

19.1

Correct the mistakes in these sentences.

- 1 It was stating in a business newspaper that oil prices are going to rise again.
.....
- 2 More jobs are created last year in this region.
.....
- 3 I must apologise for any disturbance that this cause to you and your family.
.....
- 4 The error in the system was been fixed.
.....
- 5 The office will be close tomorrow.
.....
- 6 The disagreement between the two companies was been resolved.
.....
- 7 The wine has being produced locally.
.....

19.2

Change these active sentences to the passive.

- 1 He could hold the meeting in the morning.
.....
- 2 We completed the order last Friday.
.....
- 3 He is trying everything to ensure that it is correct.
.....
- 4 The receptionist was taking the call at the time.
.....
- 5 They are opening the new distribution centre next week.
.....
- 6 She wrote the phone number down incorrectly.
.....

19.3

Mark ways you could link the sounds in these sentences.

- 1 The appraisal process is currently being reviewed.
- 2 My deputy manager is on long-term sick leave.
- 3 The server crashed early on this morning.
- 4 May I introduce you to a colleague of mine?
- 5 Shall we arrange the review meeting to coincide with your trip?
- 6 My mobile phone hasn't got a signal here.
- 7 If you look on the intranet under templates you should find a suitable outline.

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| Test mark | /20 |
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