

1 Choose the correct verb form to complete the following sentences.

- 1 Changes _____ (currently, introduce) to make the department operate more profitably.
- 2 A large part of our savings _____ (use) to pay off the mortgage next year.
- 3 A business award _____ (just, give) to him.
- 4 I _____ (interview) – I always get sweaty palms.
- 5 The problem with all the computers _____ (not fix) yet.
- 6 You're being promoted. The final decision _____ (make) yesterday.
- 7 All customer complaints _____ (answer) within five working days.
- 8 While I was on holiday, my office _____ (repaint).
- 9 Every day 100,000 barrels of crude oil _____ (process) by the new oil refinery.
- 10 He did not arrive in time as his flight _____ (delay).

2 When a professional person does some work for us, we can use have something done. Rewrite the sentences using this structure.

- 1 A technician fixed this computer last week.
I last week.
- 2 They audit our accounts.
We
- 3 The garage is servicing my car on Friday.
I am
- 4 The builders are going to install air conditioning.
We are
- 5 A pleasant lady in the centre does my hair.
I by a pleasant lady in the centre.