

Review Tenses & Passive Voice

101. All team members _____ the safety guidelines before they were allowed to enter the construction area.

- (A) had read
- (B) are reading
- (C) have read
- (D) were read

102. The marketing campaign _____ by a group of students who worked closely with the company.

- (A) developed
- (B) was developed
- (C) develops
- (D) was developing

103. After the presentation ended, all the questions from the audience _____ clearly by the speaker.

- (A) answered
- (B) had answered
- (C) were answered
- (D) was answering

104. The IT department _____ a new software update to improve the security of the company's data system.

- (A) has been installed
- (B) are installing
- (C) has installed
- (D) was installed

105. Although the weather was bad, the event _____ as planned and many people came to support the performers.

- (A) is held
- (B) held
- (C) was held
- (D) has been holding

106. The assistant manager _____ a detailed report every Friday to help the director track the department's progress.

- (A) writes
- (B) wrote
- (C) has written
- (D) was writing

107. A new training center _____ near the airport to help local workers develop new job skills.

- (A) builds
- (B) is building

- (C) has built
- (D) is being built

108. Since last year, many students _____ the opportunity to study abroad through our scholarship program.

- (A) is given
- (B) have been given
- (C) were giving
- (D) has given

109. All employees _____ to attend the monthly meeting, which is usually held on the first Monday of the month.

- (A) require
- (B) are required
- (C) required
- (D) have required

110. When the manager arrived at the office, the documents _____ neatly on her desk.

- (A) were placed
- (B) are placing
- (C) placed
- (D) had placing

111. Because of the heavy snow, all morning flights from the airport _____ until further notice.

- (A) delay
- (B) were delaying
- (C) are delayed
- (D) delayed

112. The manager was pleased to hear that the final report _____ two days before the deadline.

- (A) is finished
- (B) had been finished
- (C) was finishing
- (D) finishes

113. To improve customer service, the company _____ a survey to collect feedback from its clients.

- (A) conducts
- (B) is conducted
- (C) has conducting
- (D) was conducted

114. Important information about the new policy _____ in the company newsletter last Friday.

- (A) includes

- (B) is included
- (C) included
- (D) was included

115. Due to budget cuts, the company had to _____ several ongoing projects.

- (A) terminate
- (B) motivate
- (C) indicate
- (D) renovate

116. The CEO will _____ the final decision after hearing everyone's opinion.

- (A) make
- (B) do
- (C) take
- (D) give

117. All staff must _____ the safety rules before using the new machine.

- (A) ignore
- (B) follow
- (C) invent
- (D) offer

118. Before signing the agreement, both parties must carefully _____ all the terms and conditions.

- (A) review
- (B) return
- (C) retrieve
- (D) refuse

119. All travel expenses will be ____ after the business trip.

- (A) reimbursed
- (B) renewed
- (C) reminded
- (D) recorded

120. Our sales team was able to _____ the monthly target despite the economic downturn.

- (A) exceed
- (B) exclude
- (C) expand
- (D) expect

121. The company plans to _____ a new product line next year to meet customer demand.

- (A) install
- (B) launch
- (C) protect
- (D) describe

122. Our manager will _____ a meeting to discuss the budget proposal tomorrow.
(A) hold
(B) open
(C) suggest
(D) arrange

123. We should _____ the customer if there is a delay in the delivery.
(A) avoid
(B) notify
(C) order
(D) apply

124. The company needs to _____ its online security system to prevent cyberattacks.
(A) improve
(B) remove
(C) apply
(D) avoid

125. To ensure the event runs smoothly, the organizer will _____ all staff members of their responsibilities.
(A) remind
(B) return
(C) reserve
(D) repeat

126. To improve team communication, the company will _____ a series of workshops next month.
(A) organize
(B) install
(C) remove
(D) cancel

127. All employees must _____ their ID badges at the security desk before entering the building.
(A) present
(B) protect
(C) prepare
(D) produce

128. Management has decided to _____ new safety measures to prevent workplace accidents.
(A) implement
(B) explain
(C) imagine
(D) control

129. Due to a sudden change in schedule, we may need to _____ the meeting until next week.

- (A) postpone
- (B) dismiss
- (C) arrange
- (D) separate

130. The package is damaged, please _____ it to our office within 7 days for a full refund.

- (A) return
- (B) refund
- (C) reply
- (D) record