

# FCE Use of English

For the Revised

Cambridge

Examination

# 1

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# Introduction

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The "FCE Use of English 1" is a practice book intended mainly for intermediate and post-intermediate students, but it is also useful for more advanced students for revision and consolidation.

The aim of the book is to help students to understand and use English grammar through structurally graded material and full-colour pictures. In addition the book offers preparation for the new Cambridge FCE Examination or any other similar examinations.

## ◆ Oral Development sections.

These appear throughout the book and help students practise the grammar structures presented.

## ◆ Consolidation sections.

Each unit is followed by exercises which provide general practice for the new FCE Examination or any other similar examinations. **Phrasal Verbs** are listed in alphabetical order and the use of **Prepositions** is explained in Appendix 1 at the back of the book. There are also open cloze texts, multiple choice cloze texts, word formation, error correction and "key" word transformation exercises, collocations and tense revision exercises.

## ◆ Practice test sections.

After every second unit there is a section which trains students to cope with the Revised Cambridge FCE Examination Paper 3 - Use of English or any other similar examinations.

## ◆ Pre-test sections.

After every four units there is a section which familiarises the students with the format and level of difficulty of the actual tests. These appear in the Teacher's Book and revise all structures taught up to this point.

A Teacher's Book accompanies the Student's Book. This contains the answers to the exercises in the Student's Book and presents useful grammar tips as well as three tests in two separate versions.

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## Passive Voice / Causative Form

### Passive Voice

The **passive** is formed with the appropriate tense of the verb **to be** + **past participle**. Present Perfect Continuous, Future Continuous, Past Perfect Continuous are not normally used in the passive. Note that only transitive verbs (verbs which take an object) can be put into the passive.

	Active Voice	Passive Voice
Present Simple	<i>They restore buildings.</i>	<i>Buildings are restored.</i>
Present Continuous	<i>They are restoring the building.</i>	<i>The building is being restored.</i>
Past Simple	<i>They restored the building.</i>	<i>The building was restored.</i>
Past Continuous	<i>They were restoring the building.</i>	<i>The building was being restored.</i>
Future Simple	<i>They will restore the building.</i>	<i>The building will be restored.</i>
Present Perfect	<i>They have restored the building.</i>	<i>The building has been restored.</i>
Past Perfect	<i>They had restored the building.</i>	<i>The building had been restored.</i>
Future Perfect	<i>They will have restored the building.</i>	<i>The building will have been restored.</i>
Present infinitive	<i>They should restore the building.</i>	<i>The building should be restored.</i>
Perfect infinitive	<i>They should have restored the building.</i>	<i>The building should have been restored.</i>
-ing form	<i>They like people restoring buildings.</i>	<i>They like buildings being restored.</i>
Perfect -ing form	<i>Having restored the building, ...</i>	<i>The building, having been restored, ...</i>
Modal + be + p.p.	<i>They must restore the building.</i>	<i>The building must be restored.</i>

Note: **Get** is used in colloquial English instead of **be** to express something happening by accident. *He'll get hurt if he plays like that.*

### The passive is used

- when the person performing the action (**agent**) is **unknown, unimportant** or **obvious from the context**. *The rooms have been searched thoroughly. (by the police - obvious agent)*
- to **emphasise** the agent. *The maths lesson was taken by the English teacher yesterday.*
- when we are interested more in the action than the agent, such as in **news reports, formal notices, instructions, processes, headlines, advertisements** etc. *"Crocodiles have been set free ..."*
- to make **statements** more **formal** or **polite**. *The vase has been broken. (more polite than saying "You have broken the vase.")*

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Write sentences in the passive as in the example:

- (Her hair/dye/at the moment)
- (The Queen/not drive/to the embassy/yet)
- (The Hay Wain/paint/Constable)
- (Most olives/grow/the Mediterranean)
- (The convict/take/to prison/now)
- (His wound/not treat/yet)
- (My car/break into/last night)
- (The trees/prune/a tree surgeon/last week)
- (Reservations/can/make/by dialling 001 now)
- (Our house/clean/weekly)
- (He/bring up/his grandparents)
- (The book/not write/yet)
- (The building/demolish/by next year)
- (The new school/open/next week/the mayor)
- (Sally's shoes/re-heel/last Saturday)
- (The dustbins/empty/recently)

...Her hair is being dyed at the moment...

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# 6 Passive Voice / Causative Form

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Put the verbs in brackets into the correct passive form.

- Polar bears ...*are hunted* ... (hunt) for their fur.
- A lecture ..... (give) in the main hall at the moment.
- After ... (award) a medal for bravery, he became a local hero.
- Her ankle ..... (hurt) when she fell down.
- She thinks her car ..... (steal) by someone she knows.
- The apartment ..... (sell) last week.
- I hate ..... (lie to) by my friends.
- Nurses really ought ..... (pay) more than they are.
- The music must ..... (turn down) by 12 o'clock at the latest.
- Your free gift ..... (send) to you in the next few days.
- I wish I ..... (teach) how to use a computer when I was at school.
- Human bones ..... (find) by archaeologists yesterday.
- My car ..... (repair) at the moment, so I can't give you a lift.
- New York ..... (say) to be one of the most dangerous cities in the world.
- Hopefully, all forms of discrimination ..... (wipe out) by the end of this century.



## Changing from Active into Passive

- The object of the active verb becomes the subject in the passive sentence. The active verb changes into a passive form and the subject of the active verb becomes the agent which is either introduced with "by" or is omitted.

	Subject	Verb	Object	Agent
Active	Kate	wrote	the story.	
Passive	The story	was written		by Kate.

- By + agent** is omitted when the agent is **unknown, unimportant, obvious from the context** or words such as: **someone, people, I, etc.** They will give more information soon. ⇒ More information will be given soon. ("by them" is omitted)
- By + agent** is used to say who or what did the action. She was knocked down **by a lorry**. **With + instrument or material** is used to say what the agent used. The policeman was stabbed **with a knife**.
- Verbs followed by a preposition (look after, accuse of etc) take the preposition immediately after them when turned into the passive. She looks after her daughter well. ⇒ Her daughter **is looked after** well.
- For verbs which take two objects, it is more usual to begin the sentence with the person. They gave her all the details. ⇒ She was given all the details. (more usual than: All the details were given to her.)
- In **passive questions with who, whom or which** we do not omit **by**. Who offered her the job? ⇒ Who was she offered the job **by**?
- Make, hear, help, see** are followed by a **to-infinitive** in the passive. They saw him cross the street. ⇒ He was seen **to cross** the street. Note that **hear, see, watch** can be followed by a **present participle** in the active and passive. We heard him **playing** the guitar. ⇒ He was heard **playing** the guitar.

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Change the sentences from the active into the passive. Omit the agent where it can be omitted.



- The British eat over thirty million hamburgers each year.  
...*Over thirty million hamburgers are eaten by the British each year.*...
- Who wrote "One Hundred Years of Solitude?" .....
- The bad weather has spoiled my holiday plans. ....
- Do they always pay their workers on time? .....
- The children picked the strawberries. ....
- She saw them go out. ....
- You should wash those walls before you paint them. ....

## 6 Passive Voice / Causative Form

- 8 Penguin have translated all her books into English.
- 9 He objects to people telling him what to do.
- 10 Tesco are converting the old bank into a supermarket.
- 11 They told him not to say anything to her.
- 12 Did they give you a reward for finding their cat?
- 13 The nurses take very good care of the patients.
- 14 Everyone heard her shouting at the students.
- 15 Why have they given him a promotion?
- 16 I love people giving me presents.
- 17 When we got to the theatre, they had sold all the tickets.
- 18 The police have just arrested the man who broke into our house.
- 19 What did he tell you to do?
- 20 Oxfam will hold a fashion show next week.
- 21 They are holding the next World Cup in France.
- 22 When did they demolish that building?
- 23 The officers took the suspect in for questioning.
- 24 Will they hand out free T-shirts at the concert?
- 25 Does the school provide accommodation for all new teachers?

### 135 Change the sentences from the passive into the active.

- 1 Why was James asked to leave the club? ...*Why did they ask James to leave the club?*...
- 2 They love being invited to parties.
- 3 The best cream cakes are made by Sayers.
- 4 By the end of the party all the food had been eaten.
- 5 Sanchez was beaten by Graff in the Women's Tennis Final.
- 6 My glasses must have been thrown away by mistake.
- 7 The building is being examined by Health and Safety experts this week.
- 8 Who was the television invented by?
- 9 She was heard complaining about the new timetable.
- 10 She was sent a telegram by the Queen on her 100th birthday.
- 11 The English language is now spoken by over two billion people worldwide.
- 12 My overdraft is being extended by the bank tomorrow.
- 13 Hundreds of free gifts are being given away by Donels this Saturday.
- 14 Why haven't the beds been made yet?
- 15 I hate being taken for granted.
- 16 The tickets should have been booked weeks ago.
- 17 A new shopping centre is being built on the outskirts of town.
- 18 Why was I not told about the meeting?
- 19 Further information can be obtained from your local post office.
- 20 When will you be interviewed for the post?
- 21 Who was Gilbert interviewed by?
- 22 She hasn't been christened yet.
- 23 A new shampoo is being developed in the lab.
- 24 The awards will be presented by Tom Hanks.
- 25 Rainforests are being cut down in the Amazon.

### 136 Fill in "by" or "with".

- |  |  |
|--|--|
| 1 This suit was designed ... <i>by</i> ... Armani. | 6 "Carmen" was composed ..... Bizet.             |
| 2 This cake is filled ..... fresh cream.           | 7 The coat was lined ..... fur.                  |
| 3 Who was Australia discovered .....?              | 8 The food will be provided ..... caterers.      |
| 4 Ford cars are made ..... experts.                | 9 The stew was flavoured ..... garlic.           |
| 5 The baby was covered ..... a blanket.            | 10 The Royal Wedding was watched ..... millions. |

# 6 Passive Voice / Causative Form

## 137 Change into the passive.

Last month Samuel Block opened a restaurant in the centre of Macclesfield. He had planned it for over five years but he only completed it after local businessmen raised a large sum of money. A top hotelier has trained the waiters and they will wear specially designed uniforms to fit in with the restaurant's modern look. They have brought in a famous chef from France and they are going to give him complete control over the daily menu.



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

- **subject (person) + passive verb + to -inf**  
(personal construction)
- **It + passive verb + that-clause**  
(impersonal construction)

*Doctors expect he will recover soon.*

*He is expected to recover soon.*

*It is expected that he will recover soon.*

## 138 Turn the following into the passive as in the example:

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| <p>1 They say he is a millionaire.<br/>He ...<i>is said to be a millionaire</i>....<br/>It ...<i>is said that he is a millionaire</i>....</p> <p>2 They expect the plane will be landing soon.<br/>The plane .....<br/>It .....</p> <p>3 They believe he was working illegally.<br/>He .....<br/>It .....</p> <p>4 They say he is feeling better.<br/>He .....<br/>It .....</p> <p>5 They thought he had been brave to do so.<br/>He .....<br/>It .....</p> | <p>6 They think he has escaped from prison.<br/>He .....<br/>It .....</p> <p>7 They expect he'll pass his exams.<br/>He .....<br/>It .....</p> <p>8 They say she lied to the police.<br/>She .....<br/>It .....</p> <p>9 They say they miss too many lessons.<br/>They .....<br/>It .....</p> <p>10 They know she was always late for work.<br/>She .....<br/>It .....</p> |
|---|--|

## 139 Complete the sentences using the words in bold. Use two to five words.

- 1 The teacher scolded Jim for not paying attention.  
**was** Jim ...*was scolded by the teacher*... for not paying attention.
- 2 Her parents named her after her grandmother.  
**was** She ..... her grandmother.
- 3 Most people think that broken homes cause a lot of social problems.  
**thought** It ..... cause a lot of social problems.
- 4 An editor will check the article.  
**be** The article ..... an editor.
- 5 The traffic warden will give you a ticket if you park there.  
**be** You ..... if you park there.
- 6 A lot of men enjoy football.  
**is** Football ..... a lot of men.
- 7 The builder will have finished the extension by July.  
**been** The ..... by July.
- 8 The teacher has given the students their homework.  
**have** The ..... their homework.

## 6 *Passive Voice / Causative Form*

- 9 They are blaming Martin for the accident.  
is Martin ..... for the accident.
- 10 They are going to preview the film tomorrow evening.  
is The film ..... tomorrow evening.
- 11 They will have settled the matter by this afternoon.  
been The matter ..... by this afternoon.

**140** *Look at the notes, then write a report using the passive.*

### **Yet again we experienced an earthquake last night.**

A remote area in northern Spain/shake/by an earthquake last night. Several villages/totally destroy/and many people/leave/homeless. The total extent of the damage/still not known/but luckily few casualties/report as people/warn/of the danger earlier and many villages/evacuate. Victims of the earthquake now/offer/shelter in local churches/where food and drink/provide.

**141** *Rewrite the following text in the passive.*

After 20 years of civil war, the Lebanese government is rebuilding Beirut. They will construct new offices and hotels. The authorities must also expand Beirut airport. Luckily, bombing did not destroy archaeological sites. By the year 2000, building companies will have completed most of the work. Lebanon's new look will attract many tourists in the future. A few groups have already visited this Middle Eastern paradise.

**142** *Rewrite the following text in the passive.*

The critics have greeted with enthusiasm "Turning Point", Marvin Morton's new play. They regard it as his most mature work. Morton wrote it after he had studied people's behaviour for a considerable time. On the opening night the audience called Morton onto the stage and applauded him loudly. They are staging the play at the Apollo Theatre where they expect thousands of people to see it. Film companies have asked Morton to write a script for a film based on the play. We do not know yet whether Morton will seriously consider the proposal.

## Oral Development 9



*Look at the picture and the prompts and make sentences using the passive. You can also use your own ideas.*

*Cues: sea/pollute - waste/dump / for years - companies/fine/last year - action/take - new laws/ introduced/soon - protest marches/organised/recently - people/ask not swim/at present - fishermen/advise/ fish elsewhere - hope/problem solve/two years - volunteers/ask/help/clean up*

*eg. The sea has been polluted. etc*

# 6 Passive Voice / Causative Form

## Causative Form

- We use **have + object + past participle** to say that we arrange for someone to do something for us. *He asked the mechanic to repair his car. He **had his car repaired**. (He didn't do it himself - the mechanic did it.)*

Present Simple	<i>She <b>looks after</b> her children.</i>	<i>She <b>has</b> her children looked after.</i>
Present Cont.	<i>She <b>is looking after</b> her children.</i>	<i>She <b>is having</b> her children looked after.</i>
Past Simple	<i>She <b>looked after</b> her children.</i>	<i>She <b>had</b> her children looked after.</i>
Past Continuous	<i>She <b>was looking after</b> her children.</i>	<i>She <b>was having</b> her children looked after.</i>
Future Simple	<i>She <b>will look after</b> her children.</i>	<i>She <b>will have</b> her children looked after.</i>
Future Cont.	<i>She <b>will be looking after</b> her children.</i>	<i>She <b>will be having</b> her children looked after.</i>
Present Perfect	<i>She <b>has looked after</b> her children.</i>	<i>She <b>has had</b> her children looked after.</i>
Present Perf. Cont.	<i>She <b>has been looking after</b> her children.</i>	<i>She <b>has been having</b> her children looked after.</i>
Past Perfect	<i>She <b>had looked after</b> her children.</i>	<i>She <b>had had</b> her children looked after.</i>
Past Perfect Cont.	<i>She <b>had been looking after</b> her children.</i>	<i>She <b>had been having</b> her children looked after.</i>
Infinitive	<i>She <b>can look after</b> her children.</i>	<i>She <b>can have</b> her children looked after.</i>
-ing form	<i>She <b>likes looking after</b> her children.</i>	<i>She <b>likes having</b> her children looked after.</i>

- The verb **to have**, when used in the causative, forms its **negations** and **questions** with **do/does** (Present S.) and **did** (Past S.). *She **doesn't have** the flowers arranged. **Did you have** the clothes ironed?*
- Get** can be used instead of **have** in the causative. *Did you **have/get** your hair cut?*
- The **causative** can be used instead of the passive to express **accidents** or **misfortunes**. *He **had his** cheek bruised in a fight. (= His cheek was bruised in a fight.)*

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Read the situations, then write sentences using the causative form.

- The optician is testing her eyes. What is she doing?  
...*She's having her eyes tested...*
- If he doesn't drive more carefully, the police will take away his licence. What will happen to him? .....
- This time tomorrow an artist will be painting her son's portrait. What will she be doing? .....
- Someone is cutting down the tree in our garden at the moment. What are we doing? .....
- They can vaccinate your children against smallpox. What can you do? .....
- She will hire someone to build a shed for her. What will she do? .....
- The dentist is polishing Tom's teeth. What is Tom doing? .....
- The police are towing away his car. What is happening to him? .....
- Someone dry-cleans his suits every month. What does he do? .....
- He has been paying a therapist to massage his back. What has he been doing? .....
- Sally gets a hairdresser to dye her hair every month. What does she do? .....



## 6 Passive Voice / Causative Form

### 144 Write sentences in the causative form as in the example:

- 1 Do you ask someone to type your essays? ...*Do you have your essays typed?*...
- 2 Her photographs haven't been developed yet. ....
- 3 She doesn't like asking people to do her shopping. ....
- 4 Have you asked them to install a burglar alarm for you? ....
- 5 I didn't use to employ someone to do the housework for me. ....
- 6 The doctor examined her wound. ....
- 7 He isn't going to take his glasses to be adjusted today. ....
- 8 Did the detective order the constable to follow the suspect? ....
- 9 You should ask someone to collect your mail while you are away. ....
- 10 Did the doctor set Gary's broken leg? ....
- 11 Will she get someone to check her washing machine for her? ....
- 12 We're going to ask them to send us a copy of the contract. ....
- 13 Has the chauffeur been driving Mary's kids to school for years? ....
- 14 Was his arm broken in a car crash? ....
- 15 How many times has the plumber fixed John's tap this year? ....

- **Make/have + object + bare infinitive** are used to express that someone causes someone else to do something, but their meaning is slightly different.

He **made Liz send** a fax. (He insisted that Liz should send a fax.)

He **had Liz send** a fax. (He asked Liz to send a fax.)

- **Get + object + to -inf** is used to show that someone **persuades** someone else to do something.  
She **got her husband to cut** the grass. (She persuaded her husband to cut the grass.)

### 145 Rephrase the following using have, make or get as in the example:

- 1 He insisted that Peter left immediately. ...*He made Peter leave immediately.*...
- 2 Janet persuaded Diane to drive her to the airport. ....
- 3 My car radio is being fitted by Gary today. ....
- 4 She asked her sister to translate the article. ....
- 5 I finally persuaded the landlord to change the locks. ....
- 6 My mother insisted that I should wear a dress to the wedding. ....
- 7 I'll ask John to pick me up at the station. ....
- 8 Sue persuaded her colleagues to change their minds. ....
- 9 She is going to ask them to rewrite the assignment. ....
- 10 I can't believe he asked me to return the cheque. ....
- 11 He insisted that they should stay at home. ....
- 12 I'll try to persuade him to give you the money he owes you. ....
- 13 The receptionist asked her to wait outside his office. ....
- 14 The doctor insisted that she should go to hospital. ....
- 15 He asked the porter to carry his luggage. ....

### 146 Complete the sentences using the words in bold. Use two to five words.

- 1 They arranged for medical supplies to be flown into the region.  
**had** They ...*had medical supplies flown*... into the region.
- 2 A shark bit Tony's leg off.  
**got** Tony ..... by a shark.
- 3 A lawyer will have to sign this document for you.  
**have** You ..... this document signed by a lawyer.
- 4 Why did you insist that I buy this horrible cheese?  
**make** Why ..... this horrible cheese?

## 6 *Passive Voice / Causative Form*

- 5 She pays someone to clean the windows every month.  
**cleaned** She ..... every month.
- 6 The labourers were forced to work seven days a week.  
**made** They ..... seven days a week.
- 7 Someone will probably mug you if you walk through that part of town.  
**get** You ..... if you walk through that part of town.
- 8 They will take away your licence if they catch you driving that way.  
**have** You ..... away if they catch you driving that way.
- 9 She arranged for her neighbour to walk her dog while she was away.  
**had** She ..... by her neighbour while she was away.
- 10 Please don't insist that I cook dinner tonight.  
**make** Please ..... dinner tonight.
- 11 Someone stole their car while they were asleep.  
**had** They ..... while they were asleep.
- 12 Her nose was broken in the accident.  
**got** She ..... in the accident.
- 13 Did you insist they should rewrite the composition?  
**make** Did ..... the composition?
- 14 She hired someone to make new curtains for her house.  
**had** She ..... for her house.
- 15 He got someone at the garage to adjust the brakes.  
**adjusted** He ..... at the garage.

### Oral Development 10

*Architects are looking at plans for a luxurious hotel for Smithsonian International. In pairs comment on the jobs that have already been done, are being done, will be done, or will have been done, then make sentences using the causative. You can use your own ideas.*



10 June

**Things done :** decorate VIP suites, build staff accommodation block, paint reception area

**Things being done:** build swimming pool, decorate dining room, furnish lounge, paint bedrooms

**Things to be done:** landscape gardens, build car park

**Things that will have been done by the end of next month:** install phones, fit bathrooms, equip sports centre

*eg. They have had the VIP suites decorated.*