

## SPELLING RULES

V1	V2	V3	V4	V5	V6
eat	eats	<b>eating</b>	ate	eaten	to eat
fall	falls	<b>falling</b>	fell	fallen	to fall
go	goes	going	went	gone	to go
do	does	doing	did	done	to do
catch	catches	catching	caught	caught	to catch
brush	brushes	brushing	brushed	brushed	to brush
fly	<b>flies</b>	flying	flew	flown	to fly
cry	<b>cries</b>	crying	cried	cried	to cry
dry	<b>dries</b>	drying	dried	dried	dried
run	runs	<b>running</b>	ran	run	to run
cut	cuts	<b>cutting</b>	cut	cut	to cut
put	puts	<b>putting</b>	put	put	to put

	s	es	y	ies	
run	+	....	....	....	runs
fall	+	....	....	....	falls
go	....	+	....	....	goes
catch	....	+	....	....	catches
bus	....	+	....	....	buses
fly	....	....	-	+	flies

work	+			ing	=	working
run	+	n	+	ing	=	running
make	-	e	+	ing	=	making
clap	+	p	+	ed	=	clapped

## An old broom knows the corners of the house

V1	V4	V5
be	was/were	been
bear	bore	born
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bind	bound	bound
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
breed	bred	bred
bring	brought	brought
build	built	built
burst	burst	burst
buy	bought	bought
cast	cast	cast
catch	caught	caught
choose	chose	chosen
cling	clung	clung
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut

V1	V4	V5
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
flee	fled	fled
fling	flung	flung
fly	flew	flown
forbid	forbade	forbidden
forecast	forecast	forecast
forget	forgot	forgotten
forgive	forgave	forgiven
forsake	forsook	forsaken
freeze	froze	frozen
get	got	got
give	gave	given
go	went	gone

## You learn from your mistakes

grind	ground	ground
grow	grew	grown
hang	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel	knelt	knelt
know	knew	known
lay	laid	laid
lead	led	led
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
mistake	mistook	mistaken
partake	partook	partaken
pay	paid	paid
put	put	put
read	read	read

rid	rid	rid
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
shrink	shrank	
	<b>or</b> shrunk	shrunk
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid
sling	slung	slung
slink	slunk	slunk
slit	slit	slit
speak	spoke	spoken
speed	sped	sped
spend	spent	spent
shed	shed	shed
shine	shone	shone
shoe	shod	shod
shoot	shot	shot
show	showed	shown

tear	tore	torn
tell	told	told
think	thought	thought
thrive	throve	thriven
throw	threw	thrown
thrust	thrust	thrust
tread	trod	trodden
understand	understood	understood
wake	woke	woken
wear	wore	worn
weave	wove	woven
weep	wept	wept
win	won	won
wind	wound	wound
wring	wrung	wrung
write	wrote	written

### **The Uses of the English Tenses**

**Type of Tense      Type of Action Expressed**

Simple                      - actions occurring at regular intervals  
                                  - general truths, or situations existing for a period of time  
                                  - non-continuous actions

Continuous              - continuous, ongoing actions

Perfect                    - non-continuous actions completed before a certain time

Perfect Continuous- continuous, ongoing actions completed before a certain time

### **The Formation of the Indicative Mood of the Active Voice**

<b>Tense</b>	<b>Auxiliary</b>	<b>Verb form</b>
Simple Present	do/does	bare infinitive
Present Continuous	am/is/are	present participle
Present Perfect	have/has	past participle
Present Perfect Continuous	have/has been	present participle
Simple Past	did	bare infinitive
Past Continuous	was/were	present participle
Past Perfect	had    past participle	
Past Perfect Continuous	had been	present participle
Simple Future	will (shall)	bare infinitive
Future Continuous	will (shall) be	present participle
Future Perfect	will (shall) have	past participle
Future Perfect Continuous	will (shall) have been	present participle

**Simple Past:** showed

**Past Participle:** shown

<b>Simple Present</b>	<b>Simple Past</b>	<b>Simple future</b>
I show	I showed	I will show
You show	You showed	You will show
He shows	He showed	He will show
She shows	She showed	She will show
It shows	It showed	It will show
We show	We showed	We will show
They show	They showed	They will show
<b>Present Continuous</b>	<b>Past Continuous</b>	<b>Future Continuous</b>
I am showing	I was showing	I will be showing
You are showing	You were showing	You will be showing
He is showing	He was showing	He will be showing
She is showing	She was showing	She will be showing
It is showing	It was showing	It will be showing
We are showing	We were showing	We will be showing
They are showing	They were showing	They will be showing
<b>Present Perfect</b>	<b>Past Perfect</b>	<b>Future perfect</b>
I have shown	I had shown	I will have shown
You have shown	You had shown	You will have shown
He has shown	He had shown	He will have shown
She has shown	She had shown	She will have shown
It has shown	It had shown	It will have shown
We have shown	We had shown	We will have shown
They have shown	They had shown	They will have shown

**Too many cooks spoil the broth**

<b>Present Perfect Con</b>	<b>Past Perfect Con</b>	<b>Future Per fect Cont</b>
I have been showing	I had been showing	I will have been showing
You have been showing	You had been showing	You will have been showing
He has been showing	He had been showing	I will have been showing
She has been showing	She had been showing	She will have been showing
It has been showing	It had been showing	It will have been showing
We have been showing	We had been showing	We will have been showing
They have been showing	They had been showing	They will have been showing

**EXERCISES ON BE VERB**

**1. Change the following pairs of words into sentences, using the correct forms of the Simple Present of the verb to be.**

**For example:**

I, cautious

**I am cautious.**

they, friendly

**They are friendly.**

1. you, careful.....
2. it, warm .....
3. he, here .....
4. we, bold .....
5. they, careless.....

6. she, clever .....
7. we, ready .....
8. you, reckless .....
9. I, shy .....
10. they, polite .....

**2. Change the affirmative statements resulting from Exercise 1 into questions.**

**For example:**

I am cautious.

**Am I cautious?**

They are friendly.

**Are they friendly?**

**3. Change the affirmative statements resulting from Exercise 1 into negative statements.**

**For example:**

I am cautious.

**I am not cautious.**

They are friendly.

**They are not friendly.**

**4. Change the affirmative statements resulting from Exercise 1 into negative questions. Except where the subject of the verb is I, write both the form without contractions and the form with contractions.**

**For example:**

I am cautious.

**Am I not cautious?**

They are friendly.

**Are they not friendly?**

**Aren't they friendly?**

**5. Add negative tag questions to the ends of the affirmative statements resulting from Exercise 1. Except where the subject of the verb is I, use contractions for the tag questions.**

**For example:**

I am cautious.	They are friendly.
I am cautious, <b>am I not?</b>	They are friendly, <b>aren't they?</b>

**6. Using the Simple Present of the verb to be, and making sure that the word order is correct, form the following groups of words into grammatically correct statements or questions. If the symbol ? is present, form the words into a question. If the word not is present, form the words into a negative statement or negative question. Do not use contractions in this exercise.**

For example:

it, brown	you, ?, excited
<b>It is brown.</b>	<b>Are you excited?</b>

I, satisfied, not	not, ?, they, ready
<b>I am not satisfied.</b>	<b>Are they not ready?</b>

- |                          |       |
|--------------------------|-------|
| 1. you, ?, hungry        | ..... |
| 2. we, ?, not, correct   | ..... |
| 3. he, ?, happy          | ..... |
| 4. not, ?, it, cold      | ..... |
| 5. she, here             | ..... |
| 6. I, early, ?           | ..... |
| 7. they, wrong, not      | ..... |
| 8. you, ?, comfortable   | ..... |
| 9. they, ?, not, strong  | ..... |
| 10. not, ?, I, fortunate | ..... |

**Note:**

**Practise all the sentences in the past and the future tenses**



### Multiple Choice Questions

**Ring the correct answer.**

- |  |              |          |   |        |
|--|--------------|----------|---|--------|
| 1. You _____ at work.                        | am           | is       | <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">are</span> | be     |
| 2. We _____ in the office.                   | am           | is       | are   | be     |
| 3. I _____ in a meeting.                     | am           | is       | are   | be     |
| 4. The student _____ on the phone.           | am           | is       | are   | be     |
| 5. Where _____?                              | you from     | are      | are from  | you    |
|  | are you from |          | you are from  |        |
| 6. _____ from this town?                     | Is she       | Be       | she   | She is |
| 7. _____ from this city?                     | They are     | Are they | They is   |        |
|  | Is they      |          |   |        |
| 8. Bob and Karen _____ from<br>this country. | is not       | not be   | are not   |        |
| 9. Ms. Smith _____ in a meeting.             | not is       | isnt     | is not  |        |
| 10. You and I _____ at work.                 | am not       | is not   | are not   |        |

**EXERCISES ON SIMPLE PRESENT**

**1. Using the Simple Present tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:**

I \_\_\_\_\_ to the radio. (to listen)

**I listen to the radio.**

He \_\_\_\_\_ to the radio. (to listen)

**He listens to the radio.**

1. She \_\_\_\_\_ the guitar. (to play)
2. We \_\_\_\_\_ soccer. (to play)
3. They \_\_\_\_\_ to talk. (to like)
4. He \_\_\_\_\_ ice cream. (to like)
5. You \_\_\_\_\_ your friends often. (to call)
6. He \_\_\_\_\_ the office every day. (to call)
7. She \_\_\_\_\_ regularly. (to practise)
8. They \_\_\_\_\_ once a week. (to practise)
9. We \_\_\_\_\_ here. (to shop)
10. It \_\_\_\_\_ delicious. (to taste)

**2. Using the Simple Present tense, fill in the blanks with the correct forms of the verb to have. For example:**

I \_\_\_\_\_ a pen.

**I have a pen.**

He \_\_\_\_\_ two pencils.

**He has two pencils.**

1. I \_\_\_\_\_ many books.
2. You \_\_\_\_\_ an apartment.
3. He \_\_\_\_\_ a bicycle.
4. We \_\_\_\_\_ fun.
5. They \_\_\_\_\_ two sleds.
6. She \_\_\_\_\_ milk in her tea.
7. I \_\_\_\_\_ a warm sweater.
8. We \_\_\_\_\_ breakfast at eight o'clock.
9. He \_\_\_\_\_ an alarm clock.
10. They \_\_\_\_\_ a sense of humor.

**3. Paying attention to which verbs change their spelling before adding s in the third person singular, fill in the blanks with the Simple Present of the verbs shown in brackets. For example:**

He always \_\_\_\_\_ promptly. (to reply) She \_\_\_\_\_ little. (to say)

**He always replies promptly.**

**She says little.**

They \_\_\_\_\_ bridge once a week. (to play)

**They play bridge once a week.**

1. He \_\_\_\_\_ it. (to deny)
2. They \_\_\_\_\_ to be on time. (to try)
3. It \_\_\_\_\_ to be careful. (to pay)
4. She \_\_\_\_\_ hard. (to study)
5. You \_\_\_\_\_ good manners. (to display)

6. He always \_\_\_\_\_ himself. (to enjoy)
7. She \_\_\_\_\_ to Ireland once a year. (to fly)
8. We \_\_\_\_\_ five people. (to employ)
9. He \_\_\_\_\_ his friends. (to accompany)
10. She \_\_\_\_\_ chocolate chip cookies every week. (to buy)

Answers

**4. Paying attention to which verbs take “s” and which take “es” in the third person singular, fill in the blanks with the Simple Present of the verbs shown in brackets. For example:**

He \_\_\_\_\_ everywhere on foot. (to go)

**He goes everywhere on foot.**

It \_\_\_\_\_ surprising. (to seem)

**It seems surprising.**

They \_\_\_\_\_ skiing. (to teach)

**They teach skiing.**

1. She \_\_\_\_\_ a great deal of work. (to do)
2. He \_\_\_\_\_ television every evening. (to watch)
3. She \_\_\_\_\_ a horse. (to own)
4. We \_\_\_\_\_ the dishes every night. (to do)
5. She \_\_\_\_\_ she had a pair of skates. (to wish)
6. He \_\_\_\_\_ us to call him. (to want)
7. She \_\_\_\_\_ she made a mistake. (to confess)
8. He usually \_\_\_\_\_ the truth. (to tell)
9. They \_\_\_\_\_ apples to make cider. (to press)
10. It \_\_\_\_\_ out easily. (to wash)

5. For each of the following verbs, underline the letter or letters representing the sound preceding the es ending, and then indicate the number of syllables in the verb. For example:

wishes \_\_  
wishes 2

laces \_\_  
laces 2

takes \_\_  
takes 1

- |               |              |              |
|---------------|--------------|--------------|
| 1. watches __ | 2. teases __ | 3. likes __  |
| 4. rushes __  | 5. faces __  | 6. dines __  |
| 7. misses __  | 8. tames __  | 9. scares __ |

6. Change the following affirmative statements into questions. For example:

She walks to work.

**Does she walk to work?**

They take the bus.

**Do they take the bus?**

1. I hurry home. ....
2. He drives a truck. ....
3. You follow the news. ....
4. They want a pet. ....
5. She likes flowers. ....
6. We need tea. ....
7. She goes to school ....
8. He drinks coffee. ....
9. I learn quickly. ....
10. It rains heavily. ....

7. Change the affirmative statements given in Exercise 6 into negative statements.

**For example:**

She walks to work.

**She does not walk to work.**

They take the bus.

**They do not take the bus.**

1. I hurry home. ....
2. He drives a truck. ....
3. You follow the news. ....
4. They want a pet. ....
5. She likes flowers. ....
6. We need tea. ....
7. She goes to school ....
8. He drinks coffee. ....
9. I learn quickly. ....
10. It rains heavily. ....



**Multiple Choice Questions**

1. This company \_\_\_\_\_ software.  
don't design                      don't designs  
doesn't designs                  doesn't design
2. We \_\_\_\_\_ programs.  
don't develop                      don't develops  
doesn't develops                  doesn't develop
3. They \_\_\_\_\_ their service.  
don't improve                      don't improves  
doesn't improves                  doesn't improve
4. You \_\_\_\_\_ at a conference.  
don't exhibit                      don't exhibits  
doesn't exhibits                  doesn't exhibit
5. She \_\_\_\_\_ her products regularly.  
don't promote                      don't promotes  
doesn't promotes                  doesn't promote
6. Those companies \_\_\_\_\_ on TV.  
don't advertise                      don't advertises  
doesn't advertises                  doesn't advertise
7. Our competitor \_\_\_\_\_ products in the USA.  
don't build                          don't builds  
doesn't builds                      doesn't build
8. I \_\_\_\_\_ the test phase.  
don't analyze                      don't analyzes  
doesn't analyzes                  doesn't analyze
9. This product \_\_\_\_\_ color every year.  
don't change    don't changes    doesn't changes    doesn't change

**Multiple Choice Questions**

1. \_\_\_\_\_ candidates every day?

Evaluate you

Evaluates you

Do you evaluate

Does you evaluate

2. \_\_\_\_\_ someone a job usually?

Offer they

Offers they

Do they offer

Does they offer

3. \_\_\_\_\_ job requirements well?

Describe James

Describes James

Do James describe

Does James describe

4. \_\_\_\_\_ new applicants regularly?

Consider we

Considers we

Do we consider

Does we consider

5. \_\_\_\_\_ job offers regularly?

Decline applicants

Declines applicants

Do applicants decline

Does applicants decline

6. \_\_\_\_\_ resumes on file?

Keep the department

Keeps the department

Do the department keep

Does the department keep

7. \_\_\_\_\_ interviews himself?

Conduct Mr. Kemp

Conducts Mr. Kemp

Do Mr. Kemp conduct

Does Mr. Kemp conduct

8. \_\_\_\_\_ positions yearly?

Change employees

Changes employees

Do employees change

Does employees change

9. \_\_\_\_\_ vacancies often?

Have your company Has your company

Do your company has

Does your company have

**8. Change the affirmative statements given in Exercise 6 into negative questions. Give both the forms without contractions, and the forms with contractions. For example:**

She walks to work.

**Does she not walk to work?**

**Doesn't she walk to work?**

They take the bus.

**Do they not take the bus?**

**Don't they take the bus?**

**9. Add negative tag questions to the affirmative statements given in Exercise 6. Use contractions for the tag questions. For example:**

She walks to work.

**She walks to work, doesn't she?**

They take the bus.

**They take the bus, don't they?**

### EXERCISES ON SIMPLE PAST

**1. Using the Simple Past tense, fill in the blanks with the correct forms of the verb to be. For example:**

I \_\_\_\_ calm.

**I was calm.**

You \_\_\_\_ right.

**You were right.**

1. He \_\_\_\_\_ happy.

2. We \_\_\_\_\_ students.

3. They \_\_\_\_\_ ambitious.

4. You \_\_\_\_\_ clever.

5. It \_\_\_\_\_ hot.

6. I \_\_\_\_\_ busy.

7. We \_\_\_\_\_ patient.

8. She \_\_\_\_\_ eleven years old.

9. They \_\_\_\_\_ intelligent.

10. He \_\_\_\_\_ in a hurry.

**2. Rewrite the following affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions. For example:**

You were on time.

**Were you on time?**

You were not on time.

**Were you not on time?**

Weren't you on time?

**You were on time, weren't you?**

It was warm enough.

**Was it warm enough?**

It was not warm enough.

**Was it not warm enough?**

Wasn't it warm enough?

**It was warm enough, wasn't it?**

1. I was late.

.....  
.....

3. He was an artist.

.....  
.....

2. They were in a hurry.

.....  
.....

4. We were right.

.....  
.....





**6. Paying attention to the correct forms of the bare infinitives, change the following affirmative statements into negative statements. For example:**

I scanned the newspaper.	They flew to Toronto.
<b>I did not scan the newspaper.</b>	<b>They did not fly to Toronto.</b>

- |                                |       |
|--------------------------------|-------|
| 1. We enjoyed ourselves.       | ..... |
| 2. She pinned on the brooch.   | ..... |
| 3. I fanned myself.            | ..... |
| 4. They emptied their pockets. | ..... |
| 5. You replied at once.        | ..... |
| 6. He went to work.            | ..... |
| 7. We swam across the river.   | ..... |
| 8. They took the bus.          | ..... |
| 9. I shut the windows.         | ..... |
| 10. You ran fast.              | ..... |

**7. Paying attention to the correct forms of the bare infinitives, change the following affirmative statements into negative questions. Give both the forms without contractions and the forms with contractions. For example:**

You walked quickly.	He burst the balloon.
<b>Did you not walk quickly?</b>	<b>Did he not burst the balloon?</b>
<b>Didn't you walk quickly?</b>	<b>Didn't he burst the balloon?</b>

- |                                 |       |       |
|---------------------------------|-------|-------|
| 1. You watched the game.        | ..... | ..... |
| 2. I climbed the ladder.        | ..... | ..... |
| 3. We pleased the visitors.     | ..... | ..... |
| 4. They canned the peaches..... | ..... | ..... |
| 5. He received the letter.      | ..... | ..... |
| 6. You saw the fireworks.       | ..... | ..... |
| 7. It cost five dollars.        | ..... | ..... |
| 8. She hit the ball.            | ..... | ..... |
| 9. He did his homework.         | ..... | ..... |
| 10. They cut the ribbon.        | ..... | ..... |

**8. Rewrite the following sentences, changing the underlined verbs from the Simple Past to the form with used followed by the infinitive. For example:**

They <u>took</u> the bus.	She <u>traveled</u> every year.
<b>They used to take the bus.</b>	<b>She used to travel every year.</b>

- |                           |       |
|---------------------------|-------|
| 1. It snowed heavily.     | ..... |
| 2. I came often.          | ..... |
| 3. We were neighbors.     | ..... |
| 4. He wrote many letters. | ..... |
| 5. They walked to work.   | ..... |

**EXERCISES ON FUTURE TENSES**

**1. Using either the auxiliary shall or the auxiliary will for the first person, fill in the blanks with the Simple Future of the verbs shown in brackets. For example:**

I \_\_\_\_\_. (to agree)      You \_\_\_\_\_ the results. (to publish)  
**I shall agree or I will agree.    You will publish the results.**

1. We \_\_\_\_\_ . (to succeed)
2. They \_\_\_\_\_ the site. (to excavate)
3. He \_\_\_\_\_ the situation. (to study)
4. We \_\_\_\_\_ . (to hurry)
5. I \_\_\_\_\_ soon. (to follow)
6. It \_\_\_\_\_ a surprise. (to be)
7. He \_\_\_\_\_ us. (to remind)
8. She \_\_\_\_\_ tomorrow. (to depart)
9. I \_\_\_\_\_ here. (to remain)
10. They \_\_\_\_\_ university. (to enter)

**2. Rewrite the following affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions. For example:**

She will notice us.  
**Will** she notice us?  
She will not notice us.  
**Will** she **not** notice us?  
**Won't** she notice us?  
She will notice us, **won't she?**

- |  |   |
|--|---|
| <p>1. You will wash the windows.<br/>.....<br/>.....<br/>.....<br/>.....<br/>.....</p> | <p>3. She will help you<br/>.....<br/>.....<br/>.....<br/>.....<br/>.....</p> |
| <p>2. They will help you.<br/>.....<br/>.....<br/>.....<br/>.....<br/>.....</p>        | <p>4. We will buy a car<br/>.....<br/>.....<br/>.....<br/>.....<br/>.....</p> |

**3. Using either the auxiliary shall or the auxiliary will for the first person, fill in the blanks with the Simple Future of the verbs shown in brackets. Use shall in the first person for questions in which a request for permission is implied. For example:**

I \_\_\_\_\_ out soon. (to go)                      \_\_\_\_\_ we \_\_\_\_\_ now? (to leave)

**I shall go out soon. or I will go out soon.                      Shall we leave now?**

\_\_\_\_\_ they \_\_\_\_\_ France? (to visit)                      It \_\_\_\_\_ not \_\_\_\_\_ long. (to take)

**Will they visit France?                      It will not take long.**

1. We \_\_\_\_\_ you at the museum. (to meet)
2. \_\_\_\_\_ you \_\_\_\_\_ me a pen? (to lend)
3. \_\_\_\_\_ they not \_\_\_\_\_ the competition? (to win)
4. She \_\_\_\_\_ not \_\_\_\_\_ to come. (to forget)
5. \_\_\_\_\_ he not \_\_\_\_\_ the boat? (to sail)
6. You \_\_\_\_\_ the expedition. (to enjoy)
7. \_\_\_\_\_ I \_\_\_\_\_ this? (to order)
8. \_\_\_\_\_ you not \_\_\_\_\_ for me? (to wait)
9. We \_\_\_\_\_ not \_\_\_\_\_ late. (to be)
10. He \_\_\_\_\_ us the news. (to send)
11. I \_\_\_\_\_ not \_\_\_\_\_ my way. (to lose)
12. \_\_\_\_\_ they \_\_\_\_\_ the program? (to watch)

**4. Using the Simple conjugation which expresses determination and compulsion, fill in the blanks with the verbs shown in brackets. For example:**

We \_\_\_\_\_ the exam. (to pass)

**We will pass the exam.**

You \_\_\_\_\_ the work on time. (to finish)

**You shall finish the work on time.**

1. They \_\_\_\_\_ the tickets. (to buy)
2. I \_\_\_\_\_ home. (to go)
3. He \_\_\_\_\_ our guide. (to be)
4. You \_\_\_\_\_ with me. (to come)
5. I \_\_\_\_\_ it. (to remember)
6. She \_\_\_\_\_ us. (to call)
7. We \_\_\_\_\_ the money. (to earn)
8. They \_\_\_\_\_ us. (to respect)
9. I \_\_\_\_\_ you. (to help)
10. It \_\_\_\_\_ not \_\_\_\_\_ us. (to hinder)
11. We \_\_\_\_\_ it. (to find)
12. You \_\_\_\_\_ not \_\_\_\_\_ it. (to regret)

**Fill in the Blank Questions**

1. Use the verb to **go**: On our next business trip we..... to Chicago.
2. Use the verb to **travel**: Next month my boss..... to Russia.
3. Use the verb to **stay**: Next week we..... at the Sheraton hotel.
4. Use the verb to **fly**: Tomorrow my colleague..... to New York.
5. Use the verb to **visit**: Tom our headquarters..... next week.
6. Use the verb to **drive**: On our next business trip we..... to our destination.
7. Use the verb to **take**: Next Tuesday I..... the train to Boston.
8. Use the verb to **reserve**: In the morning I..... a hotel room in Seattle.
9. Use the verb to **return**: My colleague and I..... from our business trip on Tuesday.
10. Use the verb to **depart**: Our team.....for Tokyo next week

**Please use the negative of the following verbs.**

1. retire: My boss.....next year.
2. work: My colleague..... after retiring.
3. offer: Our company..... early retirement after next month..
4. discuss: At the next meeting we..... retirement benefits.
5. have: Next month their group..... as many people as now.
6. give: Next year this company..... employees golden handshakes.
7. leave: We..... this company soon.
8. move: .....My colleague to Florida when she retires.
9. complete: .....Sam and Helen this project before they retire.
10. play: My spouse and I .....Bingo when we retire.

## Fill in the Blank Questions

1. Please make a question with you and the verb to buy:  
.....a new computer next year?
2. Please make a question with we and the verb to download:  
.....a new program tomorrow?
3. Please make a question with he and the verb to update:  
.....the software next week?
4. Please make a question with they and the verb to start:  
.....their computers tomorrow morning?
5. Please make a question with “the computer” and the verb to crash:  
.....tomorrow?
6. Please make a question with you and the verb to work:  
.....with computers in the future?
7. Please make a question with we and the verb to need:  
.....a new computer soon?
8. Please make a question with “this program” and the verb to require:  
.....more memory in the future?
9. Please make a question with “this software” and the verb to be:  
.....out-of-date next year?
10. Please make a question with you and the verb to write:  
.....a new software program soon?

**5. The following sentences refer to future events. Complete each sentence by filling in the blank with the correct form of the Present Continuous tense of to go, followed by the infinitive of the verb shown in brackets. For example:**

She \_\_\_\_\_ swimming. (to teach)

She is going to teach swimming.

\_\_\_ we \_\_\_\_\_ home? (to walk)

Are we going to walk home?

He \_\_\_ not \_\_\_\_\_ us. (to find)

He is not going to find us.

1. \_\_\_\_\_ he \_\_\_\_\_ horseback riding? (to learn)

2. I \_\_\_\_\_ the windows. (to wash)

3. \_\_\_\_\_ you \_\_\_\_\_ with us? (to come)

4. It \_\_\_\_\_ not \_\_\_\_\_ cold tonight. (to be)

5. \_\_\_\_\_ he not \_\_\_\_\_ the letter? (to answer)

6. We \_\_\_\_\_ to the library. (to go)

7. \_\_\_\_\_ she \_\_\_\_\_ a sweater? (to buy)

8. \_\_\_\_\_ you not \_\_\_\_\_ us? (to call)

9. I \_\_\_\_\_ not \_\_\_\_\_ late. (to stay)

10. They \_\_\_\_\_ supper. (to cook)

**6. Using either the auxiliary shall or the auxiliary will for the first person, fill in the blanks with the Future Continuous of the verbs shown in brackets. For example:**

We \_\_\_\_\_ you tomorrow. (to see)

We shall be seeing you tomorrow. or We will be seeing you tomorrow.

He \_\_\_\_\_ school next year. (to attend)

He will be attending school next year.

1. You \_\_\_\_\_ with us. (to come)

2. It \_\_\_\_\_ warmer. (to grow)

3. They \_\_\_\_\_ new furniture. (to buy)

4. She \_\_\_\_\_ the clock. (to watch)

5. I \_\_\_\_\_ downtown. (to go)

6. You \_\_\_\_\_ the cake. (to cut)

7. They \_\_\_\_\_ the newspaper. (to read)

8. We \_\_\_\_\_ the museum. (to visit)

**7. Rewrite the following affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions. For example:**

They will be serving the dessert.  
 Will they be serving the dessert?  
 They will not be serving the dessert.  
 Will they not be serving the dessert?  
 Won't they be serving the dessert?  
 They will be serving the dessert, won't they?

- |                             |                              |
|-----------------------------|------------------------------|
| 1. He will be needing this. | 2. They will be living here. |
| .....                       | .....                        |
| .....                       | .....                        |
| .....                       | .....                        |
| .....                       | .....                        |

**8. Using either the auxiliary shall or the auxiliary will for the first person, fill in the blanks with the Future Continuous of the verbs shown in brackets. For example:**

I \_\_\_\_\_ soon. (to leave)  
 I shall be leaving soon. or I will be leaving soon.

\_\_\_\_\_ you \_\_\_\_\_ coffee? (to make)  
 Will you be making coffee?

He \_\_\_\_\_ not \_\_\_\_\_ the bus. (to use)  
 He will not be using the bus.

1. He \_\_\_\_\_ a new language. (to learn)
2. \_\_\_\_\_ she \_\_\_\_\_ help? (to need)
3. \_\_\_\_\_ you not \_\_\_\_\_ your jacket? (to mend)
4. He \_\_\_\_\_ not \_\_\_\_\_ here. (to stay)
5. \_\_\_\_\_ we not \_\_\_\_\_ them a card? (to mail)
6. They \_\_\_\_\_ the telephone. (to answer)
7. \_\_\_\_\_ you \_\_\_\_\_ downtown? (to go)
8. I \_\_\_\_\_ not \_\_\_\_\_ at the school. (to stop)
9. \_\_\_\_\_ she not \_\_\_\_\_ a trip? (to plan)
10. I \_\_\_\_\_ the arrangements. (to make)
11. They \_\_\_\_\_ not \_\_\_\_\_ tired. (to feel)
12. \_\_\_\_\_ we \_\_\_\_\_ at the library? (to meet)



**9. Using either the auxiliary shall or the auxiliary will for the first person, fill in the blanks with the Future Perfect of the verbs shown in brackets. For example:**

She \_\_\_\_\_ by then. (to arrive)

She will have arrived by then.

We \_\_\_\_\_ everyone. (to meet)

We shall have met everyone or We will have met everyone.

1. You \_\_\_\_\_ the advertisement. (to study)
2. He \_\_\_\_\_ the newspapers. (to scan)
3. I \_\_\_\_\_ here for five years. (to be)
4. They \_\_\_\_\_ the proposal. (to consider)
5. It \_\_\_\_\_ raining by tomorrow. (to stop)
6. You \_\_\_\_\_ your plans. (to make)
7. I \_\_\_\_\_ the flowers. (to pick)
8. They \_\_\_\_\_ their minds. (to change)

## EXERCISES ON PRESENT CONTINUOUS TENSE

**1. Using the Present Continuous tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:**

He \_\_\_\_\_ hard. (to work)

**He is working hard.**

We \_\_\_\_\_ anxious. (to feel)

**We are feeling anxious.**

1. I \_\_\_\_\_ the questions. (to answer)
2. You \_\_\_\_\_ boots. (to wear)
3. We \_\_\_\_\_ for work. (to look)
4. She \_\_\_\_\_ her friend. (to call)
5. He \_\_\_\_\_ a house. (to build)
6. They \_\_\_\_\_ supper. (to cook)
7. We \_\_\_\_\_ a story. (to tell)
8. You \_\_\_\_\_ for the bus. (to wait)
9. I \_\_\_\_\_ a book. (to read)
10. They \_\_\_\_\_ berries. (to pick)

**2. Using the Present Continuous tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:**

They \_\_\_\_\_ the lemons. (to squeeze)

**They are squeezing the lemons.**

It \_\_\_\_\_ on the sidewalk. (to lie)

**It is lying on the sidewalk.**

I \_\_\_\_\_ the groceries. (to carry)

**I am carrying the groceries.**

1. She \_\_\_\_\_ a letter. (to write)
2. They \_\_\_\_\_ about it. (to worry)
3. He \_\_\_\_\_ jam. (to make)
4. It \_\_\_\_\_. (to die)
5. We \_\_\_\_\_ to school. (to hurry)
6. She \_\_\_\_\_ us to do it. (to dare)
7. You \_\_\_\_\_ on the blanket. (to lie)
8. He \_\_\_\_\_ the problem. (to solve)
9. I \_\_\_\_\_ now. (to leave)
10. They \_\_\_\_\_ to help us. (to try)

**3. Using the Present Continuous tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:**

We \_\_\_\_\_ to come. (to plan)

**We are planning to come.**

They \_\_\_\_\_ the lawn. (to mow)

**They are mowing the lawn.**

It \_\_\_\_\_. (to rain)

**It is raining.**

1. I \_\_\_\_\_ the grass. (to cut)
2. It \_\_\_\_\_ downstream. (to float)
3. They \_\_\_\_\_ the game. (to win)
4. We \_\_\_\_\_ the present. (to wrap)
5. She \_\_\_\_\_ lettuce. (to grow)
6. He \_\_\_\_\_ for us. (to look)
7. I \_\_\_\_\_ a sweater. (to knit)
8. They \_\_\_\_\_ wood. (to saw)
9. She \_\_\_\_\_ the windows. (to clean)
10. We \_\_\_\_\_ the floor. (to scrub)
11. I \_\_\_\_\_ the toaster. (to fix)
12. He \_\_\_\_\_ his coffee. (to sip)
13. They \_\_\_\_\_ the hedge. (to trim)
14. You \_\_\_\_\_ the ducks. (to feed)
15. She \_\_\_\_\_ her head. (to nod)

**4. Each of the following sentences is preceded by a bare infinitive, the most heavily stressed syllable of which is underlined. Paying attention to whether or not the final consonant should be doubled before ing is added, fill in the blanks with the present participles corresponding to the bare infinitives. Use the American spelling for verbs ending in l. For example:**

whisper: They are \_\_\_\_\_ to their friends.

**They are whispering to their friends.**

refer: I was \_\_\_\_\_ to your letter.

**I was referring to your letter.**

1. open: I am \_\_\_\_\_ the door.
2. display: She is \_\_\_\_\_ her talents.
3. submit: He is \_\_\_\_\_ his report tomorrow.
4. limit: The store is \_\_\_\_\_ the number of items on sale.

5. permit: We are not \_\_\_\_\_ him to go.
6. sharpen: They are \_\_\_\_\_ the pencils.
7. confer: She is \_\_\_\_\_ with her colleagues.
8. focus: He is \_\_\_\_\_ the camera.
9. repel: They are \_\_\_\_\_ the attack.
10. shovel: I am \_\_\_\_\_ the steps.
11. destroy: Hail is \_\_\_\_\_ the crops.
12. dispel: They are \_\_\_\_\_ our doubts.
13. squander: He is \_\_\_\_\_ his money.
14. prefer: We are \_\_\_\_\_ our new school to the old one.
15. color: The child is \_\_\_\_\_ the picture.
16. unravel: We are \_\_\_\_\_ the wool.
17. propel: Jet engines are \_\_\_\_\_ the plane.
18. flower: The pansies are \_\_\_\_\_
19. infer: They are \_\_\_\_\_ that we do not want to come.

**5. Change the following affirmative statements into questions.**

**For example:**

It is snowing.

**Is it snowing?**

They are being cautious.

**Are they being cautious?**

1. I am learning English. ....
2. You are carrying a parcel. ....
3. It is growing colder. ....
4. We are living in Halifax. ....
5. They are running a race. ....
6. He is drinking coffee. ....
7. She is shopping for presents. ....
8. I am cleaning the window. ....
9. We are buying pencils. ....
10. They are playing football. ....

**6. Change the affirmative statements given in Exercise 5 into negative statements.**

**For example:**

It is snowing.

**It is not snowing.**

They are being cautious.

**They are not being cautious.**

**7. Change the affirmative statements given in Exercise 5 into negative questions. Except when the subject of the verb is I, write both the form without contractions and the form with contractions.**

**For example:**

It is snowing.

**Is it not snowing?**

**Isn't it snowing?**

They are being cautious.

**Are they not being cautious?**

**Aren't they being cautious?**

**8. Add negative tag questions to the affirmative statements given in Exercise 5. Except when the subject of the verb is I, use contractions for the tag questions. For example:**

It is snowing.

**It is snowing, isn't it?**

They are being cautious.

**They are being cautious, aren't they?**

**9. For each of the following sentences, determine whether the Simple Present tense or the Present Continuous tense is more appropriate, and fill in the blank with the correct form of the verb given in brackets.**

**For example:**

Right now, he \_\_\_\_\_ ridiculous. (to be)

Right now, he is being ridiculous.

She \_\_\_\_\_ to Sydney every weekend. (to drive)

She drives to Sydney every weekend.

1. At the moment, I \_\_\_\_\_ supper. (to cook)
2. He \_\_\_\_\_ the paper every weekday. (to read)
3. We \_\_\_\_\_ right now. (to study)
4. She \_\_\_\_\_ every day. (to study)
5. Now it \_\_\_\_\_. (to rain)
6. They \_\_\_\_\_ to Mexico every year. (to travel)
7. Just now we \_\_\_\_\_ the shopping. (to do)
8. She always \_\_\_\_\_ correctly. (to answer)
9. You \_\_\_\_\_ never late. (to be)
10. Now I \_\_\_\_\_ to the radio. (to listen)

**EXERCISES ON PAST CONTINUOUS**

**1. Using the Past Continuous tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:**

I \_\_\_\_\_ a salad. (to make)

**I was making a salad.**

They \_\_\_\_\_ to find some boots. (to try)

**They were trying to find some boots.**

1. He \_\_\_\_\_ a book. (to read)
2. We \_\_\_\_\_ money. (to save)
3. She \_\_\_\_\_ school. (to attend)
4. It \_\_\_\_\_. (to thunder)
5. They \_\_\_\_\_ for the exam. (to study)
6. We \_\_\_\_\_ ourselves. (to sun)
7. They \_\_\_\_\_ their way. (to lead)
8. You \_\_\_\_\_ by bus. (to leave)
9. We \_\_\_\_\_ through the snow. (to plod)
10. You \_\_\_\_\_ your goals. (to attain)

**2. Rewrite the following affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions. For example:**

You were learning French.

Were you learning French?

You were not learning French.

Were you not learning French?

Weren't you learning French?

You were learning French, weren't you?

1. We were starting a business.

.....  
.....  
.....  
.....  
.....

3. He was singing.

.....  
.....  
.....  
.....  
.....

2. She was waiting outside.

.....  
.....  
.....  
.....  
.....

I was walking to school

.....  
.....  
.....  
.....  
.....

**3. Using the Past Continuous tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:**

\_\_\_\_\_ you \_\_\_\_\_ last night? (to work)

**Were you working last night?**

It \_\_\_ not \_\_\_\_\_. (to rain)

**It was not raining.**

They \_\_\_\_\_ home. (to hurry)

**They were hurrying home.**

1. We \_\_\_\_\_ for the test. (to prepare)
2. \_\_\_\_\_ she \_\_\_\_\_ notes? (to take)
3. I \_\_\_\_\_ not \_\_\_\_\_ long. (to wait)
4. They \_\_\_\_\_ at Woolco. (to shop)
5. \_\_\_\_\_ it not \_\_\_\_\_ outside? (to freeze)
6. She \_\_\_\_\_ on Almond Street last year. (to live)
7. \_\_\_\_\_ you \_\_\_\_\_ supper when the phone rang? (to eat)
8. He \_\_\_\_\_ asleep by the time the lesson ended. (to fall)
9. \_\_\_\_\_ we not \_\_\_\_\_ the next chapter? (to discuss)
10. They \_\_\_\_\_ their books away, when their friends arrived. (to put)

### EXERCISES ON PRESENT PERFECT

**1. Using the Present Perfect tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:**

We \_\_\_\_\_ the contest. (to enter)

He \_\_\_\_\_ the work. (to finish)

We **have entered** the contest.

He **has finished** the work.

1. They \_\_\_\_\_ a pizza. (to order)
2. It \_\_\_\_\_ to rain. (to start)
3. You \_\_\_\_\_ the question. (to answer)
4. I \_\_\_\_\_ the eggs. (to cook)
5. We \_\_\_\_\_ the sauce. (to heat)
6. He \_\_\_\_\_ the room. (to clean)
7. She \_\_\_\_\_ the car. (to start)
8. They \_\_\_\_\_ on the door. (to knock)
9. You \_\_\_\_\_ on the lights. (to turn)
10. She \_\_\_\_\_ them to come. (to ask)

**2. Rewrite the following sentences, using the contracted form of the auxiliary to have. For example:**

It has started.  
**It's started.**

We have telephoned.  
**We've telephoned.**

- |                         |       |
|-------------------------|-------|
| 1. I have agreed.       | ..... |
| 2. You have moved.      | ..... |
| 3. He has looked.       | ..... |
| 4. We have argued.      | ..... |
| 5. They have explained. | ..... |
| 6. You have waited.     | ..... |
| 7. She has answered.    | ..... |
| 8. We have finished.    | ..... |
| 9. It has cooled.       | ..... |
| 10. I have ordered.     | ..... |

**3. Paying attention to the spelling of the past participles, fill in the blanks using the Present Perfect tense of the regular verbs shown in brackets. For example:**

She \_\_\_\_\_ hard. (to try)

**She has tried hard.**

He \_\_\_\_\_ his friend. (to annoy)

**He has annoyed his friend.**

1. We \_\_\_\_\_ them. (to envy)
2. She \_\_\_\_\_ the clarinet for five years. (to play)
3. You \_\_\_\_\_ for the job. (to apply)
4. We \_\_\_\_\_ the eggs. (to fry)
5. They \_\_\_\_\_ six people. (to employ)
6. He \_\_\_\_\_ the wall with paint. (to spray)
7. I \_\_\_\_\_ home. (to hurry)
8. They \_\_\_\_\_ unusual intelligence. (to display)
9. It \_\_\_\_\_ our chances. (to destroy)
10. You \_\_\_\_\_ on your bicycle. (to rely)



**4. Paying attention to the spelling of the past participles, fill in the blanks using the Present Perfect tense of the regular verbs shown in brackets. For example:**

He \_\_\_\_\_ the child. (to scare)

He has scared the child.

They \_\_\_\_\_ the hillside. (to scar)

They have scarred the hillside.

1. She \_\_\_\_\_ . (to apologize)
2. I \_\_\_\_\_ the soup. (to stir)
3. It \_\_\_\_\_ . (to stop)
4. We \_\_\_\_\_ what happened. (to explain)
5. They \_\_\_\_\_ a concert. (to plan)
6. You \_\_\_\_\_ the table. (to wipe)
7. We \_\_\_\_\_ our hopes on you. (to pin)
8. She \_\_\_\_\_ the choir. (to join)
9. They \_\_\_\_\_ an eagle. (to spot)
10. It \_\_\_\_\_ every day. (to rain)

**5. Keeping in mind that the ending ed forms a separate syllable only when it follows the letter d or t, indicate the number of syllables in each of the following past participles. Read each of the the past participles aloud. For example:**

\_\_\_ pained

1 pained

\_\_\_ painted

2 painted

- |                |                 |                 |
|----------------|-----------------|-----------------|
| 1. ___ waited  | 8. ___ warned   | 15. ___ passed  |
| 2. ___ wailed  | 9. ___ raced    | 16. ___ patted  |
| 3. ___ pinned  | 10. ___ rated   | 17. ___ raided  |
| 4. ___ printed | 11. ___ joined  | 18. ___ rained  |
| 5. ___ acted   | 12. ___ jumped  | 19. ___ stared  |
| 6. ___ added   | 13. ___ folded  | 20. ___ started |
| 7. ___ wanted  | 14. ___ frowned |                 |

6. Referring to the table of irregular verbs if necessary, fill in the blanks with the Present Perfect tense of the irregular verbs shown in brackets. For example:

They \_\_\_\_\_ tall. (to grow)      He \_\_\_\_\_ it. (to choose)  
They **have grown** tall.      He **has chosen** it.

1. We \_\_\_\_\_ lunch. (to eat)
2. I \_\_\_\_\_ the floor. (to sweep)
3. She \_\_\_\_\_ in a choir. (to sing)
4. They \_\_\_\_\_ to work. (to go)
5. You \_\_\_\_\_ your way. (to lose)
6. He \_\_\_\_\_ earlier than usual. (to rise)
7. We \_\_\_\_\_ to everyone. (to speak)
8. I \_\_\_\_\_ the kingfisher. (to see)
9. They \_\_\_\_\_ each other a long time. (to know)
10. She \_\_\_\_\_ here from France. (to fly)
11. He \_\_\_\_\_ very helpful. (to be)
12. I \_\_\_\_\_ the blue cloth. (to cut)
13. We \_\_\_\_\_ two letters. (to write)
14. They \_\_\_\_\_ the competition. (to win)
15. She \_\_\_\_\_ no one. (to tell)
16. It \_\_\_\_\_ a long time. (to take)
17. You \_\_\_\_\_ to do it. (to forget)
18. I \_\_\_\_\_ it. (to hear)
19. They \_\_\_\_\_ town. (to leave)
20. He \_\_\_\_\_ the problem. (to understand)

**7. Following the model of the examples, rewrite the following affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions. For example:**

I have read this book.	1. They have eaten the cookies.
Have I read this book?	.....
I have not read this book.	.....
Have I not read this book?	.....
Haven't I read this book?	.....
I have read this book, haven't I?	.....

He has found the answer.	2. She has told the truth.
Has he found the answer?	.....
He has not found the answer.	.....
Has he not found the answer?	.....
Hasn't he found the answer?	.....
He has found the answer, hasn't he?	.....

3. He has run fast.	4. We have watered the plants.
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

**EXERCISE ON PAST PERFECT TENSE**

**1. Using the Past Perfect tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:**

I _____ the parcel. (to open)	They _____ to the opera. (to be)
<b>I had opened the parcel.</b>	<b>They had been to the opera.</b>

1. She \_\_\_\_\_ a sweater. (to buy)
2. He \_\_\_\_\_ to work. (to start)
3. You \_\_\_\_\_ the message. (to understand)
4. We \_\_\_\_\_ the appointment. (to forget)
5. They \_\_\_\_\_ us. (to convince)
6. She \_\_\_\_\_ the book. (to find)
7. He \_\_\_\_\_ the envelope. (to tear)
8. You \_\_\_\_\_ your breakfast. (to finish)
9. We \_\_\_\_\_ to school. (to go)
10. They \_\_\_\_\_ the beds. (to make)

**2. Using the Past Perfect tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:**

He \_\_\_\_\_ hard. (to practise)                      \_\_\_ they \_\_\_ a good job? (to do)  
**He had practised hard.                                      Had they done a good**

I \_\_\_ not \_\_\_\_\_ the news. (to hear)  
**I had not heard the news.**

1. You \_\_\_\_\_ it carefully.(to consider)
2. She \_\_\_\_\_ her way in the woods. (to lose)
3. \_\_\_\_\_ he not \_\_\_\_\_ his hands? (to wash)
4. \_\_\_\_\_ they \_\_\_\_\_ the letter? (to read)
5. I \_\_\_\_\_ not \_\_\_\_\_ the words. (to forget)
6. We \_\_\_\_\_ to come even before we received the letter. (to decide)
7. \_\_\_\_\_ he not \_\_\_\_\_ everything well? (to organize)
8. They \_\_\_\_\_ not \_\_\_\_\_ a holiday in a long time. (to have)
9. She \_\_\_\_\_ to talk to us. (to stop)
10. He \_\_\_\_\_ not yet \_\_\_\_\_. (to arrive)
11. \_\_\_\_\_ you \_\_\_\_\_ to meet him? (to plan)
12. I \_\_\_\_\_ not \_\_\_\_\_ her for a long time. (to see)

**3. Rewrite the following affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions. For example:**

He had attended the concert.  
Had he attended the concert?  
He had not attended the concert.  
Had he not attended the concert?  
Hadn't he attended the concert?  
He had attended the concert, hadn't he?

- |  |  |
|--|--|
| 1. You had entered the contest.<br>.....<br>.....<br>.....<br>.....<br>..... | 2. I had wanted to come.<br>.....<br>.....<br>.....<br>.....<br>.....    |
| 3. We had arrived on time.<br>.....<br>.....<br>.....<br>.....<br>.....      | 4. She had gone to Colombo.<br>.....<br>.....<br>.....<br>.....<br>..... |

EXERCISE ON PRESENT PERFECT CONTINUOUS

1. Paying attention to the spelling of the present participles, fill in the blanks using the correct forms of the verbs shown in brackets. For example:

I \_\_\_\_\_ all night. (to work)

I have been working all night.

She \_\_\_\_\_ the trumpet. (to practise)

She has been practising the trumpet.

1 We \_\_\_\_\_ for you. (to wait)

2. They \_\_\_\_\_ a race. (to run)

3. He \_\_\_\_\_ a book. (to read)

4. You \_\_\_\_\_ a letter. (to write)

5. I \_\_\_\_\_ the table. (to set)

6. It \_\_\_\_\_ for hours. (to rain)

7. We \_\_\_\_\_ here for three years. (to live)

8. She \_\_\_\_\_ to us. (to speak)

9. You \_\_\_\_\_ presents. (to buy)

10. They \_\_\_\_\_ a trip. (to plan)

2. Following the model of the example, rewrite the following two affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions. For example:

They have been enjoying themselves.

Have they been enjoying themselves?

They have not been enjoying themselves.

Have they not been enjoying themselves?

Haven't they been enjoying themselves?

They have been enjoying themselves, haven't they?

1. It has been snowing.

.....  
.....  
.....  
.....  
.....

2. You have been visiting your friends.

.....  
.....  
.....  
.....  
.....

1. We \_\_\_\_\_ the grass. (to cut)

2. You \_\_\_\_\_ at the photographs. (to look)

3. They \_\_\_\_\_ you the letters. (to give)

4. He \_\_\_\_\_ for us. (to wait)

5. She \_\_\_\_\_ a business. (to run)

6. It \_\_\_\_\_ all night. (to rain)
7. We \_\_\_\_\_ them. (to encourage)
8. You \_\_\_\_\_ on the beach. (to lie)
9. They \_\_\_\_\_ the sauce. (to taste)
10. He \_\_\_\_\_ behind. (to lag)

### EXERCISE ON PAST PERFECT CONTINUOUS

**1. Using the Past Perfect Continuous tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:**

We \_\_\_\_\_ for an apartment. (to search)

**We had been searching for an apartment.**

She \_\_\_\_\_ extra courses. (to take)

**She had been taking extra courses.**

1. We \_\_\_\_\_ for you. (to wait)
2. They \_\_\_\_\_ a race. (to run)
3. He \_\_\_\_\_ a book. (to read)
4. You \_\_\_\_\_ a letter. (to write)
5. I \_\_\_\_\_ the table. (to set)
6. It \_\_\_\_\_ for hours. (to rain)
7. We \_\_\_\_\_ here for three years. (to live)
8. She \_\_\_\_\_ to us. (to speak)
9. You \_\_\_\_\_ presents. (to buy)
10. They \_\_\_\_\_ a trip. (to plan)

**2. Rewrite the following affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions.**

**For example:**

She had been keeping a diary.

Had she been keeping a diary?

She had not been keeping a diary.

Had she not been keeping a diary?

Hadn't she been keeping a diary?

She had been keeping a diary, hadn't she?

1. We had been raking the leaves.
2. You had been visiting your cousins.
3. They had been swimming in the lake.

**3. Using the Past Perfect Continuous tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:**

We \_\_\_\_\_. (to argue)

**We had been arguing.**

\_\_\_ he \_\_\_\_\_ well? (to feel)

**Had he been feeling well?**

I \_\_\_ not \_\_\_\_\_ much walking. (to do)

**I had not been doing much walking.**

1. You \_\_\_\_\_ the stove. (to clean)
2. She \_\_\_\_\_ not \_\_\_\_\_ regularly. (to come)
3. \_\_\_\_\_ they not \_\_\_\_\_ on you? (to count)
4. We \_\_\_\_\_ for shoes. (to look)
5. \_\_\_\_\_ it not \_\_\_\_\_ that day? (to snow)
6. I \_\_\_\_\_ for groceries. (to shop)
7. \_\_\_\_\_ he not \_\_\_\_\_ to the news? (to listen)
8. They \_\_\_\_\_ not \_\_\_\_\_ to drive far. (to intend)
9. \_\_\_\_\_ we \_\_\_\_\_ on time? (to leave)
10. \_\_\_\_\_ you \_\_\_\_\_ that? (to expect)
11. They \_\_\_\_\_ television. (to watch)
12. He \_\_\_\_\_ not \_\_\_\_\_ long when the bus arrived. (to wait)

**EXERCISE ON MIXED TENSES**

**1. For each of the following sentences, paying attention to whether the underlined auxiliary is a form of to be, to do or to have, fill in the blank with the bare infinitive, present participle, or past participle of the verb given in brackets, as appropriate. Refer if necessary to the table summarizing the formation of the English present and past tenses. For example:**

He was \_\_\_\_\_ medicine. (to study)

He was studying medicine.

You have \_\_\_\_\_ the food. (to bring)

You have brought the food.

We had been \_\_\_\_\_ a long time. (to wait)

We had been waiting a long time.

Does she \_\_\_\_\_ classical music? (to like)

Does she like classical music?

1. She was \_\_\_\_\_ a picture. (to draw)
2. We have \_\_\_\_\_ our homework. (to finish)
3. I have been \_\_\_\_\_ for an opportunity. (to wait)
4. Do you \_\_\_\_\_ a bicycle? (to own)
5. We are \_\_\_\_\_ coffee. (to drink)
6. Did he \_\_\_\_\_ the book? (to enjoy)
7. They were \_\_\_\_\_ us. (to expect)
8. You had \_\_\_\_\_ a job. (to find)
9. He is \_\_\_\_\_ the truth. (to tell)
10. It had been \_\_\_\_\_ all morning. (to snow)
11. We had \_\_\_\_\_ the window. (to open)
12. I am \_\_\_\_\_ potatoes. (to peel)
13. You did not \_\_\_\_\_ my letter. (to answer)
14. It does not \_\_\_\_\_. (to matter)
15. I have \_\_\_\_\_ this movie before. (to see)

**2. Make the following statements emphatic. For example:**

He likes cats.	You have finished.
He does like cats.	You have finished.

They were here.	We are not ready.
They were here.	We are not ready.

- |                                     |       |
|-------------------------------------|-------|
| 1. I enjoy reading.                 | ..... |
| 2. They do not like music.          | ..... |
| 3. It snowed.                       | ..... |
| 4. I have found my pen.             | ..... |
| 5. She cooks well.                  | ..... |
| 6. You were listening to the radio. | ..... |
| 7. They found the answer.           | ..... |
| 8. He was right.                    | ..... |
| 9. She understands.                 | ..... |
| 10. They had locked the door.       | ..... |
| 11. He did not arrive late.         | ..... |
| 12. You ran fast.                   | ..... |



**The Formation of the Indicative Mood of the Passive Voice**

<b>Tense</b>	<b>Auxiliary</b>	<b>Verb Form</b>
Simple Present	am/is/are	past participle
Present Continuous	am/is/are being	past participle
Present Perfect	have/has been	past participle
Simple Past	was/were	past participle
Past Continuous	was/were being	past participle
Past Perfect	had been	past participle
Simple Future	will (shall)	be past participle
Future Perfect	will (shall) have been	past participle

**THE VERB TO BE AND THE PASSIVE VOICE OF THE VERB TO SHOW**

<b>Simple Present</b>	<b>Simple Present</b>
I am	I am shown
You are	You are shown
He is	He is shown
She is	She is shown
It is	It is shown
We are	We are shown
They are	They are shown

<b>Present Continuous</b>	<b>Present Continuous</b>
I am being	I am being shown
You are being	You are being shown
He is being	He is being shown
She is being	She is being shown
It is being	It is being shown
We are being	We are being shown
They are being	They are being shown
<b>Present Perfect</b>	<b>Present Perfect</b>
I have been	I have been shown
You have been	You have been shown
He has been	He has been shown
She has been	She has been shown
It has been	It has been shown
We have been	We have been shown
They have been	They have been shown
<b>Present Perfect Continuous</b>	<b>Present Perfect Continuous</b>
I have been being	I have been being shown
You have been being	You have been being shown
He has been being	He has been being shown
She has been being	She has been being shown
It has been being	It has been being shown
We have been being	We have been being shown
They have been being	They have been being shown

<b>Simple Past</b>	<b>Simple Past</b>
I was	I was shown
You were	You were shown
He was	He was shown
She was	She was shown
It was	It was shown
We were	We were shown
They were	They were shown
<b>Past Continuous</b>	<b>Past Continuous</b>
I was being	I was being shown
You were being	You were being shown
He was being	He was being shown
she was being	She was being shown
It was being	It was being shown
We were being	We were being shown
They were being	They were being shown
<b>Past Perfect</b>	<b>Past Perfect</b>
I had been	I had been shown
You had been	You had been shown
He had been	He had been shown
She had been	She had been shown
It had been	It had been shown
We had been	We had been shown
They had been	They had been shown

<b>Past Perfect Continuous</b>	<b>Past Perfect Continuous</b>
I had been being	I had been being shown
You had been being	You had been being shown
He had been being	He had been being shown
She had been being	She had been being shown
It had been being	It had been being shown
We had been being	We had been being shown
They had been being	They had been being shown
<b>Simple Future</b>	<b>Simple Future</b>
I will (shall) be	I will (shall) be shown
You will be	You will be shown
He will be	He will be shown
She will be	She will be shown
It will be	It will be shown
We will (shall) be	We will (shall) be shown
They will be	They will be shown
<b>Future Continuous</b>	<b>Future Continuous</b>
I will (shall) be being	I will (shall) be being shown
you will be being	you will be being shown
he will be being	he will be being shown
she will be being	she will be being shown
it will be being	it will be being shown
we will (shall) be being	we will (shall) be being shown
they will be being	they will be being shown

<b>Future Perfect</b>	<b>Future Perfect</b>
I will (shall) have been	I will (shall) have been shown
You will have been	You will have been shown
He will have been	He will have been shown
She will have been	She will have been shown
It will have been	It will have been shown
We will (shall) have been	We will (shall) have been shown
They will have been	They will have been shown
<b>Future Perfect Continuous</b>	<b>Future Perfect Continuous</b>
I will (shall) have been being	I will (shall) have been being shown
You will have been being	you will have been being shown
He will have been being	he will have been being shown
she will have been being	she will have been being shown
It will have been being	it will have been being shown
we will (shall) have been being	we will (shall) have been being shown
they will have been being	they will have been being shown

# Don't count your chickens before they are hatched

## 1. SIMPLE PRESENT

CHANGE THE FOLLOWING INTO PASSIVE VOICE

1. We speak English  
.....
2. He doesn't play tennis  
.....
3. They don't read newspapers  
.....
4. My mother cooks our food.  
.....
5. Sri Lanka exports tea and rubber.  
.....
6. Children eat chocolates.  
.....
7. Carpenters make furniture.  
.....
8. Doctors treat patients.  
.....
9. Does Ajith help Rani.?  
.....
10. Sri Lanka grows rice.  
.....

2. Use the **VERBS** in the following list to fill the blanksentences below. All the sentences are **PASSIVE**.

catch, examine, give, write, throw, sell,  
buy, grow, make, kill, drink, eat.

1. Patients ..... the doctors.
2. Cheese ..... in Kotmale farm.
3. Bags ..... by the security officers.
4. Tea ..... in Sri Lanka.
5. Coffee ..... by us.
6. Rice ..... by us.
7. Rats ..... by cats?
8. Coconuts ..... by them.
9. A letter ..... by him.
10. Thieves ..... by the police.

## 3. SIMPLE PAST

CHANGE THE FOLLOWING INTO PASSIVE VOICE

1. Sarath shut the door  
.....
2. Marconi invented Radio  
.....
3. The waiter stole my watch  
.....
4. The principal questioned him.  
.....
5. The chairman opened the hall.  
.....

4. Use the **VERBS** in the following list to fill the blanksentences below. All the sentences are **PASSIVE**.

build, arrest, break, tear, open, discover, polish, cut, invent, lose, repair, ask, sweep, brush, give.

1. This building ..... in 1990.
2. The window ..... by him.
3. The shoes ..... by me.
4. America ..... by Columbus.
5. The room ..... by Rani.
6. The radio ..... by Raja.
7. The trees ..... by them.
8. The thieves ..... by the police.
9. The door ..... by Geetha.
10. The alms giving ..... by us.

## 5. SIMPLE FUTURE.

CHANGE THE FOLLOWING INTO PASSIVE VOICE

1. I shall buy saree next week  
.....
2. He will help you.  
.....
3. They will bring them next Monday.  
.....
4. She will write a letter.  
.....
5. Geetha will make a frock.

6. Use the **VERBS** in the following list to fill the blank sentences below. All the sentences are **PASSIVE**.

complete, arrest, break, tear, open, write  
cut, invent, lose, repair, ask, sweep, brush, give, polish.

1. The building.....in 2005
2. The window .....by him.
3. The shoes .....by me.
4. A letter.....by her.
5. The room .....by Rani.
6. The radio .....by Raja.
7. The trees .....by them.
8. The thieves .....by the police.
9. The door.....by Geetha.
10. The alms giving.....by us.

**7. PRESENT CONTINUOUS**

CHANGE THE FOLLOWING INTO PASSIVE VOICE.

1. He is eating an orange.  
.....
2. She is shaking the table  
.....
3. They are learning French.  
.....
4. We are feeding the chickens.  
.....
5. They are playing football.  
.....
6. Rani is sweeping the room.  
.....
7. He is hitting a small boy.  
.....
8. I am riding a bicycle  
.....
9. What are they holding a meeting?  
.....
10. What is she writing ?  
.....

**8. PAST CONTINUOUS**

CHANGE THE FOLLOWING INTO PASSIVE VOICE.

1. He was eating apple  
.....
2. She was shaking the table  
.....
3. They were learning English and French  
.....
4. We were feeding our pets.  
.....
5. They were playing football.  
.....
6. Rani was sweeping the rooms.  
.....
7. He was hitting a small boy.  
.....
8. I was riding a motorcycle  
.....
9. They were holding a meeting.  
.....
10. She was writing her notes.  
.....
11. Geetha was making a clay pot.  
.....
12. Rani was buying vegetables.  
.....
13. What was he doing?  
.....
14. What was he making?.....
15. What was he writing?  
.....

**9. PRESENT PERFECT**

CHANGE THE FOLLOWING INTO PASSIVE VOICE.

1. They have eaten lunch.  
.....
2. She has eaten too much.  
.....
3. We have posted the parcels.  
.....
4. I have forgotten your name.  
.....
5. She has bought sarees.  
.....

**8.PAST PERFECT**

CHANGE THE FOLLOWING INTO PASSIVE VOICE.

- 1.They had eaten lunch  
.....
- 2.She had done a mistake  
.....
- 3.We had posted the parcels.  
.....
- 4.He had written a letter  
.....
- 5.She had bought a saree.  
.....

**11.FUTURE PERFECT**

CHANGE THE FOLLOWING INTO PASSIVE VOICE.

- 1.They will have eaten lunch.  
.....
- 2.She will have brought them.  
.....
- 3.We shall have posted the parcels.  
.....
- 4.I will have learnt English  
.....
- 5.She will have bought a saree.  
.....

11.WRITE 10 PASSIVE VOICE SENTENCES.

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....



**Complete the sentences**

1. Microsoft was

- a) invented in Lyon, France.
- b) founded by Bill Gates.
- c) bought by Rupert Murdoch.
- d) written by Elton John.

2. Television was

- a) invented in Lyon, France.
- b) written by Charles Dickens.
- c) won by England.
- d) invented by John Logie Baird.

3. Penicillin was

- a) discovered by Alexander Fleming
- b) written by Charles Dickens.
- c) bought by Rupert Murdoch.
- d) founded by Lord Reith.

4. America was

- a) invented in Lyon, France.
- b) written by Charles Dickens.
- c) won by England.
- d) discovered by Christopher Columbus.

5. The BBC was

- a) invented in Lyon, France.
- b) founded by Lord Reith.
- c) bought by Rupert Murdoch.
- d) written by Elton John.

6. The Times was

- a) bought by Rupert Murdoch.
- b) written by Charles Dickens.
- c) won by England.
- d) written by Elton John.

7. The cinema was

- a) written by Elton John.
- b) written by Charles Dickens.
- c) won by England.
- d) invented in Lyon, France.

8. David Copperfield was

- a) written by Elton John.
- b) written by Charles Dickens.
- c) won by England.
- d) discovered by Christopher Columbus.

9. The 1966 World Cup was

- a) written by Elton John.
- b) discovered by Alexander Fleming
- c) won by England.
- d) founded by Lord Reith.

**Rewrite the sentences using a passive form.**

**1. IFL bought Nessafe.**

- a) Nessafe had been bought by IFL.
- b) Nessafe was bought by IFL.
- c) Nessafe is bought by IFL.

**2. Fred asked Simon.**

- a) Simon was asked by Fred.
- b) Simon had been asked by Fred
- c) Simon is asked by Fred.

**3. Caroline paid for the meal.**

- a) The meal is paid for by Caroline.
- b) The meal has been paid for by Caroline.
- c) The meal was paid for by Caroline

**4. Harry will meet you at the airport.**

- a) You will have been met by Harry at the airport.
- b) You will be met by Harry at the airport.
- c) You would be met by Harry at the airport.

**5. Tom respects Lindsay's opinion.**

- a) Lindsay's opinion would be respected by Tom.
- b) Lindsay's opinion was respected by Tom.
- c) Lindsay's opinion is respected by Tom.

**6. Jane upset me by what she said.**

- a) I would be upset by what Jane said.
- b) I was upset by what Jane said.
- c) I would have been upset by what Jane said.

**7. I'm going to inform John later today.**

- a) John would be informed by me later today.
- b) John was informed by me later today.
- c) John is going to be informed by me later today.

**8. The police arrested 12 people.**

- a) 12 people were arrested by the police.
- b) 12 people have been arrested by the police.
- c) 12 people should be arrested by the police.

**9. Shiela might come to see you tomorrow.**

- a) You might be visited by Shiela tomorrow.
- b) You will might be visited by Shiela tomorrow.
- c) You would be visited by Shiela tomorrow.

**10. Frank Sinatra sang My Way..**

- a) My Way was sung by Frank Sinatra.
- b) My Way had been sung by Frank Sinatra.
- c) My Way would be sung by Frank Sinatra.

Fill in the missing word

1. The factory was \_\_\_\_\_ in 1953.

- a)suggested      b)told      c)built      d)permitted

2. The company was \_\_\_\_\_ in 1983.

- a)increased      b)founded      c)left      d)written

3. I was \_\_\_\_\_ to make a presentation at the Conference.

- a)suggested      b)increased      c)permitted      d)invited

4. The job was \_\_\_\_\_ to Frank but he turned it down.

- a)offered      b)permitted      c)left      d)written

5. I was \_\_\_\_\_ that I wouldn't need to bring my own slide projector.

- a)told      b)increased      c)permitted      d)written

6. The report was \_\_\_\_\_ by a leading expert in the field.

- a)suggested      b)increased      c)left      d)written

7. Smoking is not \_\_\_\_\_ on these premises.

- a)suggested      b)left      c)permitted      d)increased

8. Some things are best \_\_\_\_\_ unsaid.

- a)suggested      b)left      c)offered      d)increased

9. Taxes are being \_\_\_\_\_ by 20%.

- a)suggested      b)increased      c)offered      d)invited

10. It has been \_\_\_\_\_ that we should delay this decision for a few weeks.

- a)suggested      b)built      c)offered      d)invited

**1. Change the following affirmative statements into questions. For example:**

You are required to attend the meeting.

**Are you required to attend the meeting?**

She is being ignored.

**Is she being ignored?**

1. They should be notified. ....
2. He might have been allowed to come. ....
3. You had been told about it. ....
4. They will be needed. ....
5. It has been adjourned. ....
6. They were being prepared. ....

**2. Change the following affirmative statements into negative statements. For example:**

They would have been instructed to join us.

**They would not have been instructed to join us.**

It was sent on time.

**It was not sent on time.**

1. We could have been seen from the island.
2. It is being dealt with satisfactorily.
3. They were being kept under observation.
4. You will be held responsible.

3. Change the following affirmative statements into negative questions. Do not use contractions in this exercise. For example:

He is respected by everyone.  
**Is he not respected by everyone?**

She should be consulted.  
**Should she not be consulted?**

1. They were recognized immediately.
2. We were being assisted by volunteers.
3. It had been delivered.
4. They should have been guarded more carefully.
5. We will be given financial assistance.
6. It had been organized by the club members.

4. For each of the following sentences, first indicate the tense of the underlined verb, and then change the verb from the Active Voice to the corresponding tense in the Passive Voice. Take note of the resulting change in the meaning of the sentence. For example:

They drive to work at seven o'clock every morning.  
**Simple Present:** They are driven to work at seven o'clock every morning.

Did he notice?  
**Simple Past:** Was he noticed?

She is not telling the truth.  
**Present Continuous:** he is not being told the truth.

We have sent a message.  
**Present Perfect:** We have been sent a message.

I will pay.  
**Simple Future:** I will be paid.

1. Do they expect to leave? .....
2. He is giving instructions. ....
3. They have moved to a new location. ....
4. She will fly to London. ....
5. He has offered a discount. ....
6. They have stopped. ....
7. Will you have given the order? .....
8. We sent a favorable reply. ....
9. We were teaching German. ....
10. I understand. ....
11. He is offering free advice. ....
12. She will rush to the reception. ....

**5. For each of the following sentences, first indicate the tense of the underlined verb, and then change the verb from the Passive Voice to the corresponding tense in the Active Voice. Take note of the resulting change in the meaning of the sentence. For example:**

We are paid regularly.  
Simple Present: We pay regularly.

She is not assisted every day.  
Simple Present: She does not assist every day.

Was he not being flown to Boston?  
Past Continuous: Was he not flying to Boston?

It has been grown here for the past twenty years.  
Present Perfect: It has grown here for the past twenty years.

Might they be called at nine o'clock?

1. We can be heard easily. ....
2. She is being given advice. ....
3. Were they not flown over the lake? .....
4. I had been transferred to another department. ....
5. He is being stopped. ....
6. We have been sent a letter. ....
7. He is not being taught music theory. ....
8. Should they have been flown to their next destination? .....
9. They will be watched constantly. ....
10. We had been driven to the beach this morning. ....

6. Change the underlined verbs in the following sentences from the Active Voice to the corresponding tenses in the Passive Voice. Preserve the meaning of the sentences by using the preposition by and making the necessary changes in word order. For example:

The teenager rowed the boat.  
The boat was rowed by the teenager.

The girl is riding the horse..  
The horse is being ridden by the girl.

The student has prepared the lunch.  
The lunch has been prepared by the student.

The president will thank the members.  
The members will be thanked by the president.

The children can understand the poem.  
The poem can be understood by the children.

1. The woman founded the club. ....
2. This entry took the prize. ....
3. The girl is playing the guitar. ....
4. The mailman has delivered the letter. ....
5. The chauffeur can drive the car. ....
6. The child chose the hat. ....
7. The cat chased the mouse. ....
8. The workers will weave the carpet. ....
9. The stranger could have bought the hiking boots.....
10. The dealer has sold the car. ....
11. The dog splashed the water. ....
12. The man has watered the garden. ....

7. Change the underlined verbs in the following sentences from the Passive Voice to the corresponding tenses in the Active Voice. Preserve the meaning of the sentences by omitting the preposition by and making the necessary changes in word order. For example:

The news was heard by everyone.  
Everyone heard the news.

The orders were followed by the officials.  
The officials followed the orders.

The money is being counted by the cashier.  
The cashier is counting the money.

The ducks have been fed by the tourists.  
The tourists have fed the ducks.

The flowers will be photographed by the naturalist.  
The naturalist will photograph the flowers.

1. The bill was paid by the manager.  
.....
2. The bread was made by the baker.  
.....
3. The wiring must be checked by the electrician.  
.....
4. The crow was being scolded by the squirrel.  
.....
5. The book was written by a doctor.  
.....
6. The house was painted by a student.  
.....
7. The seeds were taken by the chickadee.  
.....
8. The cider has been drunk by the guest.  
.....
9. The mail is opened by the secretary.  
.....
10. The ingredients have been measured by the cooks.  
.....

**8. Complete the following sentences using the Simple Present Subjunctive of the Passive Voice of the verbs shown in brackets. For example:**

She ordered that the most important details \_\_\_\_\_ known. (to make)  
**She ordered that the most important details be made known.**

He advises that the plane \_\_\_\_\_ at a high altitude. (to fly)  
**He advises that the plane be flown at a high altitude.**

1. They demand that the change of plans \_\_\_\_\_ at nine o'clock. (to announce)
2. We ask that permission to compete \_\_\_\_\_ to everyone. (to grant)
3. It is important that their accomplishments \_\_\_\_\_. (to recognize)
4. It is crucial that we \_\_\_\_\_ of any change. (to advise)
5. He asks that his affairs \_\_\_\_\_ in order. (to put)
6. They requested that their qualifications \_\_\_\_\_. (to accept)
7. We insist that he not \_\_\_\_\_ his rights. (to deny)
8. It is necessary that the requirements \_\_\_\_\_. (to meet)
9. She requests that the most experienced candidate \_\_\_\_\_. (to choose)
10. It is recommended that care \_\_\_\_\_ in making the repairs. (to take)
11. He insists that smoking \_\_\_\_\_. (to forbid)
12. It is essential that supplies \_\_\_\_\_ well in advance. (to)