



# Passive Voice

**Fill in the gaps with the correct form of the verbs in the passive voice.**

1. The meeting \_\_\_\_\_ (hold) every Monday morning.
2. New products \_\_\_\_\_ (launch) by the marketing team every year.
3. English \_\_\_\_\_ (speak) in many countries worldwide.
4. The reports \_\_\_\_\_ (submit) by the end of the week.
5. Important decisions \_\_\_\_\_ (make) by the board of directors.
6. Employees \_\_\_\_\_ (inform) about changes in the company policies regularly.
7. This machine \_\_\_\_\_ (use) to produce thousands of units daily.
8. The documents \_\_\_\_\_ (check) for errors before submission.
9. Safety measures \_\_\_\_\_ (follow) strictly in this factory.
10. Training sessions \_\_\_\_\_ (schedule) twice a month.
11. Customer complaints \_\_\_\_\_ (handle) by the support team.
12. The software \_\_\_\_\_ (update) periodically to ensure efficiency.
13. Feedback from employees \_\_\_\_\_ (collect) at the end of every project.
14. The building \_\_\_\_\_ (clean) by the staff every evening.
15. The menu \_\_\_\_\_ (change) every season at this restaurant.

## **Answers**

1. is held
2. are launched
3. is spoken
4. are submitted
5. are made
6. are informed
7. is used
8. are checked
9. are followed
10. are scheduled
11. are handled
12. is updated
13. is collected
14. is cleaned
15. is changed