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

LIVEWORKSHEETS

- 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

LIVEWORKSHEETS

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

LIVEWORKSHEETS