

4.1 Passive forms

GR4.1)))

- I'll have to go in by train, as my car **is being serviced** at the moment.
- Machu Picchu **was built** sometime in the fifteenth century.
- I couldn't get my money back because the name on the ticket **can't be changed**.
- The machine **had been designed** to use as little energy as possible.

Form

We form the passive with *be* + past participle. Passive verbs can be in the same tenses as active verbs.

*Billions of text messages **are sent** every day.*

*Our office **is being decorated** at the moment.*

*The computer mouse **was invented** in the late 1960s.*

*I **wasn't sent** the email.*

*Our rooms **were still being cleaned** when we arrived.*

*Why **has** the conference **been postponed**?*

*The design **had been altered** a number of times.*

- We use the passive infinitive (*be done, be opened, etc.*) after modal verbs, *be going to* and verbs followed by *to* (*need to, have to, want to, etc.*).

*Bags **must not be left** unattended. Bags left unattended **will be removed and destroyed**.*

*The film **is going to be released** next year.*

*The software **needs to be updated**.*

Use

We use the passive to say what happens to someone or something. We most often use the passive because we do not say who or what does the action. This is usually because this person or thing is not known, or is obvious or unimportant.

*The mixture **is heated to** over 100°C.*

*Tickets **can be booked** in advance.*

*The film **was nominated** for six Oscars.*

- If we want to say who or what does the action, we use *by*. This is usually when we are adding this information to an existing topic.
*The modern computer mouse **was invented by** Douglas Engelbart.*
- When a verb has two objects, there are two possible passive structures.

***The wrong person** was sent the email.*

*The email was sent to **the wrong person**.*

A common idiomatic use of the passive is *was/were born*.

*I **was born** in Milan.*

*Where **were** you **born**? NOT ~~I born in Milan. Where you born?~~*

- Complete the extracts about some great inventors and pioneers by putting the verbs in brackets into the correct passive tense.

James Dyson is a British industrial designer, inventor and businessman and ¹ _____ (best/know) as the inventor of the Dyson vacuum cleaner. He initiated the James Dyson Award, which ² _____ (give) each year to an upcoming young design engineer.

An astronomical telescope for observing the planets ³ _____ (first/use) by the astronomer, mathematician and physicist Galileo Galilei. Later in life, Galileo ⁴ _____ (criticize) by the church in Italy for supporting the theory that the Earth revolved around the sun.

Pablo Picasso ⁵ _____ (consider) by many to be the most influential painter of the twentieth century. A number of his paintings ⁶ _____ (recently/sell) for over \$100 million.

Football legend Pelé played 1,362 professional matches and ⁷ _____ (select) to play for his country in four World Cups. He ⁸ _____ (consider) by many to be the greatest footballer of all time and, in 1999, he ⁹ _____ (name) athlete of the century by the IOC.

J. K. Rowling is a British novelist, best known as the author of the Harry Potter series. The first Harry Potter book ¹⁰ _____ (publish) in 1997 and since then around half a billion books ¹¹ _____ (sell) worldwide. They ¹² _____ (translate) into over thirty languages. It ¹³ _____ (think) that J. K. Rowling has done more to encourage children to read than any other author.

- Complete the sentences about designer Sir Jonathan Ive using the correct passive form of the verbs in the box.

design describe develop identify widely/consider

- Sir Jonathan Ive is an English designer at Apple Inc. Many of Apple's products, including the MacBook, iPod and iPad 1 _____ by Ive.
- Ive _____ by Apple boss Steve Jobs as his 'spiritual partner at Apple.'
- Ive's designs for Apple _____ to have a great influence on the world of design more broadly.
- Ive believes that his best work is yet to emerge and that today he prefers to _____ as a maker of products, rather than a designer.
- In a recent interview, he said that 'we are at the beginning of a remarkable time' and that, in the future, 'a remarkable number of products _____'.

4.2 Causative *have* and *get*

GR4.2)))

- 1 We're **having the roof repaired** in the summer.
- 2 At this hotel, you **can get your dry-cleaning done** for free.
- 3 He had to **have his head shaved** when he joined the army.
- 4 We **had the doctor check** her blood pressure.
- 5 I'm **getting Alex to pick my parents up** from the airport.

have/get something done

We use *have/get something done* to say that someone does something for us, usually when we have arranged it. We do not say who does the action. We generally use *get* for more informal situations.

- The structure is *have/get + object + past participle*:
I had my apartment valued last week.
We're having our office decorated at the moment.
Where do you get your hair cut?
I'm getting my car serviced tomorrow.
- We also use this structure to say that something unwelcome or negative happens to us. We do not use *get* in this way.
I've had my car broken into.
Sarah's had her bike stolen.

have someone do something/get someone to do something

We use *have/get someone (to) do something* when we arrange for somebody to do something for us. With this structure we say who does the action.

- The structures with *have* and *get* are slightly different:
have + someone + infinitive (without to)
I had someone clean the carpets.
We're going to have some of the students teach one of the lessons.
- get + someone + infinitive (with to)*
I got someone to clean the carpets.
We're going to get some of the students to teach one of the lessons.

- 1 Put the words in italics into the right order to complete the sentences.
 - 1 I've lost my house key. *cut / need / I / to / a new one / get* as soon as I can.
I need to get a new one cut as soon as I can.
 - 2 How often *cut / your hair / you / do / get* ?

 - 3 We do our weekly shopping online and *it / delivered / have / we* to the house.

 - 4 I can't give you a lift tomorrow I'm afraid. *'m having / I / serviced / my car* .

 - 5 The windows are dirty. *cleaned / need / get / we / to / them* .

 - 6 *the house / we / someone / have / clean* once a week.

 - 7 There's a problem with my computer. *'m going / look at it / I / to / someone / get / to* .

- 2 Complete the text, using the words in the brackets in an appropriate causative structure.

Productivity in the workplace

Research has shown a moderate noise level is good for productivity and creativity in the workplace. High noise levels, especially when it's stop-start, make it difficult to process information efficiently. Anyone who has tried to work at home while their neighbours are playing loud music, speaking loudly on the phone or, even worse, ¹_____ (their apartment/renovate), will have experienced this.

Research about temperatures in the workplace has shown that productivity decreases significantly and up to 40% more mistakes are made when the temperature is below 20°C. So, if you're feeling cold, ²_____ (your boss/turn up) the heating, but not too much, as too high temperatures cause an even greater decrease in creativity.

When it comes to lighting, too little light and too much light can both reduce productivity. Natural light is generally preferable as long there is enough of it. So, if your workplace is too dim, you should consider ³_____ (skylights or large windows/install).

Finally, research has shown that an untidy workspace is better for creative thinking than a tidy one. So if you are a naturally tidy person, it may be worth ⁴_____ (a colleague/mess up) your desk from time to time.