

Choose the correct form of the sentences between “Active” and “Passive”.

Sentence	Active	Passive
1. The job offer was accepted by the candidate last week.		
2. The manager oversees the regional operations.		
3. A comprehensive report was compiled by the analyst for the meeting.		
4. The chef recommends the daily special.		
5. The new software was installed by the IT department.		
6. The receptionist greets visitors at the front desk.		
7. A new product line was launched at the trade show.		
8. The author writes a new book every two years.		
9. The project details were explained to the team by the leader.		
10. The technician sets up the conference room for the webinar.		
11. The accountant calculates the quarterly taxes.		
12. The contract is signed by both parties at the meeting.		
13. The customer service team handles inquiries promptly.		
14. The documents were archived by the office assistant.		
15. The gardener waters the plants every morning.		
16. The new guidelines were published by the health and safety committee.		
17. The artwork was displayed in the main hall by the curator.		
18. A proposal was drafted by the project manager for the client.		
19. The pilot announced the flight details.		
20. The technician repairs mobile devices.		
21. The final report was reviewed by the committee.		
22. The performance review was completed by the supervisor.		

Sentence	Active	Passive
23. The legal team reviews all contracts carefully.		
24. The baker bakes fresh bread every morning.		
25. A training session is conducted by HR every month.		
26. The annual budget was finalized by the board of directors.		
27. The journalist interviews a celebrity for the weekly magazine.		
28. All applications are processed by the admissions office.		
29. The annual report is compiled by the finance department.		
30. The consultant advises the company on efficiency improvements.		
31. The data was analyzed by the research team.		
32. The sales director negotiates major contracts.		
33. Feedback was gathered from customers by the survey team.		
34. The logistics company delivers packages worldwide.		
35. The conference was attended by industry leaders from around the world.		
36. The teacher assigns homework every Friday.		
37. A new office building was commissioned by the company.		
38. The marketing team launches a new campaign each quarter.		
39. The photographer captures moments at corporate events.		
40. A workshop on digital marketing was organized by the company.		