

Appendix 1 Active and passive

1.1 Present and past:

| | <i>active</i> | <i>passive</i> |
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| <i>present simple</i> | We make butter from milk. Somebody cleans these rooms every day. People never invite me to parties. How do they make butter? | Butter is made from milk. These rooms are cleaned every day. I am never invited to parties. How is butter made ? |
| <i>past simple</i> | Somebody stole my car last week. Somebody stole my keys yesterday. They didn't invite me to the party. When did they build these houses? | My car was stolen last week. My keys were stolen yesterday. I wasn't invited to the party. When were these houses built ? |
| <i>present continuous</i> | They are building a new airport at the moment. (= it isn't finished) They are building some new houses near the river. | A new airport is being built at the moment. Some new houses are being built near the river. |
| <i>past continuous</i> | When I was here a few years ago, they were building a new airport. (= it wasn't finished at that time) | When I was here a few years ago, a new airport was being built . |
| <i>present perfect</i> | Look! They have painted the door. These shirts are clean. Somebody has washed them. Somebody has stolen my car. | Look! The door has been painted . These shirts are clean. They have been washed . My car has been stolen . |
| <i>past perfect</i> | Ann said that somebody had stolen her car. | Ann said that her car had been stolen . |

1.2 Will / can / must / have to etc.

| <i>active</i> | <i>passive</i> |
|---|--|
| Somebody will clean the office tomorrow. Somebody must clean the office. I think they'll invite you to the party. They can't repair my watch. You should wash this sweater by hand. They are going to build a new airport. Somebody has to wash these clothes. They had to take the injured man to hospital. | The office will be cleaned tomorrow. The office must be cleaned . I think you'll be invited to the party. My watch can't be repaired . This sweater should be washed by hand. A new airport is going to be built . These clothes have to be washed . The injured man had to be taken to hospital. |