Use the Passive

Activity 1

Instructions: Rewrite the text using **passive forms where appropriate** to create a **formal report style**.

Management postponed the launch and informed staff late. They failed to address several operational risks, and external consultants criticised the overall strategy.

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Activity 2: Passive Choice & Justification

Instructions: Complete the sentences using **active or passive**, then explain your choice.

1. It _____ (decide) that further investment is required.
2. The CEO _____ (address) employee concerns directly.
3. Several errors _____ (identify) during the audit.

LIVEWORKSHEETS