

Communicating in the Workplace

Administrative Accounting and Bookkeeping Program

Exercise: Passive Voice (Solutions)

Convert the following sentences to active voice. You may have to add subjects.

1. Our membership meeting was postponed by the president.

Solution: The president postponed our membership meeting

2. Our job candidates' resumes are being quickly sorted by our Banner software.

Solution: Our Banner software is quickly sorting our job candidate's resumes.

3. Computer paper was ordered yesterday.

Solution: I ordered computer paper yesterday.

Bonus: convert the following to passive voice.

4. We must delay shipment of your merchandise because of heavy demand.

Solution: The shipment of your merchandise was delayed because of heavy demand.

5. The technician could not install the computer program.

Solution: The computer program could not be installed
