

Objectives

- Grammar: State/Activity verbs, simple or continuous
- Vocabulary: Leisure activities
- Everyday English: Making small talk
- Reading: Is this the best boss in America?
- Listening: Balancing work and life





1. Look at the photo. What's the man's job? Do you think he enjoys it? Why/Why not? Would you like to do it?

2. Read the quote. Is this true for you or anyone you know?

**‘Choose a job you
love and you will
never have to work a
day in your life.’**

Confucius

1. How do you begin your day? What's your early morning routine?

2. Listen to a song called 9 to 5. Answer these questions:

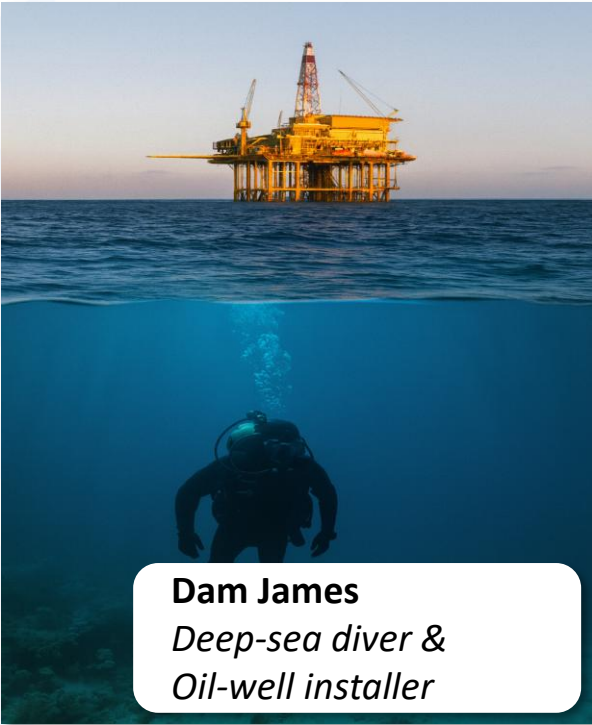


3.1

- How does the singer begin her day?
- Does she enjoy her work? Why/Why not?
- What's the 'rich man's game'?
- What do you think her job is?

‘How I stay calm’

1. Look at the photos. Which job do you think are most/least stressful? Why? Which would you most/least like to do? Why?



2. Ask and answer questions about the people.

What does Gary do?

He's a football manager.

What's he doing
In the picture?

He's encouraging
his team.

3. Listen to four people talk about their jobs. Then answer the questions.



3.2

1. What do they find stressful about their job?
2. What do they do to relax or stay calm?
3. What are they doing at the moment?

4. Listen again and fill in the gaps. What else do you remember about each person?

Gary

1. I _____ that the manager _____ always blamed when the team _____.
2. I never _____ the 24-hour sports channels. I _____ on social media.
3. I _____ DIY around the house. I _____ the kitchen at the moment.

Betty

4. I _____ that a good school _____ a huge difference to the lives of young people.
5. I _____ for the Great Welsh Marathon at the moment, so I _____ eight miles, three nights a week.

Dam

6. We _____ up and down in a ... Diving bell, which _____ lowered to the sea bed.
7. Even when I _____ not _____ I _____ the sea - it _____ me.
8. I _____ actually _____ my own boat at the moment.

Britney

9. I _____ their distress.
10. In my few free moments I _____. I _____ a little blue jacket for my sister's baby.

LANGUAGE FOCUS

1. What are the tenses in these sentences? Which is passive? Why are they used?

We **work** in teams of three.
I'm **not working** at the moment, It's my month off.
The manager **is** always **blamed** when the team loses

Find other examples from audio 3.2

2. Which of these verb forms is right? Why is the other tense wrong?

I like		my job		I know		it's stressful
I'm liking				I'm knowing		

3. Some verbs are rarely used in continuous tenses. These are called **state verbs**. Underline the six state verbs in the box.

love	understand	watch
work	want	enjoy
mean	believe	agree

4. Underline the correct tenses. How do you express this in your language?

I **work/I'm working/I've been working** here for ten years.

1. Read an interview with Gary Rudd, the football manager.
Which questions goes with which answer?

- 1. Don't you like your job?
- 2. Do you and your wife relax at all?
- 3. ~~How do you get a balance between work and home life?~~
- 4. How long are you going to stay as manager?
- 5. What does your wife think about that?
- 6. Do you have any children?

Listen and compare. 
3.3

2. Complete questions 1-8 about Gary. Then answer them.

Does he have any children?

Yes, he does. He has twin daughters.

- 1. ... any children?
- 2. Where ...?
- 3. How many days...?
- 4. What ... like about his job?
- 5. Why ... lonely?
- 6. How ... relax?
- 7. What ... at the moment?
- 8. When ... want ... leave?

Listen and compare. 
3.4



1. *How do you get a balance between work and home life?*
Well, it's tricky, but I've been married for ten years and I've been doing this job for three years and very fortunately my lovely wife understands how stressful it is. Also, it helps that we live near my work – we have a nice house not far from the football ground.

2. _____?
We have two kids; twin daughters. Thank goodness they both love football! They often come to watch the matches, but I never seem to have time to do dad-type things with them. My job is so time-consuming. I usually work six days out of seven and always at weekends.

3. _____?
Don't get me wrong. I love my job – it's challenging and exciting, I never know what's going to happen. I like training the lads, they're great guys. But it's often lonely. I enjoyed all my years as a player – I loved all the dressing-room chat and socializing after the game. Now I'm not invited to join them.

4. _____?
Not much! We don't have a social life these days. I try to switch off when I get home and do stuff round the house, but it's difficult. I like doing DIY, but I rarely finish anything – I'm painting the kitchen at the moment, I've been doing it for weeks and it's not finished yet.

5. _____?
Ah – she's a very patient lady and she has lots of interests of her own, but . . .

6. _____?
I don't have an answer to that. I want to leave when the team are doing well. I have no idea when that will be. I'm hoping before my marriage ends – don't worry . . . I'm joking!

3. Talk about yourself using the prompts in the box.

I visit my grandfather as often as I can.

- I usually / occasionally / rarely / hardly ever ...
- ... once a fortnight
- ... eight hours a day
- ... on a Sunday
- ... as often as I can
- ... twice a year
- ... one evening a week
- ... on holiday

Practice I Simple and continuous

Who's that?

1. It's Sarah's first day in a new job. Listen to Josh talking to her about the people in the picture. What are their names? What are their jobs?



Names	Job titles
Nigel	a. Personal assistant (PA)
Christina	b. Sales director
Jenny	c. CEO (Chief Executive Officer)
Edward	d. Information Technology (IT) Manager
Matthew	e. Human resources (HR) manager
Helena	f. Accountant

2. What are the people doing in the picture? What are they wearing?

Nigel's sitting at the top of the table reading something. He's wearing a bright red tie.

Listen again. What is said about each person?  3.5

Nigel shouts a lot, but he listens as well.



3. Match a job with a description and a current project.

Job	Job description	Current project
PA	Runs IT support team	Discussing plans and targets with the Board of Directors
CEO	Makes appointments and arrangements	Recruiting new staff
Accountant	Looks after personnel and their conditions of employment	Organizing hotel bookings for the sales conference
Sales Director	Is in charge of budget and cash flow	Preparing to visit customers in China
HR Manager	Is responsible for running the whole company	Buying new hardware
IT Manager	Negotiates prices and contracts with customers	Writing the annual financial report

4. Read and listen to the conversation. 3.6

A: What’s your job?
B: I’m a Human Resources manager.
A: So, what do you do exactly?
B: I look after the employees and their training, and make sure they’re happy.
A: And what are you working on at the moment?
B: I’m recruiting and interviewing. We’re trying to find new staff for our office in Paris.

Make similar conversations with the jobs in 3 or with your jobs.

5. Complete the sentences using the verb once in the *Present Simple* and once in the *Present Continuous*.

1. come

Pratik _____ from The Netherlands.
We _____ on the 11 o’clock train.
2. not have

He _____ any kids.
He _____ a vacation this year. He’s too busy.
3. see

I _____ the doctor next week. I think I need a check-up.
I _____ what you mean, but I don’t agree.
4. not think

I have a test tomorrow, but I _____ about it.
I _____ she’s very clever.

6. Are these sentences right (✓) or wrong (X)? Correct the wrong sentences.

1.

Are you understanding what I’m saying?
2.

We’re so worried. We’re owing a lot of money.
3.

I’m enjoying the course. It’s great.
4.

I hear you have money problems.
5.

What are you thinking about?
6.

I’m knowing you’re not agreeing with me.
7.

I’m thinking you’re really nice.
8.

I’m not believing you. You’re telling lies.

Practice I Active and passive

1. Read the statistics. Underline the correct form.

1. The average worker *pays / is paid* around £37,500 a year.
2. A typical household *owes / is owed* about £66,892 in debt.
3. 117% of disposable income *is owed / makes up* the average household debt.
4. Workers aged 21 and over *earn / are earned* at least £12.21 an hour.
5. Around 75.2% of working-age people *are employed / employ* in the UK.
6. The unemployment rate *measures / is measured* at 4.7%.
7. Most households *own / are owned* at least one car.
8. Children in the UK *receive / are received* about £6.35 in weekly pocket money.
9. Some public sector jobs *are cut/ cut* by the government.
10. The average family *pays / is paid* approximately £740,000 in tax over their lifetime.

2. Do any of the statistics surprise you? Do you know similar facts in your country?

3. Put the verbs in the *Present passive, Simple, or Continuous*.

1. 'Can I help you?' 'I'm being served (serve), thank you.'
2. A lot of manufactured goods _____ (make) in China.
3. 'Why are you getting the bus?' 'My car _____ (service).'
4. _____ service _____ (include) in the bill?
5. Nearly 50% of the food we buy _____ (import).
6. The banking industry in the UK _____ (situate) in London.
7. The hotel is closed while the bedrooms _____ (redecorate).
8. Footballers _____ (pay) far too much money.



1. Look at the chart. Which of the jobs do you think are the most beneficial to society? Put them in order of importance.

Who earns how much in Britain? *



* The average annual salary for all jobs is £27,000.

2. Complete the following charts based on the texts.

I think a pilot is paid about ...

Pilots earn much more than...

How much do you think ... get paid?

I don't think they get as much as ...

3. Check your answers with the chart. Compare your ideas in 1. Do you think the salaries are fair?

Profession	Average salary
Premier League footballer	£ 2.3 million
Investment banker	£ 300,000
Doctor	£ 70,000
Nursery nurse	£ 12,000
IT Manager	£ 40,000
Sales assistant	£ 10,000
Teacher	£ 32,000
Police officer	£ 39,000
Pilot	£ 77,000
Farm worker	£ 17,000

4. Listen to four people talking about their work. Can you work out what their jobs are? What do they find difficult about their job?

- 1. Look at the photos, title, and subheading. Why is Dan Price an unusual boss?
- 2. Listen to the first paragraph and picture the scene.
- 3. Answer the questions.





IS THIS THE
BEST BOSS
IN AMERICA?

Dan Price: the American CEO who took a pay cut to give his staff a \$70k minimum wage

"It's Monday morning and a dozen people are sitting around a conference table in an office on an industrial estate in rainy Seattle. A woman is writing on a white board. Coffee is being sipped. It's just after 8 a.m. I'm at a meeting in the credit card processing firm, Gravity Payments. A latecomer slips in and takes a seat among them. With his unkempt hair, jeans, and trainers, he looks like just another member of staff. But this is the boss, Dan Price, probably the best boss in the world."

★ Last April, Dan Price announced that he was going to pay all his staff a minimum wage of \$70,000 (£46,000) – the average at the time was \$48,000 (£31,000). This amount, he decided, was necessary for a ‘normal life’. To help pay for *this*, he cut his \$1.1 million salary to the same amount. In a world of greedy CEOs and terrible income inequality, Price’s action made him a hero for low-paid workers. There were 500 million posts on social media as the news flew around the world. Then came the criticism, immediate and violent. Fox News called him the ‘lunatic of all lunatics’. Business leaders and economists attacked him for interfering with the free market. I met Price at the offices of his company in Seattle. The attack has not lessened his enthusiasm, but he’s worried. He’s aware the world is watching. Researchers from Harvard Business School are tracking Gravity’s results. The new pay structure affects 70 of the 120 employees. Price wants all his staff to experience the ‘American Dream’ and is clearly moved by the ways their lives have already improved. I spoke to Nydelis Ortiz, a 26-year-old underwriter at Gravity, whose salary will nearly double from \$36,000. She was the first in her family to go to college. ‘I’m making more than both my parents combined. My mom cried,’ she says. ‘I had credit card debt, student loans ... this has given me peace of mind.’



Dan Price, CEO of Gravity Payments at his HQ in Seattle with employees Tammi Kroll (left) and Nydelis Ortiz

25 Then there’s Garret Nelson, 31, a sales rep. His \$5,000 pay increase came at a good time for the father of five – his youngest daughter is just a few days old. He thinks there are many people hoping Price’s experiment will fail. ‘As a salesman he knows it’s vitally important that it works. ‘If we fail, ... this experiment will fail.’

30 It’s not only Gravity workers whose lives are improving. Price has heard of hundreds of other bosses who have raised wages after hearing his story. ‘I get letters, emails, Facebook and Twitter messages,’ he says. ‘It’s great. I get close to tears every one I hear. There was a clothes factory in Vietnam that tripled their pay ...’

35 Other company owners told him he was crazy, but he thinks his staff work harder and their lives are easier because they have ‘less stress’. CEOs prepared to cut their salaries are rare. In the US, they now make 300 times more than a typical worker – it was 20 times in 1965. In the UK, it’s 183 times as much. Price, the boy from rural Idaho, used to have a jet-set lifestyle. This is now on hold. His work fills his life. He’s not even got time for a girlfriend. He says, ‘I’ve got a thousand things going on’. And at least he has the company of his dog, Mikey. Whatever happens next, Price is sure of one thing – the millions he’s spending on his pay project is the best money he’s ever spent.

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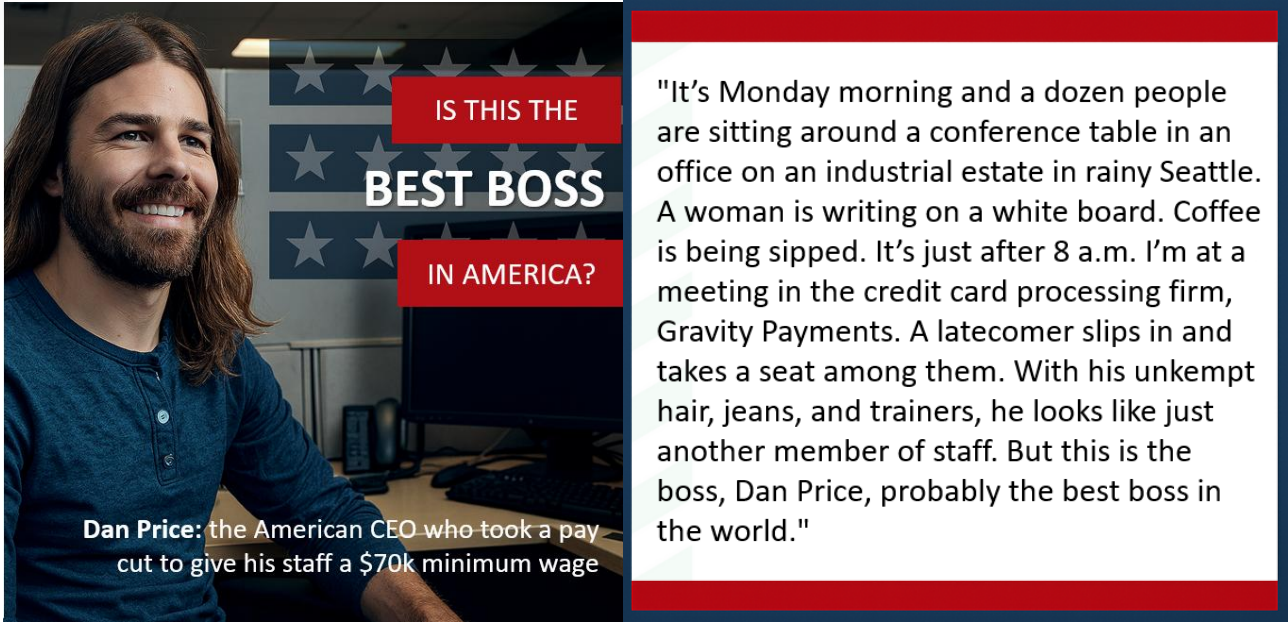
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4. Read the article again and the lines below. Answer the italic question.

- 1. “To help pay for **this**, he cut his salary.” (line 4) - *What does ‘this’ refer to?*
- 2. “Price’s **action** made him a hero for low-paid workers.” (line 5)
What was his action?
- 3. “The **attack** has not lessened his enthusiasm.” (line 11)
Who attacked him? What did they say?
- 4. “Price is clearly moved by the ways **their** lives have already improved.” (line 17)
Whose lives? How have their lives improved?
- 5. “If **we** fail, this experiment will fail.” (line 28)
Who are ‘we’? Why are they important to the experiment?
- 6. “I get close to tears every **one** I hear.” (line 33)
Who says this? What has he heard?
- 7. “In the US, **they** now make 300 times more than a typical worker.” (line 37)
Who are ‘they’?
- 8. “This is now **on hold**.” (line 40)
What is on hold?
- 9. “Price is **sure of** one thing.” (line 43)
What is he sure of?

5. Read the article again.
What do these numbers refer to?

31,000	500 million	120	70
5,000	1965	183	1,000



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6. Certain words often go together. Match a word in A with the word it goes with in B.

A	B
credit card	important
sip	wage
unkempt	lifestyle
minimum	coffee
pay	increase
jet-set	debt
vitality	hair

What do you think?

- What’s your opinion of Dan? Will his experiment succeed or not?
- Do you agree that staff work harder if they have less stress?
- Is there ‘income inequality’ in your country? Give examples.

1. What do you do when you aren't working?
2. Look at the activities in the box. Match them with the photos.

knit or sew
do yoga
cycle
go horse riding

go to the gym
play squash
go camping
go jogging

go shopping
do water sports
play computer games
do DIY

3. Which of them ...
- do you do alone/with other people?
 - do you do indoors/outdoors/in a special place? Where?
 - need special clothes or equipment? What?
 - do you like doing?

4. Which of these things go with the activities in 2?

a helmet
a screen
needles and thread
a surfboard
a headset
a tent

a drill
the sales
a sleeping bag
a store card
a mat
a racket

meditation
a saddle
a screwdriver
a tracksuit
shorts
a wet suit



5. Listen to three members of the Baines family talking about balancing their work and leisure activities. Take notes about them as you listen.

		
Lucinda	Barney	Justin

Work			
Leisure activities			
Why they do them			

6. Talk about your work-life balance and the work-life balance.

1. When do we make small talk? Who with? What about?

2. Listen to Erin and Bruno chatting at a business event. How is their talk an example of ‘small talk’?



3.10

Erin: So, what do you think of Chicago, Bruno?

Bruno: ... really interesting/great city/amazing buildings/people friendly.

It’s really interesting. Chicago’s a great city, isn’t it? There are some amazing buildings, and I find the people really friendly!

Erin: Yes, they are, aren’t they? When did you get here?

Bruno: ... yesterday/fly from Miami/flight a bit late/wind/didn’t matter

Erin: Well, Chicago’s often called ‘the windy city’ you know.

Bruno: Is it?/not know that

Erin: And where are you staying while you’re here?

Bruno: ... Avenue Hotel/convenient for the conference/room not very big/OK

Erin: That’s too bad! Never mind. And do you live in Miami, Bruno?

Bruno: Yes/now/live in a suburb/not far/sea/but/Brazil originally/born/São Paulo

Erin: So you’re Brazilian. Your English is very good. Where did you learn it?

Bruno: ... very kind/sure/lots of mistakes/school for years/also/work/US/five years

Erin: Oh, have you? That’s interesting! And how long are you here in Chicago for?

Bruno: Only five days/just/the conference/leaving/the 17th

Erin: Oh, so soon! And have you managed to see anything of our city yet?

Bruno: ... not seen a lot yet/walk along the lakefront this morning/want/ take a boat tour from Navy Pier/and/up to the Skydeck

Erin: Oh yes, you get a fabulous view of the city from up there.

Well, Bruno I hope you enjoy the rest of your stay.

Bruno: Thank you/been nice talking



3. Use the prompts to answer Erin. Then listen and compare.



3.11

SPOKEN ENGLISH Making conversation

1. In conversation...

- We try not to answer in just one or two words – we add information to keep the conversation flowing.

‘Its really interesting. It’s a great city, isn’t it?’

- When we’re listening, we make comments to show interest.

‘Yes, they are, aren’t they?’ ‘That’s too bad!’

2. We often soften a negative comment.

‘It was a bit late landing.’

‘My room isn’t very big, but it’s OK.’

Make these comments softer using the words in brackets.

It’s expensive. (bit) It’s hard (quite)

I earn very little. (much) They’re rude. (friendly)

It’s cold. (warm) There’s nothing to do. (very much)

4. Listen, answer, and add more detail—ask a question if possible.

Who do you work for?

Siemens. I’ve been with them for four years. They’re a good company. How about you?

Listen and compare.



1. What formal and informal beginnings and endings to emails do you know?
2. Match phrases from an informal email in A with their more formal equivalent in B.

A - Informal

1. I think I'll be good at the job ...

2. I'm just writing to ask ...

3. Sorry I haven't been in touch ...

4. Email me or, better still, call me soon.

5. While I was working at ...

6. Please could you ...

7. After I left university ...

8. I've attached ...

9. Can't wait to hear from you ...

10. I'm really happy to tell you ...

11. I promise ...

12. I'm sorry to tell you ...

B - Formal

a. Since leaving university ...

b. Please find attached ...

c. I'd be very grateful if you could ...

d. I'm writing to inquire about ...

e. Contact me by phone or email as soon as possible.

f. I believe that I am a good candidate for this position ...

g. I'd like to assure you ...

h. I'm delighted to inform you ...

i. During my employment at/in ...

j. I look forward to hearing from you ...

k. I regret to inform you that ...

l. Please accept my apologies for not contacting you earlier ...

3. Read the two job adverts and the email from Brendan. Which job is he applying for? Why is he suitable for the job? Find phrases from 2 in his email.

To: jobs-hr@royalmanor.com
From: b.mcg84@gmail.com
Subject: Job application

Dear Ms Owens,
I am writing in response to your advertisement on the JOBSEEKERS website for a receptionist in your hotel.
I believe that I am a good candidate for this position as I have three years' experience working in hotels both in the UK and abroad. I am currently in France, where I have been working for the past year at the 3-star Hôtel de Beau Regarde, near Avignon. During my employment in France I have become fluent in the French language. I was already proficient in Spanish, having worked previously in Barcelona.
My employment in France and Spain has also helped me develop my communication and organizational skills.
I have always received excellent feedback, not only from hotel guests, but also from my colleagues at the front desk and throughout the hotel. Please find attached my CV with references from my previous employers for your consideration. I am returning to the UK next week and I will be immediately available for an interview.

I look forward to hearing from you.
Yours sincerely,
Brendan McGarey

1

Residential Activity Leader for CAMP DERWENTWATER

REQUIRED May–September



Residential Activity Leader to work with our experienced team to help supervise students in this international summer school.

Job requirements

- You must be at least 25 years old.
- Previous experience working with teenagers.
- Energy and enthusiasm to encourage students.
- Helping to organize social and sporting activities (particularly sailing).
- Accompanying students on excursions.
- A foreign language would be an advantage.

Apply: <http://jobs/campderwent>

FAO Tim Rohnye

2

Full-time Hotel Receptionist

Annual salary £30,000

Requirements:

- Experience: 1–2 years minimum
- Welcoming manner
- Front-desk experience
- Good communication skills
- At least one foreign language
- Good team player

Apply to: Tamsin Owens

Email: jobs-hr@royalmanor.com



★★★★★ Royal M hotel

4. Optional. Read the email again. What is the aim of each paragraph?

5. Optional. Imagine you are applying for the job of activity leader.
Write an email using some of the formal phrases from **1**.



Form

The form is the same for I/we/you/they.

I **work** from 9-5 p.m.

They **don't work** part time.

Where **do** you **work**?

He/She/It: add *-s* or *es*, and use *does/doesn't* in questions and short answers.

He **doesn't work** at weekends.

Does he **have** a car?

Where **does** she **live**?

No, **he doesn't**.

Use

The Present Simple is used to express:

1. An action that happens again and again (a habit or routine).

I **go** to work by car.

She **calls** me every day.

2. A fact that is always true.

Ronaldo **comes** from Portugal.

My son **has** brown eyes.

3. A fact that is true for a long time (a permanent state).

He **works** in a store.

I **live** in a house.

Spelling of he/she/it forms

1. Most verbs add *-s* to the base form of the verb.

wants eats helps drives

2. Add *-es* to verb that end in *-ss*, *-sh*, *-ch*, *-x*, and *-o*.

kisses washes watches fixes goes

3. Verbs that end in a consonant + *-y* change the *-y* to *-ies*.

carries flies worries tries

But verbs that end in a vowel + *-y* only add *-s*.

buys says plays enjoys

Language focus - Adverbs of frequency

1. We often use adverbs of frequency with the Present Simple.

0% → never

~10–20% → rarely, hardly ever

~50% → sometimes

~70–80% → often

~90% → usually

100% → always

2. They go before the main verb, but after the verb to be.

I **usually start** at 8.00

I **rarely see** Jane these days.

They're **usually** here by now.

We're **rarely** at home at weekends.

3. Sometimes and usually can also go at the beginning or the end.

Sometimes we play cards.

Usually I go to bed early.

We play cards **sometimes**.

I go to bed early **usually**.



Form

am/is/are + verb + -ing

I'm **playing** soccer.

He's **cooking** dinner.

I'm **not enjoying** my new job.

What's he **doing**?

Where **are** you **living**?

Aren't they **working** today?

Short answer

Are you **going** by train? Yes, I **am**./No, I'm **not**.

Use

The Present Continuous is used to express:

1. **an activity that is happening now.**

Don't turn the TV off. I'm **watching** it.

You can't speak to Lisa. She's **having** a bath.

2. **an activity that is happening around now.**

Don't take that book. Jane's **reading** it.

I'm **doing** a French evening class this year.

3. **a temporary activity.**

Noah is a student, but he's **working** as a waiter during the holidays.

I'm **living** with friends until I find a place of my own.

4. **planned future arrangement.**

I'm **having** lunch with Glenda tomorrow.

We're **meeting** at 1.00 outside the restaurant.

Spelling of verb + -ing

1. **Most verbs add -ing to the base form of the verb.**

going **wearing** **visiting** **eating**

2. **Verbs that end in one -e lose the -e.**

smoking **coming** **hoping** **writing**

BUT lie -> **lying**

Verbs that end in -ee don't lose an -e.

3. **Verbs of one syllable, with one vowel and one consonant, double the consonant.**

stop **stopping** **get** **getting** **run** **running**

If the final consonant is -y or -w, it is not doubled. **playing** **showing**

Language focus - State verbs

There are certain verbs that are usually only used in the Present Simple. They describe states or conditions, not activities.

1. Verbs of thinking and opinions

believe think understand suppose expect agree
doubt know remember promise mean imagine
realize deserve guess

I **believe** you.

Do you **understand** what I mean? I

know what you **mean**.

2. Verbs of emotions and feelings

like love hate care hope wish want prefer
adore dislike

I **like** black tea. **Do** you **want** to go out? I **don't care**.

3. Verbs of having and being

belong own have possess contain cost seem
matter need depend weigh resemble fit involve

This book **belongs** to James.

How much **does** it **cost**?

He **has** a lot of money.

4. Verbs of the senses

look hear taste smell feel sound

The food **smells** good. My hair **feels** soft.

We often use can when the subject is a person

I **can** hear someone crying.

Can you smell something burning?

Some of these verbs can be used in the Present Continuous, but with a change of meaning. In the continuous, the verb expresses an activity, not a state. Compare.

I **think** you're right.

(opinion)

He **has** a lot of money.

(possession)

I **see** what you mean.

(understand)

The soup **tastes** awful.

(state)

We're **thinking** of going to the cinema.

(mental activity)

She's **having** a bad day.

(activity)

Are you **seeing** Nigel tomorrow?

(activity)

I'm **tasting** this to see if it needs salt.

(activity)

Form

to be + past participle

The tenses of the verb to be changes to make tenses in the passive.

Are you being served? (Present Continuous)

My car **is insured** with ASM. (Present Simple)

Were you taken to visit the cathedral? (Past Simple)

I've been invited to a wedding, (Present Perfect)

I'd love **to be introduced** to a film star. (Passive infinitive)

Use

1. Passive sentences move the focus from the subject to the object of active sentences.

Shakespeare wrote Hamlet in 1601 while he was living in London.

Hamlet, the most famous play in English literature, **was written** by William Shakespeare.

We choose the active or the passive depending on what we are more interested in.

2. By + the agent (the subject in the active sentences) are often omitted in passive sentences if ...

... the agent is not known: I **was burgled** last night

... the agent is not important: This bridge **was built** in 1886. I

... the agent is obvious: **was fined** USD200 for speeding.

3. The passive is associated with an impersonal, formal style it is often used in notices and announcements.

Customer **are requested** to refrain from smoking.

it **has been noticed** that reference books **have been removed** from the library.

4. In informal language, we often use you, we and they to refer to people in general to avoid using the passive.

You can buy stamps in lots of shops, not just post offices.

They're building a new department store in the city centre.

We speak English in this shop.

Many past participles are used as adjectives.

I'm very **interested** in modern art.

We were extremely **worried** about you.

I'm **exhausted** - I've been working hard all day.

Form

Present Simple passive (am/is/are + past participle)

Most worker **are paid** monthly.

Is service **included** in the bill?

Present Continuous passive (am/is/are being + past participle)

This road **is being widened**.

Are you being served?

Use

The uses are the same in the passive as in the active.

My car **is serviced** every six months. (routine)

Computers **are used** everywhere. (fact that is always true)

The house **is being redecorated** at the moment. (activity now)

