****

***Lesson 2: Passives***

**To understand the usage and formation of passive voice in business writing**

**Scenario Recap:** In the scenario provided, XYZ Enterprises, a global technology company, is working on a highly confidential project. The project manager updates the team on the progress of the project in a meeting. The details are kept confidential, and the passive voice is used to maintain secrecy about the agents involved.

**Grammar Explanation:**

**1. Forming the Passive Voice:** The passive voice is formed using the structure: subject + be + past participle.

Example:

* Active: Aliya Monier directed the film.
* Passive: The film was directed by Aliya Monier.

**2. Reasons for Using Passive Voice:**

* To emphasize the action or result of an action.
* When the agent (doer) of the action is unimportant or undisclosed.
* In formal or scientific writing.

**3. Passive Voice with Modal Verbs:** Modal verbs like can, must, and should can be combined with the passive voice using the structure: modal + be + past participle.

Example:

* A podcast can be made with minimal resources.
* The accident must be reported to the police.
* New laws should be created to regulate electric scooters.

**4. Passive Voice with "Get":** In informal English, "get" can be used instead of "be" to form the passive voice.

Example:

* My bicycle got stolen last night. (My bicycle was stolen last night.)

**5. Impersonal Passive:** Used with reporting verbs to convey what an unspecified group of people say or believe.

Example:

* It is estimated that millions of people visit the site every year.
* The walls are believed to date from the third century BCE.
* Mosquitoes are reported to transmit the disease.

**Exercise:** Rewrite the following sentences from active voice to passive voice:

1. The marketing team developed a new advertising campaign.
2. Our CEO announced the launch of a new product.
3. The developers will implement the software update next week.

**Solution:**

1. A new advertising campaign was developed by the marketing team.
2. The launch of a new product was announced by our CEO.
3. The software update will be implemented by the developers next week.

**Conclusion:** The passive voice is a valuable tool in business writing, allowing for flexibility in emphasizing actions and results while maintaining confidentiality when necessary. Understanding when and how to use the passive voice effectively enhances clarity and professionalism in written communication.

**Passive Voice Quiz**

**Question 1:** Which of the following sentences is written in the passive voice?

A) The team successfully completed the project ahead of schedule.

B) A solution to the problem was proposed by the IT department.

C) Our company will launch a new product next month.

D) The CEO delivered an inspiring speech at the conference.

**Answer:** B) A solution to the problem was proposed by the IT department.

**Question 2:** In formal or scientific writing, when is it appropriate to use the passive voice?

A) When emphasizing the importance of the subject.

B) When the action's agent is unknown or unimportant.

C) Only in casual conversations.

D) When detailing personal experiences.

**Answer:** B) When the action's agent is unknown or unimportant.

**Question 3:** Which of the following sentences demonstrates the use of passive voice with a modal verb?

A) The team must submit their reports by Friday.

B) The manager should review the proposal before the meeting.

C) We can achieve our goals through hard work.

D) Our company might consider expanding into new markets.

**Answer:** B) The manager should review the proposal before the meeting.

**Question 4:** How can the impersonal passive voice be used?

A) To emphasize the subject's actions.

B) To report what an unspecified group of people say or believe.

C) To highlight individual achievements.

D) To express personal opinions.

**Answer:** B) To report what an unspecified group of people say or believe.

**Question 5:** Which sentence uses the passive voice correctly?

A) The sales team sold over 100 units last month.

B) Our marketing campaign attracted many new customers.

C) The project manager will assign tasks to the team members.

D) The presentation was prepared by the interns.

**Answer:** D) The presentation was prepared by the interns.

**Passive Voice Quiz**

**Question 1:** When should the passive voice be used in business writing?

A) When emphasizing the importance of the subject.

B) When the action's agent is unknown or unimportant.

C) Only in informal settings.

D) When writing about personal achievements.

**Answer:** B) When the action's agent is unknown or unimportant.

**Question 2:** What is the structure for forming the passive voice?

A) Subject + verb + object.

B) Subject + be + past participle.

C) Subject + modal verb + past participle.

D) Subject + auxiliary verb + main verb.

**Answer:** B) Subject + be + past participle.

**Question 3:** Which of the following sentences demonstrates the use of the passive voice?

A) The team leader will present the project updates.

B) The committee discussed the budget proposals.

C) A decision must be made by the end of the week.

D) Our company achieved its quarterly targets.

**Answer:** C) A decision must be made by the end of the week.

**Question 4:** In which situation is it appropriate to use the passive voice?

A) When highlighting personal achievements.

B) When the action's agent is crucial to mention.

C) When expressing opinions or preferences.

D) When focusing on the action or result of an action.

**Answer:** D) When focusing on the action or result of an action.

**Question 5:** Which sentence correctly uses the passive voice?

A) The marketing team launched the new advertising campaign.

B) The CEO announced the company's financial results.

C) A solution to the problem was proposed by the research team.

D) Our team members collaborated effectively on the project.

**Answer:** C) A solution to the problem was proposed by the research team.

**Question 1:** When should the passive voice be used in business writing?

A) When emphasizing the importance of the subject.

B) When the action's agent is unknown or unimportant.

C) Only in informal settings.

D) When writing about personal achievements.

**Answer:** B) When the action's agent is unknown or unimportant.

**Question 2:** What is the structure for forming the passive voice?

A) Subject + verb + object.

B) Subject + be + past participle.

C) Subject + modal verb + past participle.

D) Subject + auxiliary verb + main verb.

**Answer:** B) Subject + be + past participle.

**Question 3:** Which of the following sentences demonstrates the use of the passive voice?

A) The team leader will present the project updates.

B) The committee discussed the budget proposals.

C) A decision must be made by the end of the week.

D) Our company achieved its quarterly targets.

**Answer:** C) A decision must be made by the end of the week.

**Question 4:** In which situation is it appropriate to use the passive voice?

A) When highlighting personal achievements.

B) When the action's agent is crucial to mention.

C) When expressing opinions or preferences.

D) When focusing on the action or result of an action.

**Answer:** D) When focusing on the action or result of an action.

**Question 5:** Which sentence correctly uses the passive voice?

A) The marketing team launched the new advertising campaign.

B) The CEO announced the company's financial results.

C) A solution to the problem was proposed by the research team.

D) Our team members collaborated effectively on the project.

**Answer:** C) A solution to the problem was proposed by the research team.

User

**You**

another QCM

ChatGPT

**ChatGPT**

**Passive Voice Quiz**

**Question 1:** When should the passive voice be used in business writing?

A) When emphasizing personal achievements.

B) When the action's agent is known and important.

C) When the action's agent is unknown or unimportant.

D) Only in casual conversations.

**Answer:** C) When the action's agent is unknown or unimportant.

**Question 2:** What is the typical structure for forming the passive voice?

A) Subject + verb + object.

B) Subject + auxiliary verb + main verb.

C) Subject + be + past participle.

D) Subject + modal verb + past participle.

**Answer:** C) Subject + be + past participle.

**Question 3:** Which sentence demonstrates the correct use of the passive voice?

A) The project manager assigns tasks to the team members.

B) Our company is launching a new product next week.

C) The report was carefully reviewed by the supervisor.

D) The sales team achieved their targets last month.

**Answer:** C) The report was carefully reviewed by the supervisor.

**Question 4:** In which situation would it be appropriate to use the passive voice?

A) When emphasizing the subject's actions.

B) When the action's agent is crucial to mention.

C) When the action's agent is irrelevant or unknown.

D) Only when writing formal reports.

**Answer:** C) When the action's agent is irrelevant or unknown.

**Question 5:** Identify the sentence that correctly uses the passive voice.

A) Our team successfully completed the project ahead of schedule.

B) The manager approves all purchase orders for the department.

C) We are discussing the new marketing strategy tomorrow.

D) The event organizers have finalized the schedule.

**Answer:** A) Our team successfully completed the project ahead of schedule.

**Question 1:** Rewrite the following sentence in the passive voice: "The company launched the new website yesterday."

**Answer:** The new website was launched by the company yesterday.

**Question 2:** Which of the following sentences demonstrates the correct use of the passive voice?

A) Our team is working on a new project.

B) The manager assigns tasks to each employee.

C) The report was prepared by the marketing department.

D) We will discuss the agenda during the meeting.

**Answer:** C) The report was prepared by the marketing department.

**Question 3:** When is it appropriate to use the passive voice in writing?

A) When emphasizing personal achievements.

B) When the action's agent is known and important.

C) When the action's agent is unknown or unimportant.

D) Only in informal settings.

**Answer:** C) When the action's agent is unknown or unimportant.

**Question 4:** Which of the following is the correct passive voice construction?

A) Subject + verb + object.

B) Subject + be + past participle.

C) Subject + auxiliary verb + main verb.

D) Subject + modal verb + past participle.

**Answer:** B) Subject + be + past participle.

**Question 5:** Convert the sentence "The team completed the project ahead of schedule" into passive voice.

**Answer:** The project was completed ahead of schedule by the team.

1. **Difficult Transfer Sentence:** Rewrite the following sentence in the passive voice, emphasizing the action: "The renowned scientist proposed a groundbreaking theory during the conference."
2. **Example from the Lesson:** "The walls are believed to date from the third century BCE."
3. **Difficult Transfer Sentence:** Transform the active voice sentence into passive voice, maintaining confidentiality: "The security team uncovered the identity of the hacker behind the cyber attack."
4. **Example from the Lesson:** "Several key components have been successfully integrated, ensuring enhanced performance."
5. **Difficult Transfer Sentence:** Convert the sentence into passive voice, focusing on the action rather than the agent: "The renowned chef prepared the exquisite meal for the VIP guests."
6. **Example from the Lesson:** "Important decisions have been made to streamline the production process."

These transfer sentences challenge learners to apply the concepts of passive voice, emphasizing action, confidentiality, and de-emphasizing agents in various contexts.

1. **Answer:** "A groundbreaking theory was proposed during the conference by the renowned scientist."
2. **Answer:** "The identity of the hacker behind the cyber attack was uncovered by the security team."
3. **Answer:** "The exquisite meal for the VIP guests was prepared by the renowned chef."

Haut du formulaire

Haut du formulaire