

Grammar

Exercise 1

Rewrite these sentences, putting them into the passive voice using *by* or *with*. Leave out the subject if this does not change the meaning of the sentence or if keeping it would sound awkward.

1. My boss sent everyone an inflammatory email.

.....

2. The newspaper reported that the protestors had killed the woman with a gun.

.....

3. We have not received a single new purchase order all month.

.....

Exercise 2

Rewrite the sentences, putting them into the active voice. If you need to add a subject, use a pronoun.

1. Our email was misunderstood by many customers.

.....

2. Trent had no way of knowing that Tammy had been accused.

.....

3. Upon receipt of your letter, the money will be paid out.

.....

Exercise 3

For these statements, decide if the passive voice might be better. If it is, put the sentence into the passive voice using *by* or *with*. You may need to relocate expressions of time so that they sound better.

1. I'm afraid you have made a mistake.

.....

2. We believe you have misunderstood the terms of the agreement.

.....

3. We neglected to consider a number of important points in the project timeline.

.....

The solutions are on page 34.

Grammar

Exercise

For each of the following exercises, create an active and passive sentence using the indicated elements. Decide whether use of the active or passive would be best or which should be used based on context.

1. Thing doing the action: **Our CEO**

Action: **ended**

Thing receiving the action: **the relationship**

Additional: **with our partner in Asia**

2. Thing doing the action: **James**

Action: **reviews**

Thing receiving the action: **the financial reports**

Additional: **every Monday**

3. Thing doing the action: **Our servers**

Action: **handle**

Thing receiving the action: **over 100,000 emails**

Additional: **each day**

4. Thing doing the action: **We**

Action: **will take**

Thing receiving the action: **legal action**

Additional: **to collect your debt**

5. Thing doing the action: **Meredith**

Action: **will file**

Thing receiving the action: **the monthly progress reports**

6. Thing doing the action: **(unknown)**

Action: **sent out**

Thing receiving the action: **10,000 marketing brochures**

Additional: **yesterday**

The solutions are on page 36.