

# Using the Present Passive in Business & Management

A Guide for Intermediate Learners

# Introduction: What is the Passive Voice?

- - A sentence where the focus is on the action rather than the doer.
- - Used in business for formal, objective, and process-focused language.
- Example:
  - \* Active: Managers review employee performance yearly.
  - \* Passive: Employee performance is reviewed yearly.

# Forming the Present Passive

- Structure: Subject + am/is/are + past participle (V3)
- Examples:
  - - Active: The company sends reports to clients.
  - \* Passive: Reports are sent to clients.
  - - Active: HR handles employee complaints.
  - \* Passive: Employee complaints are handled by HR.

# Why Use the Present Passive in Business?

- 1. To focus on the process, not the person.
  - - Example: Salaries are processed at the end of the month.
- 2. To make statements more formal and objective.
  - - Example: Orders are confirmed via email.
- 3. When the doer is unknown or unimportant.
  - - Example: A decision is made after reviewing the data.

# Active vs. Passive – Business Examples

- Active → Passive:
- - The manager signs contracts. → Contracts are signed by the manager.
- - The company updates the policies. → The policies are updated regularly.
- - The marketing team creates campaigns. → Campaigns are created by the marketing team.

# Common Business Expressions in Passive

- - Emails are sent to clients.
- - Meetings are scheduled every Monday.
- - New employees are trained in the first week.
- - Performance is evaluated quarterly.
- - Invoices are issued after payment.

# Common Mistakes to Avoid

- 1. Incorrect 'be' form:
  - - ✗ The report submit on Fridays.
  - - ✓ The report is submitted on Fridays.
- 2. Wrong past participle:
  - - ✗ Decisions are make by the board.
  - - ✓ Decisions are made by the board.
- 3. Overusing passive when active is clearer.

# Task 1: Convert Active to Passive

- Rewrite the sentences in the passive voice:
- 1. The HR department reviews job applications every week.
- 2. The manager approves expense reports.
- 3. The company sends invoices to clients on Mondays.
- 4. Employees attend training sessions every quarter.
- 5. The IT team resolves technical issues quickly



## Task 2: Fill in the Blanks

- Complete the sentences with the correct passive form:
- 1. Emails \_\_\_\_\_ (send) to all employees every morning.
- 2. Annual reports \_\_\_\_\_ (prepare) by the finance team.
- 3. New employees \_\_\_\_\_ (train) in their first week.
- 4. Performance reviews \_\_\_\_\_ (conduct) every six months.

# Task 3: Identify & Correct Mistakes

- Find and correct the mistakes:
- 1. Reports is submitted to the director every Friday.
- 2. Employee performance are evaluated annually.
- 3. The budget are approved by the finance team.
- 4. Meetings schedule every Monday.
- 5. Customer complaints is handled by the support team

# Task 4: Write Business Sentences in Passive

- Use the words to form correct passive sentences:
- 1. Products / deliver / to customers / on time
- 2. Meetings / hold / every Monday
- 3. Employees / inform / about policy changes
- 4. Invoices / send / after payments / process
- 5. Customer feedback / analyze / by the marketing team

# Conclusion

- - The present passive is used for \*\*formal, objective, and process-focused language\*\*.
- - Structure: \*\*am/is/are + past participle\*\*.
- - Used in \*\*emails, reports, and official communication\*\*.
- - Practice using it in professional writing!