

HOW ARE TEXTBOOKS WRITTEN?

Rewrite the sentences using the passive.

1. An author sends a proposal to a publishing company.

The proposal is sent to a publishing company.

2. An editor reads the proposal.

The proposal _____.

3. The editor might accept the proposal.

The proposal _____.

4. The author writes the manuscript for the book.

The manuscript _____.

5. Editors have to revise the manuscript.

The manuscript _____.

6. The author may have to rewrite part of the manuscript.

Part of the manuscript _____.

7. Reviewers evaluate the manuscript.

The manuscript _____.

8. The author and editors may revise the manuscript.

The manuscript _____.

WHAT DO THEY REALLY DO?

A Complete the chart with unusual jobs and responsibilities.

Jobs	Responsibilities
professional organizer	organize people's closets

B GROUP WORK Ask your classmates about the responsibilities for each job.

A: What does a professional organizer do?

B: I think it's someone who plans parties.

C: No, it's someone that organizes people's closets.