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**Ex. 1** 1. **Rule A: object + modal + be (no change) + Past Participle** 1. should be selected for the next African cup of nations by the coach. 2. must be avoided. 3. will be sent tomorrow. **Rule B: object + am/is/are+ Past Participle** 1. is made every morning for the kids by the maid. 2. are sent to the university department every year by the headmaster. **Rule C: object + was/ were + Past Participle** 1. were sent yesterday by the groom. 2. was discovered by doctors. **Rule D: object + am/is/are+ being + Past Participle** 1. is being prepared now by Mona. 2. are being taken at the moment.

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**Rule E : object + was/ were + being + Past Participle** 1. were being made to help children speak English by the club members. 2. was being built for elderly people by the local authorities. 3. was being repaired yesterday by the mechanic. **Rule F : object + have/ has +been+ Past Participle** 1. has been founded in this region. 2. have been written recently. 3. have been grown in this place by the farmers. **Rule G: object + had+ been + Past Participle** 1. had been prepared for children by Julia. 2. had been given to brilliant students. 3. had been printed by the writer. **Ex. 2** 1. may be recycled by the members of the association. 2. was arrested last weekend by the police. 3. will be built in our city by a foreign NGO. 4. have been made by Mark. 5. was cancelled because of the bad weather. 6. are being typed at the moment. 7. was kept in the refrigerator. 8. has been done by Mary. 9. are written to the boss. 10. was posted on Facebook yesterday by Sandra.

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**Ex. 1** 1. handed 2. be 3. published 4. was 5. been 6. (by him)/ nothing **Ex. 2** 1.a 2.a 3.b 4.b 5.b 6.a **Ex. 3** 1. were helped by some international NGOs. 2. are being painted. 3. had been made last writing. 4. are built every five years in this city. 5. has been taken into consideration by the patient. 6. has been considered as the leader of the school before his accident. 7. were not allowed in the Smith's house. 8. will be invited for a TV interview by the committee.