



The Passive

Instructions: Rewrite the sentence in the **passive**, using the tense indicated. Include -ing forms for continuous tenses.

1. **Present simple:** People print the reports every day. → _____
2. **Present continuous:** They are updating the website. → _____
3. **Past simple:** They built the new office last year. → _____
4. **Past continuous:** They were checking the documents when I called. → _____
5. **Present perfect:** They have completed the new project. → _____
6. **Past perfect:** They had already sent the invitations. → _____
7. **Future simple:** They will announce the results tomorrow. → _____
8. **Future continuous:** They will be installing the new software next week. → _____
9. **Future perfect:** They will have finished the work by Monday. → _____
10. **Modal:** You must complete the form. → _____
11. **Modal continuous:** Employees should be following the safety procedures. → _____
12. **Modal perfect:** They should have delivered the package yesterday. → _____