



SECRETARÍA DE EDUCACIÓN DE BOGOTÁ, D. C.  
COLEGIO SAN RAFAEL  
INSTITUCIÓN EDUCATIVA DISTRITAL  
Resoluciones de Aprobación: Primaria 5581- 97 y Bachillerato 4876 de 11-07-01



<b>GUÍA</b>	Número 4
<b>ASIGNATURA</b>	Idioma extranjero Inglés
<b>GRADO</b>	901 - 902 - 903
<b>PERIODO ACADÉMICO</b>	Cuarto
<b>DOCENTE</b>	Lucero Silva Muñoz <a href="mailto:lsilvam@educacionbogota.edu.co">lsilvam@educacionbogota.edu.co</a>
<b>DESEMPEÑO DEL PERIODO</b>	Redacta textos de mediana longitud en los cuales realiza recomendaciones o sugerencias sobre situaciones de interés personal, escolar o social.
<b>INDICACIONES GENERALES:</b>	Leer con mucha atención. Enviar dentro de la fecha establecida. Marcar el archivo de trabajo con los dos nombre y dos apellidos. Enviar archivos con buena presentación y en orden. No se califican trabajos donde se dificulte la lectura.
<b>CRONOGRAMA DE ENTREGA DE LAS ACTIVIDADES</b>	<b>La guía se entregará el día 19 de octubre.</b>
<b>EVALUACIÓN Y VALORACIÓN:</b>	Se evaluará la puntualidad, el bueno aspecto y la totalidad en la realización de las actividades.



FIRST PART.

## SUMMARY OF THE PASSIVE WITH OTHER VERB TENSES

TENSE	ACTIVE VOICE	PASSIVE VOICE
<i>Present simple</i>	<ul style="list-style-type: none"><li>- He cleans the windows.</li><li>- The teacher teaches English.</li></ul>	<ul style="list-style-type: none"><li>- The windows are cleaned by him.</li><li>- English is taught by the teacher.</li></ul>
<i>Present continuous</i>	<ul style="list-style-type: none"><li>- He is cleaning the windows.</li><li>- The teacher is teaching English.</li></ul>	<ul style="list-style-type: none"><li>- the windows are being cleaned by him</li><li>- English is being taught by the teacher</li></ul>
<i>Past simple</i>	<ul style="list-style-type: none"><li>- He cleaned the windows.</li><li>- The teacher taught English.</li></ul>	<ul style="list-style-type: none"><li>- The windows were cleaned by him.</li><li>- English was taught by the teacher.</li></ul>
<i>Past continuous</i>	<ul style="list-style-type: none"><li>- He was cleaning the windows.</li><li>- The teacher was teaching English.</li></ul>	<ul style="list-style-type: none"><li>- The windows were being cleaned by him.</li><li>- English was being taught by the teacher.</li></ul>
<i>Future simple</i>	<ul style="list-style-type: none"><li>- He will clean the windows.</li><li>- The teacher will teach English.</li></ul>	<ul style="list-style-type: none"><li>- The windows will be cleaned by him.</li><li>- English will be taught by the teacher.</li></ul>

I. Make these active sentences to passive, use a phrase with **by**.

### Present progressive tense

1. The children are organizing the Christmas party.

Passive: \_\_\_\_\_

2. My father is washing the car.

Passive: \_\_\_\_\_

3. Farmer Joe is milking the cows.



Passive: \_\_\_\_\_

4. I am writing a poem.

Passive: \_\_\_\_\_

5. Sheila is drinking a cup of tea.

Passive: \_\_\_\_\_

6. We are not playing football.

Passive: \_\_\_\_\_

7. Mr. Baker is not wearing a tie.

Passive: \_\_\_\_\_

8. Betty is watering the flowers.

Passive: \_\_\_\_\_

9. They are preparing the food.

Passive: \_\_\_\_\_

10. The children are playing football.

Passive: \_\_\_\_\_

### Past progressive tense

1. The family was booking a table.

Passive: \_\_\_\_\_

2. The teacher was doing the exercise.

Passive: \_\_\_\_\_

3. The waiter was serving breakfast.

Passive: \_\_\_\_\_

4. The engineers were reading the newspaper.

Passive: \_\_\_\_\_

5. The teachers were watching films.

Passive: \_\_\_\_\_

### Future simple or future with will

1. The doctor will examine Mary.

Passive: \_\_\_\_\_

2. Jane will buy a new computer.

Passive: \_\_\_\_\_

3. They won't show the new film.

Passive: \_\_\_\_\_

4. The company will employ a new worker.

Passive: \_\_\_\_\_

5. The plumber will repair the shower.

Passive: \_\_\_\_\_



6. Peter will see sue.

Passive: \_\_\_\_\_

7. Millions of people will visit the museum.

Passive: \_\_\_\_\_

**II. Choose the sentences only in the passive voice.**

1. I will work in that factory.
2. The books were being organized at the library.
3. Sophie was living at the united states.
4. The cat is being fed.
5. The match was being watched by a large crowd.
6. She was a nurse.
7. The chair is being repaired.
8. Sam will be invited to the party tomorrow.
9. A new shop will be in this peace.
10. That car was in Germany.
11. I will be a doctor.
12. We were being helped all the time.
13. Millions of people were being vaccinated.
14. The food will be prepared on Friday.
15. This history is being read at tenth grade.

**III. After reviewing the passive voice, now, make your own invention and write about it in passive voice.**



## PAST PERFECT TENSE

*We use the past perfect for something that happened before something else in the past. (for things that happened first.)*

Here are some examples:



1. When I got home, I saw that **the letter had arrived**. (First, the letter arrived. Later, I got home, and I saw it.)
2. When **he had finished** his homework, he went to bed. (First he finished his homework. Later, he went to bed)

**VERY IMPORTANT!**

We form the past perfect with HAD and a PAST PARTICIPLE VERB.

Finished - run -  
written - done.





*Past perfect forms:*

POSITIVE

I/YOU/HE/SHE/IT/WE/THEY Had gone

NEGATIVE

I/YOU/HE/SHE/IT/WE/THEY Hadn` t gone

QUESTION

Had I/YOU/HE/SHE/IT/WE/THEY gone ?

Look at this example,

Jane **HAD GONE** home when I phoned her at the office.

**First**, Jane went home.

**Later**, I phoned her.





### NOW, PUT IN PRACTICE

#### IV. Complete the sentences using the past perfect forms on the verbs in brackets. ( )

1. We couldn't eat at the restaurant because we hadn't booked .(not book)  
Spanish: No pudimos comer en el restaurante porque no habíamos reservado una mesa.
2. She was very happy because she \_\_\_\_\_ (win) a prize.  
Spanish: \_\_\_\_\_
3. The ground was very dry, it \_\_\_\_\_ (not rain) for a long time.  
Spanish: \_\_\_\_\_
4. When we came out of the restaurant, we saw that our car \_\_\_\_\_  
(disappeared)  
Spanish: \_\_\_\_\_
5. They \_\_\_\_\_(do) a lot of interesting things.  
Spanish: \_\_\_\_\_
6. I couldn't buy it because I \_\_\_\_\_ (spend) all my money.  
Spanish: \_\_\_\_\_
7. I was tired because I \_\_\_\_\_(get up) very early that morning.  
Spanish: \_\_\_\_\_
8. He didn't know the answer because \_\_\_\_\_ (not/do) his homework.  
Spanish: \_\_\_\_\_
9. I \_\_\_\_\_ (forget) my pen so I had to borrow one.  
Spanish: \_\_\_\_\_
10. She couldn't see the photography very well because she \_\_\_\_\_  
(not/bring) her glasses.  
Spanish: \_\_\_\_\_
11. When I got home, I switched on the answerphone. Several people  
\_\_\_\_\_ (leave) messages for me.  
Spanish: \_\_\_\_\_

#### V. Identify the sentences in past perfect.

1. I had four animals in the old house
2. Our car had disappeared.
3. James has talked about his life.
4. He hadn't stayed in expensive hotels.
5. We have spent all the money.
6. Mr. and Mrs. Baker had two children.
7. He had already bought clothes.





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8. James hasn't come to Colombia yet.
9. I had a lot of friends in MAC school.
10. Sophy had worked as secretary in that office.

**VI. Identify the verbs of this way.**

Color red: Simple present

Color blue: Past perfect

Color green: Simple past

1. Although some patients had developed a serious heart disease after the operation, they could return to work.
2. When Joseph Henry was forty, he had already invented the electromagnet, discovered the principle of induction, devised a telegraph system and done some research on transformers and telegraphy.
3. Chemistry had come a long way from the days of the Greeks who thought only four elements existed.

**VII. Henry invited some friends to his flat for a meal. Look at the things that he did and didn't do before his guests arrived. Complete the phrases, using the past perfect.**

0. He bought the Food.
  1. He cleaned the flat.
  2. He didn't buy anything to drink.
  3. He had a shower.
  4. He changed his clothes.
  5. He started preparing the meal.
  6. He didn't finish preparing the meal.

By the time his guests arrived:

0. He had bought the food.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_









# TAG QUESTION

A **tag question** is a special construction in English. It is a statement followed by a **mini question**.

The whole sentence is a “Tag question”, and the mini question at the end is called a “question tag”.

Example,

**Books are difficult. Aren't they?**



Tag Question



Question Tag

IX. Write the correct “Question tag” for each sentence.

1. Snow is white. \_\_\_\_\_?
2. You don't like me. \_\_\_\_\_?
3. You're coming. \_\_\_\_\_?
4. You have finished. \_\_\_\_\_?
5. The dinner is ready. \_\_\_\_\_?
6. We haven't visited you. \_\_\_\_\_?
7. They have learnt a lot. \_\_\_\_\_?
8. You didn't visit him. \_\_\_\_\_?
9. There aren't any chips. \_\_\_\_\_?
10. You are English. \_\_\_\_\_?
11. They don't study Spanish. \_\_\_\_\_?



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12. Laura isn't here. \_\_\_\_\_?
13. There is a cinema here. \_\_\_\_\_?
14. There aren't many shops. \_\_\_\_\_?
15. He should study harder. \_\_\_\_\_?
16. He would like milk. \_\_\_\_\_?
17. He will visit you. \_\_\_\_\_?
18. They haven't studied. \_\_\_\_\_?
19. They didn't come. \_\_\_\_\_?
20. He passed the exam. \_\_\_\_\_?
21. We were very happy. \_\_\_\_\_?
22. They are too sad. \_\_\_\_\_?
23. They won't visit them. \_\_\_\_\_?
24. We mustn't go there. \_\_\_\_\_?
25. She doesn't have to go. \_\_\_\_\_?
26. She did many exercises. \_\_\_\_\_?
27. We went on holiday. \_\_\_\_\_?
28. The cinema doesn't open. \_\_\_\_\_?
29. The coffee is cold. \_\_\_\_\_?
30. Books are difficult. \_\_\_\_\_?
31. He'd better do it. \_\_\_\_\_?
32. I am right. \_\_\_\_\_?
33. John wasn't there. \_\_\_\_\_?
34. Nothing came in the post. \_\_\_\_\_?
35. Let's go. \_\_\_\_\_?

X. Complete the dialogue.

