

RIF V-16831598-4



# UNIT 3. GETTING THINGS DONE

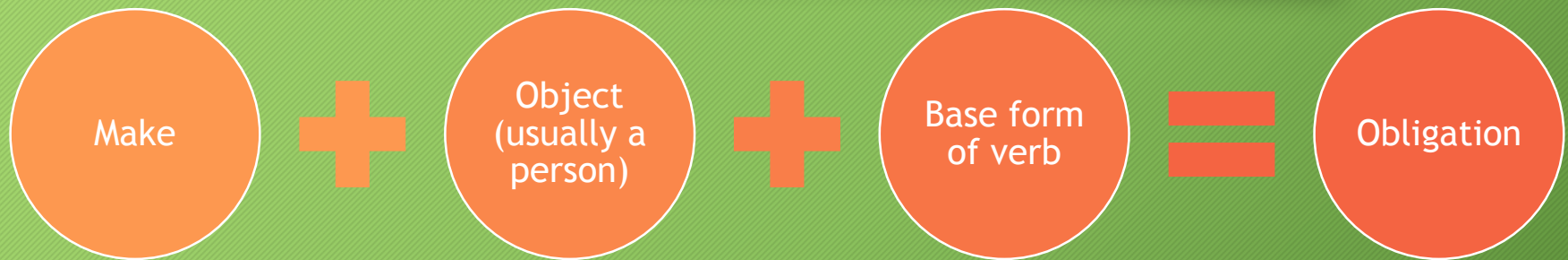
PROF.

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TOP NOTCH 3 - REVIEW AND EXTRA PRACTICE

# CAUSATIVES

Use a causative to express the idea that one person causes another to do something.



- ❖ I made my brother help me clean up after the party.
- ❖ They made him sign the form.



- ❖ I had my assistant plan the meeting.
- ❖ The teacher had the class write a composition.

# CAUSATIVES



- ❖ Kelly lets her little sister play in her bedroom.
- ❖ The teacher let us leave early yesterday.



- ❖ I got my husband to buy me flowers.
- ❖ She got her friend to help her with her homework.

Use a passive causative to talk about arranging services. You don't know who does the action or it's not important.

# PASSIVE CAUSATIVES



❖ I got my car repaired. (Somebody repaired it for me. I didn't repair it myself).



❖ Rita had her nails done. (Somebody else did Rita's nails. She didn't do her nails herself)

# PASSIVE CAUSATIVES

## *The passive causative: the by phrase*

**Use a by phrase if knowing who performed the action is important.**

I had my dress shortened **by the tailor** at the shop next to the train station.

**If knowing who performed the action is not important, you don't need to include a by phrase.**

I had my dress shortened ~~by someone~~ at the shop next to the train station.

# WRITING: STATING YOUR OPINION

## UNIT 3 *Supporting an opinion with personal examples*

Use these expressions to state your opinions. Follow the punctuation style in the examples.

- **In my opinion,**  
*In my opinion*, there's nothing wrong with being a procrastinator. People just have different personalities.
- **To me,**  
*To me*, it's better to be well-organized. Being a procrastinator keeps a person from getting things done.
- **From my point of view,**  
*From my point of view*, if you aren't well-organized, you're going to have a lot of problems in life.
- **I believe**  
*I believe* that people who are procrastinators have other strengths such as creativity.
- **I find**  
*I find* being well-organized helps a person get more done.

**Note:** All of these expressions can be used either at the beginning of a sentence or at the end. Use a comma before the expression when you use it at the end of a sentence.

There's nothing wrong with being a procrastinator, **in my opinion**.  
Being well-organized helps a person get more done, **I find**.

# WRITING: GIVING EXAMPLES

**Use personal examples to make your opinions clear and interesting to readers.**

- **For example,**  
I'm usually on time in everything I do. **For example,** I always pay my bills on time.
- **For instance,**  
My brother is usually on time in everything he does, but sometimes he isn't. **For instance,** last week he completely forgot to get our mother a birthday gift.
- **..., such as ...**  
There are a few things I tend to put off, **such as** paying bills and studying for tests.
- **Whenever**  
Some people have a hard time paying their bills on time. **Whenever** my husband receives a bill, he puts it on the shelf and forgets about it.
- **Every time**  
**Every time** I forget to pay a bill, I feel terrible.
- **When I was ...**  
I had to learn how to be well-organized. **When I was** a child, my parents-did everything for me.

## Be careful!

Do not use for example or for instance to combine sentences.

Don't write: I'm usually on time for everything I do, ~~for example,~~ I always pay my bills on time.

## Remember:

Use a comma before such as when it introduces a dependent clause.

# PRACTICE

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## Passive Causative

Exercise 1

Exercise 2

Exercise 3

Exercise 4

Exercise 5

Exercise 1

Exercise 2

Exercise 3

Exercise 4

Exercise 5

## Mixed

Exercise 1

Exercise 2

Exercise 3

Exercise 4

Exercise 5