

Handout 1

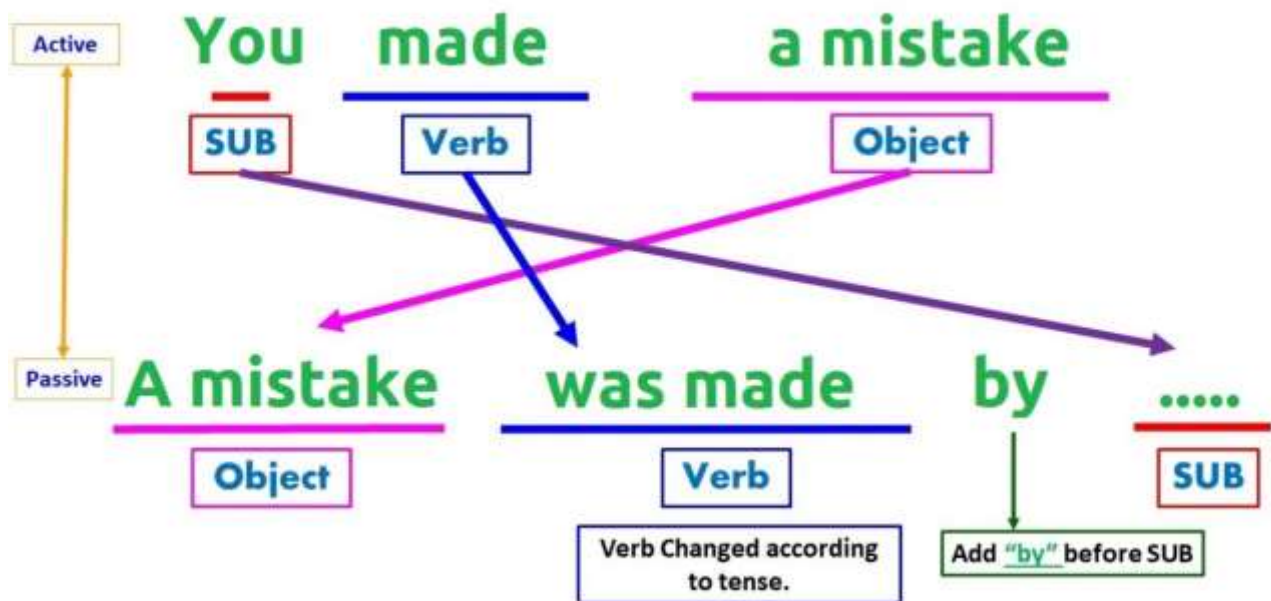
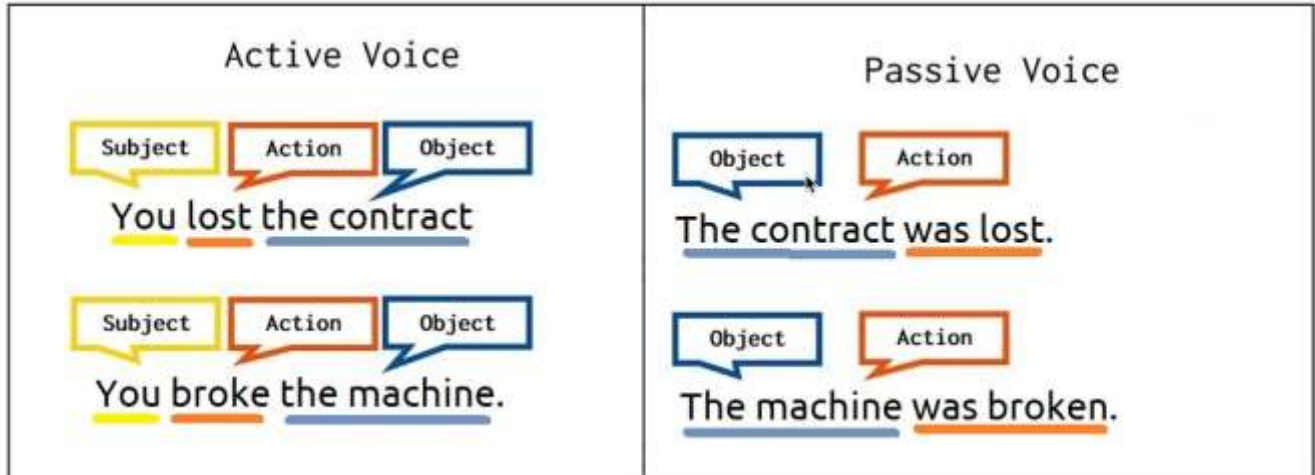
Scenario 1

- You've transferred money to the wrong account. Again!
- Sorry. I was not attentive.
- Enough is enough. You're fired!
- Yes, you're right. Goodbye.

Scenario 2

- You've transferred money to the wrong account. Again!
- Unfortunately, the sum was accidentally transferred to one of our subcontractors. They have already been contacted, and the sum has been returned.

How is the passive voice formed?



Handout 2

1. Present Simple: You make a mistake.
 A mistake _____ made.
2. Present Continuous: You are making a mistake.
 A mistake _____ made.
3. Past Simple: You made a mistake.
 A mistake _____ made.
4. Past Continuous: You were making a mistake.
 A mistake _____ made.
5. Present Perfect You have made a mistake.
 A mistake _____ made.
6. Past Perfect: You had made a mistake.
 A mistake _____ made.
7. Future Simple: You will make a mistake.
 A mistake _____ made.
8. Be + "going to": You are going to make a mistake.
 A mistake _____ made.
9. Future Perfect: You will have made a mistake.
 A mistake _____ made.
10. Modal Verb: You should not make a mistake.
 A mistake _____ made.
11. Modal Perfect: You should not have made a mistake.
 A mistake _____ made.

Handout 3

Task 1

You are responsible for transport for the warehouse. Deal with your boss's complaints and use passive to avoid taking the blame.

1. ___ You've lost one of the cartons!
 2. ___ You delivered the goods two days late!
 3. ___ You damaged one of the machines!
 4. ___ Your tracks are dirty!
 5. ___ You left one pallet in our loading bay!
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- A. It will be delivered tomorrow.
 - B. I have to admit that the delivery was slightly delayed.
 - C. I am very sorry to hear that one carton was mislaid...
 - D. Yes, they should have been packed better.
 - E. They are being cleaned at the moment.

Task 2

You are responsible for security at the warehouse. Deal with the boss's complaints and use passive to avoid taking the blame.

1. The alarm went off six times last night!

_____ (It/check/at the moment)

2. Your security guards don't follow procedures!

_____ (They/be/train/next week)

3. They damaged my Mercedes yesterday!

_____ (It/should not/be/park/in the loading bay)

4. The new CCTV cameras don't work properly!

_____ (Strange/they/service/yesterday)

Handout 4

Prepare appropriate responses to these statements with the use of Passive Voice.

1. "You counted the inventory incorrectly again!"

2. "You forgot to lock up the office last night!"

3. "You made typos in this report!"

4. "You missed the deadline for the project!"

5. "You didn't include research into you presentation!"

6. "You failed to update the software on time!"

7. "You don't set up the meeting room properly!"

8. "You overlooked important details in the contract!"
