Exercise 1: Complete these sentences with the correct form of one of these expressions:

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| run out of time, (to) save time, spare time, time off, time to kill, waste of time |

1. I’m afraid we’ve\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We’ll have to arrange another meeting.
2. Why don’t we both tidy up? That would\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. A holiday this year is out of the question. I don’t get any more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_until next summer.
4. Word puzzles are great if you’re on a long journey and have\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. I hate doing housework. I think it’s a complete\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. If I had more\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I’d learn to play a musical instrument.

Exercise 2: **Passive or active**

Complete these sentences with the word in brackets, using the correct tense of the active or passive form

1. It’s a huge company. Two thousand people \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(employ) there.
2. The explosion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(happen) just after 9 p.m. Fortunately, no one \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(hurt).
3. The hotel we stayed at was quite good. The rooms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(clean) every day and they \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(change) the towels every other day.
4. He only has himself to blame. He\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(warn) he could lose his driving licence the next time he\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(catch) speeding.
5. All the children­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(send) home when the school’s central heating system \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(break down) last winter.
6. The watch isn’t worth much, but it has sentimental value. It\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(give) to me on my eighteenth birthday.
7. Five hundred employees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(make) redundant since the company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(take over) six months ago.
8. I wonder why Michael\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(not invite) to Lee’s party next Saturday. Everyone else is going.
9. Your homework should\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(hand in) on Friday at the latest.

Exercise 3. Rewrite these passive sentences, changing the passive verbs in italics into the active voice. You may have to think of a subject for some of the sentences you write.

1. The church *has already been booked* and the invitations *have been sent out*, so we can’t cancel the weeding now.
2. Food must not *be brought into* the classroom.
3. The dog needs *to be fed* twice a day. Don’t forget.
4. For a moment, Angie thought she *was being followed* by a strangely-dressed woman.
5. In Britain, people’s rubbish *is collected* once a week.

and the invitations