


Language review

Passives

- We use the passive when we are not interested in who performs an action or it is not necessary to know: *The product has been withdrawn.*
- We often use it to describe processes and procedures because we are more interested in the process itself than who carries it out: *In the final stage of manufacture, the pills are packaged and wrapped.*
- We use the passive to write in a more formal style because it is less personal than the active. It is often used in reports, minutes and business correspondence: *It was agreed that the budget would be reviewed at the next board meeting.*

 page 132

A Match the news extracts a)–h) to the verb forms 1–8.

1 Present simple

2 Past simple

3 Present perfect

4 Past perfect

5 Present continuous

6 Future simple

7 Modal verbs with passives

8 Passive infinitives

- a) The report says supervisors *should be trained* to manage telecommuters and should define the hours and tasks expected of them.
- b) Those least happy with their work/life balance were the ones who felt they *had been forced* to choose between work and home.
- c) Campaigners for paternity leave say it *is* particularly *needed* in the UK where men work the longest hours in the EU.
- d) Half-term *is being seen* as an increasingly attractive break by working parents in their late 30s and early 40s.
- e) A survey of workers in 13 industrialised countries found the desire for a decent work/life balance *was rated* more highly than a good salary.
- f) It *used to be argued* that women had not achieved pay equality because discrimination kept them in more junior jobs.
- g) Efforts to encourage more women to return to work after having children *will be hampered* if employers force staff to stick to rigid hours and limit their time off.
- h) Some smaller businesses *have been founded* on the principle that work/life balance makes commercial success.

B Complete the extract below with passive forms of the verbs in brackets.

Several surveys¹ (conduct) recently concerning the relationship between work and play. According to psychologists, activities are more likely to² (perceive) as play – and therefore attractive – rather than work – and therefore unattractive – if they³ (enter) into voluntarily. In one experiment, for example, volunteers⁴ (give) a problem-solving game to perform: some⁵ (pay) to perform the game and some were not. Those who⁶ (pay) spent less free time performing than those for whom the only motivation was the pleasure of the game. Thus, motivation to play springs from within and the readiness to perform activities⁷ (reduce) by external rewards.

C Read the notes for four sections of a report on a proposed Employee Incentive Scheme. Then write sentences, using the passive, to include in the report. For example, *Questionnaires were distributed to all departments.*