

CSCI THE PASSIVE

Form:

Se forma con el verbo "To Be" en el tiempo en el que está en activa y el participio de pasado.

	ACTIVE	PASSIVE
SIMPLE PRESENT	dispatch	is DISPATCHED
PRESENT CONTINUOUS	is ('s) dispatching	is being DISPATCHED
SIMPLE PAST	dispatched	was DISPATCHED
PAST CONTINUOUS	was dispatching	was being DISPATCHED
PRESENT PERFECT SIMPLE	has('s) dispatched	has been DISPATCHED
PAST PERFECT	had ('d) dispatched	had been DISPATCHED
WILL FUTURE	will ('ll) dispatch	will be DISPATCHED
IS GOING TO+INFINITIVE	Is going to dispatch	is going to be DISPATCHED
SIMPLE CONDITIONAL	would ('d) dispatch	would be DISPATCHED
MODAL AUXILIARIES	can/could/may/might/must/mustn't/should/ needn't dispatch	can/could/may/might/must/mustn't/should/needn't be DISPATCHED
MODAL AUXILIARIES + TO+ INFINITIVE	have to/ought to/ need to	have to/ought to/need to be DISPATCHED

Use:

- 1) Para hacer hincapié no en el que realiza la acción sino en el objeto
Ejemplos:

Over 36% of Guatemala workers **are employed** in the agricultural sector

The Marketing Department **is run by** Alice Sommers.

- 2) Para descubrir sistemas y procesos.

Many of the world's diamonds **are mined** in South Africa. The stones **are sent** to Amsterdam, where they **are sold** to international dealers. The stones **are cut** in Antwerp, and they **are sold** on to jewellers.

- 3) Se usa mucho en lenguaje formal, en **artículos periodísticos y en correspondencia formal**.
- 4) También en lenguaje coloquial. En castellano se traduce muchas veces por la pasiva refleja: "se vende", "se fabrica", "se ha demostrado": Umbrellas are sold here", "this

car is manufactured by Mercedes Benz in Victoria, in the basque country”, “It has been proved that it is the bestseller of the range”.

Tipos de pasiva:

1) Pasiva directa: Objeto directo para a sujeto paciente

Tom Sellers sent **the dispatch note** yesterday morning.
The dispatch note was sent **by Tom Sellers** yesterday morning

Who wrote Ulysses?
Who was Ulysses written by?

There must be a misunderstanding. We settled the account last week
There must be a misunderstanding. The account was settled last week.

2) Pasiva Indirecta: Objeto indirecto pasa a sujeto

Obelisco Trade Association has given **us** your name.
We were given your name by Obelisco Trade Association.

Or:

Your name was given to us by Obelisco Trade Association.

We are sending **you** the missing items by courier next week
You are being sent the missing items by courier next week

Or:

The missing items are being sent to you next week.

Passive with THINK/SAY/BELIEVE/CONSIDER:

People say they **sell** houses at bargain prices
IT IS SAID they sell houses at bargain prices
THEY are said **TO SELL** houses at bargain prices

They think (that) the firm **is losing** a lot of money
IT IS THOUGHT (that) the company is losing a lot of money
The company is thought **TO BE LOSING** a lot of money.

They believe they **carried out a survey** on market research in 3 countries.
IT IS BELIEVED they carried out a survey research in 3 countries.
They are believed **TO HAVE CARRIED OUT** a market research in 3 countries.

Have/get something done (Uso causativo de “have” y “get”

Cuando tú no llevas a cabo la acción, sino que la realiza otro.

Nos limpian las máquinas periódicamente
We have/get the machines cleaned regularly

Me pusieron el coche a punto el mes pasado
I had/got my car serviced last month

Nos van a instalar faxes nuevos el viernes
We are having/getting new faxes installed on Friday

Nos han comprobado las cuentas la semana pasada.
We had/got the accounts checked last week.

PRACTICE

REWRITE THE SENTENCES IN THE PASSIVE VOICE

1. We received your letter yesterday. We forwarded it to the Head Office where they deal with complaints.

.....
.....

2. Where do they make these face masks?

.....
.....

3. We're going to hire a shipping and forwarding company to deal with the shipping documents. We have no experience in exporting.

A shipping and forwarding company

4. We have modernised and computerised the company and have recruited extra staff as the company is doing well.

.....
.....

5. They expect you to wear formal clothes, to be flexible and to be willing to travel to London on business twice a week

You

6. We have already made the arrangements for delivery.

The arrangements for delivery

7. Have you drawn up the contract yet?

.....?

8. We marked the boxes FRAGILE AND KEEP AWAY FROM THE HEAT.
The boxes
9. We attach a copy of the consignment note and the invoice
A copy of the consignment note and the invoice
10. We will pack the bricks in pallets measuring 2.5m long by 2m wide by
1m high.
.....
.....
11. We cannot sell this upmarket pasta at supermarkets. It isn't aimed at
ordinary consumers. We must market it at delicatessen stores.
.....
.....
12. Barclays bank is issuing the documentary letter of credit.
The documentary letter of credit
13. They took out the insurance policy against damage or loss with Lloyds
.....
.....
14. Will the company lay off many workers after the takeover?
Will?
.....?

REWRITE THE SENTENCES USING "HAVE"/"GET" SOMETHING DONE

1. Porven is going to print 5,000 new catalogues for us.
We
2. Butterfly Co. is designing the packaging for Gallo pasta company
Gallo pasta
3. Someone delivered the new furniture for us yesterday
We
4. Someone must fix the laptop for you.
You
5. They will assemble the computers in Singapore for our competitors. It's
cheaper.
Our competitors

FURTHER PRACTICE ON REPORTES SPEECH

1. REQUESTS:

1. "Could you send us a quotation for 1,200 items?", the customer asked.
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2. "Could you send us an updated catalogue and a price list?", the customer said.
.....
3. "Please, send us the invoice the insurance policy", the client said
.....
4. "Would you mind meeting John Osborne at the airport next Friday", Mr Wilson to P. A.
.....

2. ASKING FOR PERMISSION

1. "Mr Wilson, may I leave ten minutes earlier tomorrow? I do not want to travel by tube because of the Corona virus and I've got an appointment with my dentist?", The Personal assistant said.
.....
.....
.....
2. "Can I use your PC just to look up the supplier's address on their website?", My colleague said
.....
.....

3. COMMANDS

1. "Print out a hundred handouts for the conference", Ann said
.....
2. "Claim compensation for late delivery", the boss to his employee.
.....
3. "Put off my meeting with John Lark for next Monday. I can't make it." Ms. Larson to her P.A.
.....
.....

4. SUGGESTIONS

1. "What about taking on a top architect to design our new premises in San Cibrao?", the chairman to the CEO
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.....
2. "Shall we allow them a 10% quantity discount? I think they'll place further orders with us if we do", sales manager to CEO.
.....
.....
3. "Let's pay by SWIFT transfer. It's cheaper and faster", Chief accountant to Finance director.

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.....
4. "Why don't we find other supplier? Parker have risen their prices recently and their products aren't good value for money any longer", Bill said
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.....

5. OFFERS

1. "Shall I call back Mr Taylor to reschedule the meeting?", Mary Evans said
-
.....

2. "Shall I price the items?" the stock boy said
-
.....

3. "Would you like me to clear the goods through Customs?", the employee said
-
.....

4. "Would you like me to deal with Parkers' order?", Sarah said
-
.....

5. APOLOGIES

1. "I regret to tell you we are unable to meet the delivery dates. We have got a backlog of orders and some members of staff are off sick", Mr Robinson said
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2. "We're awfully sorry that we sent you the wrong invoice. We have another with your last name", the man at the other end of the line said.
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.....

6. THREATS

1. "Unless you give us some compensation, we'll take you to the Courts", the client said
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2. "If you don't clear your account within 10 days, we'll take legal action", Mr. Hamilton said.
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.....

7. QUESTIONS

1. "Do you run advertising campaigns on TV?" Ms Aliston said
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.....

2. "Have you ever done business with Japanese companies? Sarah Brown said
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.....

3. "How much did you spend on the premises's rent last year?", Ann asked
-
.....

4. "How long will you take to deliver?", the customer asked
-
.....

5. "When can we expect delivery, Mr Saunders?", Ms Ellison said

