

## Active vs. Passive Voice

Choose the best answer.

1. The final report \_\_\_\_\_ by the marketing team yesterday.
  - A. completed
  - B. was completed
  - C. has completed
  - D. completing
2. The company \_\_\_\_\_ a new software system next month.
  - A. will install
  - B. will be installed
  - C. installs by
  - D. installing
3. All invoices must \_\_\_\_\_ before Friday.
  - A. submit
  - B. submitted
  - C. be submitted
  - D. submitting
4. The manager \_\_\_\_\_ the budget proposal during the meeting.
  - A. reviewed
  - B. was reviewed
  - C. reviewing
  - D. review
5. Customer information \_\_\_\_\_ confidential at all times.
  - A. keeps
  - B. is kept
  - C. keeping
  - D. kept
6. The accounting department \_\_\_\_\_ the financial statements every quarter.
  - A. prepares
  - B. is prepared
  - C. was preparing
  - D. prepared by
7. The documents \_\_\_\_\_ to all employees this morning.
  - A. sent
  - B. were sent

- C. have sent
  - D. sending
- 8. Our website \_\_\_\_\_ by thousands of users every day.
  - A. visits
  - B. visited
  - C. is visited
  - D. visiting
- 9. The technician \_\_\_\_\_ the printer before leaving the office.
  - A. repaired
  - B. was repaired
  - C. repairing
  - D. repairs
- 10. The training session \_\_\_\_\_ due to severe weather conditions.
  - A. canceled
  - B. was canceled
  - C. cancel
  - D. canceling
- 11. The HR department \_\_\_\_\_ all job applications carefully.
  - A. examines
  - B. is examined
  - C. examined by
  - D. examining
- 12. The conference room \_\_\_\_\_ for the annual meeting.
  - A. reserved
  - B. has reserved
  - C. has been reserved
  - D. reserving
- 13. The company president \_\_\_\_\_ an announcement this afternoon.
  - A. make
  - B. is made
  - C. will make
  - D. made by
- 14. The package \_\_\_\_\_ to the wrong address by mistake.
  - A. delivered
  - B. was delivered
  - C. has delivered
  - D. delivering

15. Employees \_\_\_\_\_ to wear identification badges while at work.
- A. require
  - B. are required
  - C. requiring
  - D. required
16. The sales team \_\_\_\_\_ record profits last year.
- A. achieved
  - B. was achieved
  - C. achieving
  - D. has achieved by
17. The new policy \_\_\_\_\_ to all staff members via email.
- A. announced
  - B. was announced
  - C. announcing
  - D. announce
18. The receptionist \_\_\_\_\_ visitors and answers phone calls.
- A. greets
  - B. is greeted
  - C. greeted by
  - D. greeting
19. Several safety issues \_\_\_\_\_ during the inspection.
- A. identified
  - B. were identified
  - C. identifying
  - D. have identify
20. The marketing director \_\_\_\_\_ the presentation before the meeting began.
- A. reviewed
  - B. was reviewed
  - C. reviewing
  - D. review