

Simple Passive and Past Participles

Point 1: For many verbs, an action from the past can be said two ways.

- Someone broke the chair.
- The chair is **broken**.
- Someone finished the report.
- The report is **finished**.
- Someone canceled the game.
- The game is **finished**.

Point 2: Verbs can change to an adjective using the past participle tense, which is the **-ed form** of the verb.

regular verbs

- finish, **finished**
- cancel, **canceled**
- reserve, **reserved**

irregular verbs

- break, broke, **broken**
- do, did, **done**

Point 3: The simple passive tense and adjective complement clause both use past participles and look similar, but they are different.

Simple Passive (Shows an action.)

1. They serve food until midnight.
2. Food is **served** until midnight.
3. They cook the food with fresh ingredients.
4. The food is **cooked** with fresh ingredients.

Adjective Complement (Shows a quality.)

1. The chair is **broken**. The chair is **old**.
2. The report is **finished**. The report is **interesting**.
3. The game is **canceled**. The game is **over**.

Point 4: With adjective complements and past participles, the sentence describes how an action remains unchanged.

- The store is **closed** now. Someone **closed** it.
- The meeting is **scheduled** for noon. Someone **scheduled** it.
- This soup is not **cooked** enough. Someone **did** not cook it.

- I am not **prepared** to teach tomorrow. You **didn't** prepare.

Point 5: There are some verbs that use the base form of the verb, not the past participle, to express an ongoing situation.

- The room is **clean**. Someone **cleaned** it.
- The store is **open**. Someone **opened** it.

Simple Passive

Watch four videos using **the simple passive** in conversation.

Conversation 1 | [PDF Worksheet](#)

Man: How is the new Thai restaurant?

Woman: It's great. All the food **is cooked** with organic ingredients.

Man: That sounds great. How late is it open?

Woman: Well, food **is served** until 11, but the bar is open until midnight.

Man: I will have to check it out.

Woman: You should. It's worth the visit.

Conversation 2 | [PDF Worksheet](#)

Man: Are you still playing basketball tonight?

Woman: No, the game **is canceled**.

Man: Oh, no, why is that?

Woman: The rec hall **is reserved** for something.

Man: That's too bad.

Woman: Yeah, some band **is scheduled** to play there tonight.

Conversation 3 | [PDF Worksheet](#)

Man: **Is** the report **done** yet?

Woman: It **is** almost **done**.

Man: When will it **be finished**?

Woman: It should **be done** very soon.

Man: Well, as soon as it **is finished**, please get it to me.

Woman: I will. The minute it's **finished**, you'll get it.

Conversation 4 | [PDF Worksheet](#)

Man: This chair **is broken**.

Woman: Who broke it?

Man: I don't know. It **was broken** when I got here.

Woman: Should I throw it out?

Man: No, I'll see if maintenance can fix it.

Woman: Don't bother. It is more trouble than it's worth.

Man: You may be right.

Quiz

Answer these questions about the interview.

1) Until what time is food served?

a) 11

b) 12

2) What is not cancelled?

a) The game

b) The concert

3) Is the report done?

a) Yes, it is done.

b) No, it is not finished.

4) What is broken?

a) One chair

b) Two chairs

Gap Fill: Listen to the audio. Type in the correct word!

Conversation 1

Man: How is the **now/new** Thai restaurant?

Woman: It's great. All the food is **cooked/cook** with organic ingredients.

Man: That sounds great. How late is it **open/opened**?

Woman: Well, food is **servicing/served** until 11, but the bar is open **unless/until** midnight.

Man: I will have to check it **over/out**.

Woman: You should. It's **worthy/worth** the visit.

Conversation 2

Man: Are you still **playing/played** basketball tonight?

Woman: No, the game is **cancel/canceled**.

Man: Oh, no, why is **that/it**?

Woman: The rec hall is **reserved/reservation** for something.

Man: That's **to/too** bad.

Woman: Yeah, some band is **schedule/scheduled** to play there tonight.

Conversation 3

Man: Is the **reports/report** done yet?

Woman: It is almost **done/did**.

Man: When will it **is/be** finished?

Woman: It should be **doing/done** very soon.

Man: Well, as soon as it is finished, please get it to **me/my**.

Woman: I will. The **minute/minutes** it's finished, you'll get it.

Conversation 4

Man: This chair is **broke/broken**.

Woman: Who **broke/broken** it?

Man: I don't know. It was **broke/broken** when I got here.

Woman: Should I throw it **out/up**?

Man: No, I'll see if **maintaining/maintenance** can fix it.

Woman: Don't **bother/brother**. It is more trouble than it's **worth/worthy**.

Man: You **can/may** be right.

Corporate Terminology - Management and Leadership

To implement: To transform a strategy or idea into real actions.

To delegate: To assign tasks or responsibilities to others.

To collaborate: To work jointly on an activity or project.

To innovate: To introduce new methods, ideas or products.