

一、主動與被動的轉換

被動語態長相：be Vpp

主動型態：S V O

被動型態：O be Vpp by S

EX.

主動型態：The mouse ate the cheese.

被動型態：The cheese was eaten by mouse

二、各種型態的被動語態轉換

1. 現在簡單式

長相：V, Vs, Ves

be Vpp (am, is, are)

2. 過去簡單式

長相：Ved, 不規則

be Vpp (was, were)

3. 未來簡單式

長相：will Vr, be going to Vr

be Vpp

will be Vpp

be Vpp

be going to be Vpp

am, is, are  
was, were

固定

4. 現在進行式

長相：be Ving

+ be Vpp

be being Vpp

am, is, are

5. 過去進行式

長相: be Ving

be Vpp

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was, were be being Vpp

6. 現在完成式

長相: have/has Vpp

be Vpp

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have/has been Vpp

7. 過去完成式

長相: had Vpp

be Vpp

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had been Vpp

8. 未來完成式

長相: will have Vpp

+ be Vpp

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will have been Vpp

will Vr

has/have Vpp

---

will have Vpp

9 句子中有情態助動詞的被動語態

(1) 情態助動詞: will can, shall, may ; would, could, should, might

(2) 長相:

aux. Vr

be Vpp

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aux. be Vpp

### 三、一些小細節的整理

#### 1 used to V.S. be used to

(1) used to 表 過去的習慣, 後接 V<sub>r</sub>

EX. I used to live in Chicago.

(2) be used to 表 現在的習慣, 後接 V<sub>ing</sub>

EX. I am used to living in Chicago.

#### 2 be supposed to

→ 語意:類似 should, will

EX. Mike is supposed to call me tomorrow.

### 四、考題

A 1. We prefer to <sup>+ V<sub>r</sub></sup> \_\_\_\_\_ staff for senior-level positions.

(A) recruit (B) be recruited (C) recruits (D) recruiting

B 2. A merger is currently \_\_\_\_\_ by the board of directors.

(A) consider (B) being considered (C) ~~be~~ considered (D) to consider

B 3. Employees \_\_\_\_\_ for expenses when using their personal cars for business purposes.

(A) reimbursed (B) are reimbursed (C) reimbursing (D) to reimburse

A 4. The number of flights to the South Pacific \_\_\_\_\_.

(A) is growing (B) growth (C) grow (D) to be grown

B 5. Management has asked that last month's expense report should \_\_\_\_\_ in more detail.

(A) clarify (B) be clarified (C) clarification (D) clarifies

C 6. The convention center \_\_\_\_\_ on Market Street directly opposite a shopping mall.

(A) located (B) locating (C) is located (D) location

D 7. Senior personnel need to \_\_\_\_\_ at least two training events this year.

(A) hosting (B) be hosted (C) being hosted (D) host

C ~~A~~ 8. Sales representative in my company are \_\_\_\_\_ to become familiar with competitors' products.

(A) encourage (B) encourages (C) encouraged (D) encouraging

B 9. The project must \_\_\_\_\_ by Ms. Lee.

(A) approve (B) be approved (C) approving (D) to approve

A 10. The National Palace Museum \_\_\_\_\_ its hours until 10:00 P.M. on the weekend.

(A) extends (B) extending (C) extensions (D) to be extended