

Active and Passive Voice

Level: Intermediate

Test: 4

Explanations

1. Sentence d is incorrect because “make” is the base form. In passive voice with “was,” you need the past participle: “made.” The correct form is “was made by the board of directors.”
2. Option b is correct because the passive voice uses “was being made”—the right past continuous passive form. The verb “make” changes to “was being made” to show something done by someone.
3. The active voice shows who does the action first. In this sentence, “the assistant” is the subject and does the action—writing. The passive voice focuses on the action or receiver instead.
4. The past continuous passive uses “was/were being” plus the past participle. Sentence b has “were being delivered,” which shows something was happening to the letters in the past.
5. Sentence d) is in the active voice because the subject (“Someone”) does the action (“forgot”). In active sentences, the subject does the action, not receives it.
6. The passive needs “has been” plus the past participle “repaired,” because the action is finished and it happened recently. “The road” becomes the subject, and “by them” shows who did it.
7. “The report was submitted” is passive because the report receives the action. “She checked the details” is active because she does the action. Both verbs are in the past, matching the time expressions.
8. Sentence b is incorrect because it is missing a verb. In passive voice, we need “was” or “were” before the past participle. It should be, “The package was delivered yesterday.”
9. The original sentence uses “had completed,” which is past perfect. In passive voice, past perfect changes to “had been completed” because the action is done to the subject (the report) before the meeting.
10. We use “was written” because the novel is the thing receiving the action in the

past. "By a famous author" shows who did the action, so we need the passive voice.

11. In passive sentences, we use the past participle form of the verb. "Completing" is the -ing form, not the past participle. We need "completed" to make the sentence correct.

12. Option c is passive because the focus is on the action and the object ("a cake"), not on who does it. The subject receives the action, using "is being baked by her."

13. The sentence uses the present perfect tense ("has sent"), so in passive voice, we also need the present perfect. We use "has/have been" plus the past participle for passive present perfect.

14. In the active voice, the subject does the action directly. In sentence b, "my grandmother" is the subject and she does the action "baked," making it active voice.

15. We use "must be completed" in the passive voice to show that the form is important and someone needs to finish it. "Must be" is followed by the past participle "completed."

16. Option c is in active voice because the subject, "the HR team," does the action, "organizes," directly. The other sentences focus on the action being done to the subject, so they are passive.

17. The subject "the manager" does the action "approved." In an active sentence, the subject performs the action. The focus is on who did something, not what happened to something.

18. We use "is being built" because the hospital is not building itself—people are building it now. This is the present continuous passive, which describes something happening to the subject at the moment.

19. "Write" is the base form, but in the passive voice, we need the past participle "written." The correct passive form uses "has been" + "written" for present perfect passive.

20. We use "was reviewed" because the action happened in the past ("yesterday") and the report received the action, so we need the passive voice and past simple tense together.