to have signed two new players.

A *It will happen next week.* **B** *It happened a week ago.*

5. Sir Henry Westmoor is believed to have been killed by his brother.

A *People believe it can be in the future.* **B** *It was in the past.*

Task 32. Make up your own situations using the following beginnings.

1. It is generally agreed that.....
2. It is well known that.....
3. It is hoped that.....
4. It has been decided that.....
5. It has often been questioned whether.....

6. It was widely believed that.....
7. It must be borne in mind that.....
8. I thought that it had been clearly understood that.....
9. It has now been proved that.....
10. It has been pointed out that.....

Task 33. *Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Don't change the word given.*

1. The treasure is thought to date from the 13th century.
date
It from the 13th century.
2. Your hair needs cutting.
get
You cut.
3. Jill's parents are making her study hard.
made
Jill her parents.
4. Apparently the ship did not sustain any damage.
appears
The ship any damage.
5. It is thought that the two injured men were repairing overhead cables.
have
The two injured men overhead cables.
6. There is a rumour that the escaped prisoner is living in Spain.
be
The escaped prisoner living in Spain.
7. We have agreed to meet again in a fortnight.
will
It has will meet again in a fortnight.
8. We decided to try again later.
would
It was try again later.
9. There is confirmation of Mr Jackson's intended resignation.
that
It is to resign.
10. Most of the committee thought it was not a viable solution.
not
It was thought by most of the committee.

Task 34. *Translate into English using paying attention to personal and impersonal constructions*

1. Кажуть, у вікнах мого будинку буде багато чудових краєвидів.
2. Домовились, що відповідь на його листа треба відправити за кілька днів.
3. Тебе вже запитали про це?
4. Коли посадили ці фруктові дерева?
5. Вирішили, що на вокзалі нас зустріне 2 людей.
6. Коли батько прийшов, обід вже готували.
7. Вас попросили прийти о восьмій.
8. Йому наказали не рухатись.
9. Ці ліки мені прописав мій лікар.
10. Повідомили, що нам дозволено залишитися в цьому будинку.
11. Вам уже запропонували каву?
12. Коли написали цю записку?
13. Нам сказали, що дітей залишили вдома.
14. Кажуть, їх будуть навчати німецької мови.
15. Всіх гостей запросили до столу.
16. Відомо, що на уроках англійської мови багато уваги приділяється вимові.
17. Вважають, що зараз обговорюють його погану поведінку.
18. Вони не хочуть, щоб над ними сміялися.
19. Кажуть, ці яблука щойно зірвали.
20. Вона хоче, щоб її помітили.

Task 35. *Rewrite each sentence so that it ends with the word underlined.*

1. Another company has taken over our company.
.....
2. We are dealing with your complaint.
.....
3. We have not accounted for all the missing passengers.
.....
4. Someone had tampered with the lock of the front door.
.....
5. We don't know how they disposed of the body.
.....
6. I must insist that you keep to the rules.
.....

7. We are looking into this allegation.

.....

8. We will frown upon any attempts to cheat in the exam.

.....

9. The youngest student complained that people were picking on him.

.....

10. Ann was well provided for in her husband's will.

.....

Task 36. *Put each verb in brackets into an appropriate passive verb form.*

1. Nothing **(see)** of Pauline since her car
..... **(find)** abandoned near Newbury last week.

2. As our new furniture **(deliver)** on
Monday morning I'll have to stay at home to check that it
..... **(not / damage)** during transit.

3. The new Alhambra hatchback, which in this country **(sell)**
under the name 'Challenger', **(fit)** with electric
windows as standard.

4. For the past few days I **(work)** in Jack's
office, as my own office **(redecorate)**.

5. It **(announce)** that the proposed new
office block **(now / not / build)** because of the
current economic situation.

6. A major new deposit of oil **(discover)** in the
North Sea. It..... **(think)** to be nearly twice size of the
largest existing field.

7. Pictures of the surface of the planet Venus **(receive)**
yesterday from the space probe 'Explorer' which
(launch) last year.

8. A large sum **(raise)** for the Fund by a recent
charity concert but the target of £ 250,000
..... **(still / not / reach)**.

9. No decision **(make)** about any future
appointment until all suitable candidates
..... **(interview)**.

Task 37. *Rewrite each sentence in a more formal style so that it contains a passive form of the word given in capitals.*

- | | |
|--|-----------|
| 1. Sorry, but we've lost your letter. | MISLAY |
| | |
| 2. The police are grilling Harry down at the station. | QUESTION |
| | |
| 3. They've found the remains of an old Roman villa nearby. | DISCOVER |
| | |
| 4. You'll get a rise in salary after six months. | RAISE |
| | |
| 5. They stopped playing the match after half an hour. | ABANDON |
| | |
| 6. They stopped traffic from using the centre. | BAN |
| | |
| 7. They took Chris to court for dangerous driving. | PROSECUTE |
| | |
| 8. You usually eat this kind of fish with a white sauce. | SERVE |
| | |
| 9. I don't know your name. | INTRODUCE |
| | |

Task 38. Put each verb in brackets into a suitable active or passive verb form.

Dear Mrs Patel,

We are delighted to inform you that you **(select)**

for a free holiday. According to our information, you **(answer)** a telephone survey last month, as a result of which your name

(enter) in the holiday draw. Now our computer **(choose)** your name, so you and your family **(invite)** to spend a week in a European destination of your choice. This offer

(make) on the condition that you attend a special promotions day with other lucky families in your region who **(offer)** a similar deal. You

..... **(ask)** to attend on any Saturday next month at the Royal Hotel, Manchester. If you **(interest)** in attending and taking up this offer, please **(detach)** the slip below and return it to us as soon as possible.

Task 39. Put the verbs in brackets into a suitable tense form, **active or passive**.

A TERRIBLE MISTAKE

In December 1978, Arlena Twigg was born in a Florida hospital. Arlena was very sick as she _____ (to have) a malformed heart. By the time Arlena _____ (to be) nine and a half years old, she _____ (to suffer) most of her life. Finally, her doctors recommended that she should have heart surgery. In preparation for the surgery, Arlena _____ (to give) a blood test, and the doctors _____ (to discover) that she could not possibly be the genetic daughter of Mr. and Mrs. Twigg. It _____ (to believe) that Arlena _____ (to switch) with another baby soon after her birth. Arlena died while in surgery. Her parents, the Twiggs, _____ (to feel) that they had lost two daughters - their natural daughter, who _____ (to take) away from them at birth, and Arlena, who they _____ (to love and raise) since she was an infant.

After investigating hospital records, the Twiggs _____ (to find) that their real daughter _____ (to be) a healthy nine-year-old girl named Kimberly Mays, who was born in the same hospital around the same date as Arlena. How or why the babies _____ (to switch) is not known. The Twiggs _____ (to accuse) the Florida hospital that _____ (to make) this mistake. Mr. and Mrs. Twigg _____ (to allow) to meet with their daughter Kimberly, whom they never _____ (to know). However, the court _____ (to decide) that Kimberly should stay with the father who _____ (to raise) her since birth. Mr. Mays's wife, Barbara Mays, died when Kimberly was a baby.

Task 40. Read this letter from Maurice, who is on holiday in Britain, to his sister Wendy in New Zealand. Put the verbs in brackets into a suitable tense form, **active or passive**, as in the examples.

Dear Wendy,

How are you? We've been having a lovely time. We're

being very well looked after by our hosts. We _____

(to take) sightseeing and we _____ **(to introduce)** to

some of their friends, who _____ **(to make)** us feel

very welcome. Last night we _____ **(to show)** round

a castle, by the owner! Most of the land in this area

_____ **(to belong)** to his family for about five hundred years. Apparently,

the land _____ **(to give)** to them after one of his ancestors _____ **(to kill)** while trying to save the king's life. Quite romantic, isn't it?

The castle itself was a little bit disappointing, to be absolutely honest. The owner told us that it _____ **(to suffer)** serious damage during a fire about thirty years ago. When the building _____ **(to restore)** they _____ **(to install)** central heating and things like that. So once you're inside, it _____



(not feel) much different to any other large old house. But the owner is a real character. He told us lots of stories about things that _____ (to happen) to him when he was young. He _____ (to send) abroad to work in a bank, but he hated it, so he _____ (to behave) very badly in order to _____ (to sack). He kept us laughing for hours. I hope he _____ (to invite) here before we leave. I'll have lots more to tell you when we get back.

Take care. Yours affectionately.

Maurice

Task 41. *Rewrite the following passages in the passive.*

- ✓ Last week, the Prime Minister visited Chesterfield. The Mayor of the town greeted him when he arrived and gave him a tour. He introduced the Prime Minister to some important businessmen and took him to lunch in a local restaurant. In the afternoon, the Mayor held a meeting and the Prime Minister addressed the citizens of Chesterfield. He told them that he had enjoyed his visit very much.
- ✓ Tomas Clark witnessed a horrific plane crash last night. The fire brigade fought the wreckage fire while ambulance men rescued surviving passengers. Ambulances took all the survivors to hospital. No one knows yet what caused the plane to crash. Newspaper and TV reporters have already interviewed many of the survivors. The Civil Aviation Authority has launched a full investigation. They say that someone may have seen the accident happen. They hope that the aircraft's "black box" will provide the vital information but they haven't found it yet. They are continuing the search.

Task 42. *Translate into English using the Passive Voice.*

1. Я хочу, щоб мене запросили на вечірку.
2. Варення варили о сьомій вечора.
3. Всі теми було вивчено напам'ять.
4. Я думав, що цукерки купиш ти.
5. Всіх працівників зберуть в залі.
6. Коли статтю було написано, її віднесли на перегляд редактору.

7. Її виховала тітка.
8. За ліками вже послали?
9. Восени земля буде вкрита жовтим листям.
10. Рішення ще не прийнято.
11. Тебе оштрафують, якщо ти припаркуєш машину не там, де треба.
12. Цей фільм можна подивитись майже в усіх кінотеатрах.
13. Хтось взяв його пенал не спитавши.
14. Чому завдання роздали не всім студентам?
15. На якому заводі виготовлено цей автомобіль.
16. Пшеницю на цьому полі більше не вирощують.
17. Мені запропонували цікаву роботу.
18. В цю гру грають десять гравців.
19. Коли вона прийшла додому, то побачила, що обід вже приготовано.

Task 43. *Translate into English using the Passive Voice.*

1. Їм уже вручили призи?
2. Протягом року тут вирощували овочі та фрукти.
3. Килими все ще чистять.
4. Інструкції прочитали та обговорили.
5. Вона сказала, що чек загублено.
6. Нам сказали, що всі варіанти відповіді було запропоновано.
7. В цьому готелі приймають багато знаменитих людей.
8. Вашу пропозицію не можна забути.
9. Злочинця необхідно знайти.
10. Ліжко в твоїй кімнаті ще не застелене.
11. Нас помітили одразу.
12. Чому ще не складено списки?
13. Я припускаю, що товари не доставлять завтра.
14. Ці картинки можна побачити в музеї сучасного живопису.
15. Коли я зайшов у кабінет, це питання все ще обговорювали.
16. В цьому журналі друкують дуже цікаві статті.
17. Мого друга призначено директором школи.
18. Цю пісню співають всі.
19. Ми думали, що нас запросять на збори.
20. Я запитав сестру, чи вже написано листа.

Task 44. *Translate into English using the Passive Voice.*

1. Коли останні слова були написані, він закрив зошит.
2. План роботи зараз обговорюється.
3. Всі листя вже надруковано.
4. Товари треба доставити за цією адресою.
5. Коли буде виконана домашня робота?
6. Під час війни було знищено багато сіл.

7. Їхню розповідь вислухають з цікавістю.
8. Цей текст треба вивчити всім студентам.
9. Чому його не зупинили?
10. У мене вже кілька разів просили твій номер телефону.
11. Їй треба допомогти.
12. На цьому тижні його переекзаменували.
13. За столом йому передали сіль.
14. Всю важливість цієї події розуміли всі.
15. Зошити здали невчасно.
16. Цю казку знають всі діти.
17. Їм повірили і допомогли.
18. Її часто називають красунею.
19. Його ніколи не впізнають у натовпі.
20. Які книжки використано для вашої наукової роботи?

Task 45. *Translate into English using the Passive Voice.*

1. Велику кількість цікавих вправ запропоновано в цьому підручнику.
2. Хтось відсунув мою парту.
3. Мене просять розповісти мою біографію.
4. Учнів було покарано за паління.
5. Всі ці речі зроблено його руками.
6. Нову колекцію одягу було показано на цій виставці.
7. Цю книжку проілюстровано чудовими малюнками.
8. Їм сказали, що палити тут заборонено.
9. Рівень води в цій річці перевіряють щодня.
10. Його відправили до в'язниці.
11. Багато дівчат та хлопців грають у баскетбол.
12. Ці книжки можна використати для підготовки до екзаменів.
13. Про цього малюка добре дбають.
14. Собаки використовуються поліцією для пошуків наркотиків.
15. Їхній будинок було зруйновано землетрусом.
16. Наш клас поділять на дві групи.
17. Цей вірш поет присвятив своїй дружині.
18. Де можна побачити картини відомих художників?
19. Вони дізнались, що скарб заховано піратами у скелі.
20. Її зупинила поліція, тому що вона їхала занадто швидко.

Task 46. *Translate into English using the Passive Voice.*

1. Поліцейський сказав, що ніяких відбитків не знайдено.
2. Він був наляканий собакою.
3. Ці слова було сказано пошепки.
4. Анкети все ще заповнюють.
5. Їй не дозволяють виходити з дому пізно.
6. Вчора на неї напав чийсь собака.

7. Їх не візьмуть до команди, якщо вони не тренуватимуться щодня.
8. Багато теплих слів було почуто на вечорі.
9. Коли я зайшов до кімнати, то я побачив, що його розповідь дуже уважно слухають.
10. Вчора її відрекомендували моїм батькам.
11. Яку з його книжок перекладуть українською мовою?
12. Бабусину телеграму отримали перед святом.
13. Коли мама прийде додому, всі кімнати буде прибрано.
14. В енциклопедії можна знайти багато цінної інформації.
15. Цей собор відвідує багато людей.
16. Коли вона мила вікно, то вона побачила, що скло розбито.
17. Йому не дозволять водити автомобіль, поки йому не виповниться сімнадцять років.
18. Цей малюнок можна виконати олівцем.
19. Всі необхідні продукти купили перед святом.
20. В цій лікарні добре доглядають за пацієнтами.

HAVE SOMETHING DONE

Task 47. *Read the situation, then write sentences using **have something done**.*

1. John's suit is dirty. It has to be dry-cleaned. What should he do?
.....
2. All Linda's clothes are made specially for her. What does she do?

-
3. They arranged for their house to be painted last week. Now it has been done.
What have they done?
.....
 4. Malcom's car was broken into last night. What happened to him?
.....
 5. Her bag was stolen yesterday. What happened to her?
.....
 6. A printer has printed party invitations for Emma. What has Emma done?
.....
 7. Diana is at the hairdresser's. The hairdresser is cutting her hair. What is
Diana doing?
.....
 8. Robert is taking his car to the garage for a service tomorrow. What is he
going to do?
.....
 9. Their roof has a hole in it. What should they do?
.....
 10. Tracey's bicycle has got a puncture. What should she do?
.....

Task 48. *Rewrite the sentences using **have something done**.*

1. His teeth are checked twice a year.
.....
2. Her skirt is being cleaned at the moment.
.....
3. My hair is trimmed once a month.
.....
4. Central heating is going to be installed in our house next month.
.....
5. Sam's burglar alarm was fitted last week.
.....
6. My car is being repaired at the moment.
.....
7. The band's new single has just been recorded.
.....
8. Our new furniture is going to be delivered tomorrow.
.....
9. Their new house is being decorated at the moment.
.....

-
10. The windows will be cleaned.
-
11. A new jumper has been knitted for me.
-
12. The lock has to be fixed.
-
13. A new pair of glasses is going to be made for him.
-

Task 49. Rewrite the sentences using *have something done*.

1. Their windows need to be cleaned.
.....
2. The hairdresser was styling Mrs Brown's hair.
.....
3. She told her son to carry the shopping to the house.
.....
4. Dad is going to arrange for someone to cut the grass.
.....
5. They used to employ a cleaner who cleaned the house.
.....
6. Did the mechanic repair Paul's motorbike?
.....
7. The boss asked his assistant to type the letter.
.....
8. A plumber fixed the dripping tap for Joe.
.....
9. Have you told the secretary to make some photocopies?
.....
10. The chef was cooking Tom's lunch.
.....
11. Did you tell the shop to deliver the sofa to you?
.....
12. My purse was stolen last night.
.....

Task 50. Rewrite the sentences using *have something done*.

1. Did you employ a painter to decorate your house?

-
2. The builders are putting a new roof on Adam's house at the moment.
.....
 3. She asked the maid to polish the silver.
.....
 4. The man had asked the porter to take his luggage to his room.
.....
 5. Did you ask Jenny to arrange the flowers for you?
.....
 6. When will your glasses be made?
.....
 7. I hired a professional to cater for my party.
.....
 8. Did you ask anyone to sweep the chimney?
.....
 9. She asked him to do the shopping.
.....
 10. Their house was burgled last night.
.....
 11. He employed a carpenter to build the fence.
.....
 12. Julie's housekeeper irons all her clothes.
.....
 13. His shop's windows were smashed in the riot.
.....

Task 51. *Correct the mistakes.*

1. He is said he has been promoted.
2. This pie was made by short-crust pastry.
3. Who was this cake made?
4. Have you your car serviced often?
5. Green clothes are suited by Katie.
6. The man was seen hit the police officer.
7. The house has decorated recently.
8. The new regulations will be being announced in September.
9. It is worth having the car servicing.
10. The photographs will already been developed.
11. She is expects to win the November elections.

12. He has a piano tune twice a year.
13. Your teeth is be checked every six months.
14. Do they have their dogs walking twice a day.
15. They are having their garage painted when I called.

Task 52. *Cross out the unnecessary word.*

1. Valerie was being sent on an important mission last month.
2. She doesn't mind to having her house photographed for interior decoration magazines.
3. The famous star is believed to have been signed a new multi-million dollar contract.
4. This car it is expected to be very popular with the younger generation.
5. She was seen to entering the Plaza Hotel late last night.
6. The painting was disappeared from the owner's house yesterday.
7. Did you have had the food provided by a caterer?
8. The Prime Minister is said that to be thinking of introducing a new tax.
9. You should to have an extension built as soon as possible.
10. She insists on having been her breakfast brought to her room at nine sharp.

Task 53. *Translate into English using passives and causatives*

1. Я вже зібрав усі документи для продажу будинку. Чи може хто-небудь віднести їх завтра до нотаріуса, щоб їх підписали? Як тільки ці папери будуть підписані, можна буде дати об'яву про продаж.
2. Я хочу розказати тобі децю важливе. Але мені весь час здається, що нас підслуховують. - А тобі не здається, що за тобою слідкують? – Від наших конкурентів можна очікувати, що завгодно.
3. Ти чула, секретаршу містера Грісленда звільнили, тому що вона постійно спізнюється на роботу. Про неї завжди пліткують. Кажуть, вона очікувала, що її підвищать по службі і зроблять секретарем Генерального директора.
4. Співробітники цього офісу працюють дуже погано. На телефонні дзвінки вчасно не відповідають, відповіді на листи надсилають із тижневим запізненням, у звітах припускаються грубих помилок. Цьому слід покласти край. Нехай це питання буде розглянуто негайно.

5. Поки міссіс Джоунс була в лікарні, вона дуже турбувалась про свій садок і про трьох котів, які залишилися вдома самі. Але коли вона повернулася додому, вона побачила, що її квіти і овочі постійно поливали, за її котами добре доглядали і регулярно годували. Навіть траву було викошено. Місіс Джоунс була дуже вдячна своїм сусідам за турботу.
6. Містер Краун, ви не могли б прийти зараз у поліцейський відділ. Людину, яку підозрюють у пограбуванні вашої машини, вчора затримали і зараз допитують. Поліція сподівається, що цю людину ідентифікують (to identify) свідки злочину.
7. Коли ми були в Парижі, ми сподівались побачити знамениту «Мону Лізу». Але нам сказали, що залу, де вона знаходиться, саме в той день ремонтували, і картину перенесли до сховища. До таких мір (precautions) вдаються постійно, тому що цю всесвітньо відому картину декілька разів викрадали, і ніхто досі не певен, справжній Леонардо чи його підробка експонується в Луврі.

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