

Present Passive in Business & Management - Practice Worksheet

Task 1: Convert Active to Passive

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

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.
5. Important decisions _____ (make) during board meetings.

Task 3: Identify & 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 the Present Passive

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