## Unit 4

**Laying the Table**

**Grammar**

**The passive voice**

##### Use

We use the Passive when we don’t know or there is no need to say who performed the action; it is the action itself that is more important.

Examples:

*Only simple decorations* ***are used*** *today. Two cups* ***were broken*** *yesterday.*

##### Form

Present Simple: am / is / are + third form of the verb:

*All table linen* ***is washed*** *in the hotel laundry.*

Past Simple: was / were + third form of the verb (Past Participle):

*All the dishes* ***were washed*** *in the dishwasher at the end of the work shift.*

##### Changing sentences into the passive form:

*They* ***make fresh bread*** *every morning.−→*

***Fresh bread is made*** *every morning.*

##### Passive after modal verbs:

*A bowl of fruit* ***can be used*** *as a decoration. Additional forks and spoons* ***may be put*** *on the table.*

**Exercises**

##### Put the verb into the Passive. Make all the necessary changes.

* 1. We polish **knives, spoons and forks** after every meal.

*Knives, spoons and forks are polished after every meal.*

* 1. We change **table cloths** every other day.
	2. We wash **table linen** in the hotel laundry.
	3. We clean **the serving stand** at the end of work shift.
	4. We bring **food** from the kitchen on a trolley.
	5. We carry **food** to the guest’s table on a tray.
	6. We put **a dessert spoon** above the top of the dinner plate.
	7. We use **simple decorations** today.
	8. We use **a bowl of fruit** as a decoration.
	9. We open **wine bottles** with a corkscrew.
	10. We fold **napkins** flat and square.
	11. The waiters pass **the dishes** properly.
	12. They bring **the salad fork** later.
	13. We may put **additional forks and spoons** on the table.
	14. We never serve **coffee** at a formal dinner table.
	15. They usually bring **coffee** with cigarettes and liqueurs.

##### Make all kind of questions about the above statements in the passive. Begin your questions with: why, where, how, how often, when, etc.

1. **Complete the following sentences using names of table utensils.**
	1. Soup is usually served in a .
	2. If you want to open a bottle of wine you need a or a

 .

* 1. Wine can be served in a .
	2. The waiter should put a cruet on each table.
	3. On a cruet there is a .
	4. Cheese may be served on a . Then we have to put either a or a .
	5. Sweet dishes may be served from a .
	6. The guest chooses a cake and the waiter serves it with a .
	7. After banquets waiters have to polish .
	8. Table knives should not be very sharp and they are usually put with the

 towards the plate.

* 1. Forks are usually put with the up.
	2. A tea cup is usually put on a .
	3. Food is usually brought from the kitchen on a .
	4. If you want to carve meat you need a and a

 .

* 1. A cover usually consists of

 .

* 1. Napkins may be rolled and put in .
	2. Before we set the table for a meal we usually cover it with a

 .

* 1. Soup may be brought to the table in a with a

 in it.

* 1. The waiter was holding a with four cocktails on it.
	2. Roast meat may be served on a .