

Appendix 1

Active and passive

1.1 Present and past

	Active	Passive
Simple present	☐ 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 ?
Simple past	☐ 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 ?
Present continuous	☐ They are building a new airport right now. (= it isn't finished) ☐ They are building some new houses near the river.	☐ A new airport is being built right now. ☐ Some new houses are being built near the river.
Past continuous	☐ 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 .
Present perfect	☐ 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 .
Past perfect	☐ Tina said that somebody had stolen her car.	☐ Tina said that her car had been stolen .

1.2 will / can / must / have to, etc.

Active	Passive
☐ Somebody will clean the office tomorrow. ☐ Somebody must clean the office at night. ☐ 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 the hospital.	☐ The office will be cleaned tomorrow. ☐ The office must be cleaned at night. ☐ 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 the hospital.