

Communicating in the Workplace

Administrative Accounting and Bookkeeping Program

Passive vs Active Voice Exercise

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

1. Our membership meeting was postponed by the president.

2. The résumés of job candidates are sorted quickly by our Banner software.

3. Computer paper was ordered yesterday.

Bonus: convert the following to passive voice.

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

5. The technician could not install the computer program.
