

Passive Voice

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Name: _____ Date: _____

1. Grammar focus

Structure	Use and examples
Basic passive form: be + past participle	Use the passive when the action or result is more important than the person who does it. Example: The room is cleaned every evening.
Present simple passive	am / is / are + past participle. Examples: English is spoken here. The classrooms are cleaned every morning.
Past simple passive	was / were + past participle. Examples: The bridge was built in 2005. The tickets were sold yesterday.
Present perfect passive	has / have been + past participle. Examples: The emails have been sent. The room has been painted.
Future passive with will	will be + past participle. Example: The results will be announced tomorrow.
Modal passive	modal + be + past participle. Examples: The form must be completed. Tickets can be booked online.
By + agent	Use by when the person or thing that does the action is important. Example: The book was written by a local journalist. Do not use by when the agent is unknown, obvious or unimportant. Contrast: The song was written by a teenager. / My bike was stolen yesterday.
Negatives and questions	Put not after the first auxiliary: The documents have not been checked. In questions, put the first auxiliary before the subject: Were the files sent?

Core idea: use the passive when the receiver of the action is more important than the doer, or when the doer is unknown, obvious or unimportant. Use the correct form of *be* and the past participle.

2. Choose the correct form

1. The office is cleaned / cleans every evening.
2. The report was written / wrote by Sara.
3. These shoes are make / made in Italy.
4. The meeting will be cancelled / will cancelled if the manager is ill.
5. The documents have been sent / have sent to the client.
6. This room must be kept / must kept quiet.
7. The car was repaired / repaired yesterday.
8. Are these forms completed / complete by hand?
9. The problem has not been solved / has not solved yet.
10. The film was directed / directed by a British director.

3. Match the sentence to the grammar reason. Two reasons are not used.

Sentence	Reason
1. The rooms are cleaned every day.	A. Present perfect passive
2. The school was opened in 2010.	B. Modal passive
3. The tickets have been sold.	C. Present simple passive
4. The results will be published tomorrow.	D. By + agent because the doer is important
5. The form must be signed.	E. Future passive with will
6. The song was written by a teenager.	F. Past simple passive
	G. Passive question
	H. Past continuous passive

4. Correct the mistakes

Correct the mistake in each sentence. More than one correct answer may be possible.

1. The room cleans every morning.

2. The email was send yesterday.

3. The tickets will sold online.

4. The windows have cleaned already.

5. The form must completed today.

6. Was built the bridge in 2005?

7. The lesson is teach by Mr Brown.

8. The documents were not checking carefully.

5. Complete the mini-dialogues

1. A: Why is the kitchen so tidy?

B: It _____ (clean) every evening.

2. A: Who designed the poster?

B: It _____ (design) by a student.

3. A: Are the results ready?

B: No, they _____ (not publish) yet.

4. A: Can I buy tickets at the door?

B: No, tickets must _____ (book) online.

5. A: What will happen to the old library?

B: It _____ (turn) into a community centre.

6. A: Why was everyone outside?

B: The building _____ (close) for repairs.

6. Rewrite the sentences in the passive

Rewrite each sentence in the passive. Keep the same tense.

1. They clean the classrooms every morning.

The classrooms _____

2. Someone stole my bike yesterday.

My bike _____

3. They have postponed the match.

The match _____

4. The company will deliver the furniture next week.

The furniture _____

5. You must complete the form before Friday.

The form _____

6. A local artist painted the mural.

The mural _____

7. Active or passive: which is better?

Choose the better sentence for each situation.

Situation	Best sentence
1. The doer is unknown.	A. My wallet was stolen yesterday. / B. Someone stole my wallet yesterday.
2. You want to praise Sara for her work.	A. Sara designed the poster. / B. The poster was designed by Sara.
3. You care about the result, not who did it.	A. The windows have been cleaned. / B. Someone has cleaned the windows.
4. An official announcement.	A. The results will be published tomorrow. / B. We will publish the results tomorrow.
5. The doer is important and interesting.	A. The song was written by a teenager. / B. The song was written.
6. A formal instruction on a form.	A. You must sign the form before Friday. / B. The form must be signed before Friday.

8. Speaking practice

1. What products are made in your country?
2. How are important announcements usually shared at your workplace or school?
3. Should old buildings be protected or replaced? Why?
4. What things should be taught more carefully at school?
5. Has anything of yours ever been broken or stolen? What happened?
6. What jobs could be done by robots in the future?
7. How are mistakes usually handled in your workplace or school?
8. What rules must be followed when people travel by plane?

9. Write your own sentences

1. Write one sentence with the present simple passive.

2. Write one sentence with the past simple passive.

3. Write one sentence with the present perfect passive.

4. Write one sentence with will be + past participle.

5. Write one sentence with a modal passive, such as must be or can be.

10. Vocabulary and passive sentence practice

Choose five useful verbs from the word bank. Write one new sentence for each verb.
Try to use the passive voice where possible.

Word bank: announce, complete, deliver, repair, publish, organise, protect, replace

Verb	Your passive sentence

11. Error-checking challenge

Read the paragraph. Find and correct seven mistakes with the passive voice.

Last week, our community centre was reopen after six months of repairs. The old roof replaced in March, and the walls were painting in April. New lights have installed in every room, and the main hall will cleaned before each event. Some furniture donated by local families, but several chairs must repaired before they can be used. The opening ceremony was organised by volunteers, and photos were taken by a local photographer.

12. Useful reminders

Do not say	Say	Why?
The email was send yesterday.	The email was sent yesterday.	Use be + past participle.
The tickets will sold online.	The tickets will be sold online.	After will, use be + past participle.
The form must completed today.	The form must be completed today.	After a modal, use be + past participle.
Was built the bridge in 2005?	Was the bridge built in 2005?	In passive questions, put the subject after the first auxiliary.

Answer Key

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2. Choose the correct form

1. is cleaned - present simple passive.
2. was written - past simple passive with by + agent.
3. made - past participle after are.
4. will be cancelled - future passive.
5. have been sent - present perfect passive.
6. must be kept - modal passive.
7. was repaired - past simple passive.
8. completed - past participle after are.
9. has not been solved - negative present perfect passive.
10. was directed - past simple passive with by + agent.

3. Match the sentence to the grammar reason

1. C - Present simple passive.
 2. F - Past simple passive.
 3. A - Present perfect passive.
 4. E - Future passive with will.
 5. B - Modal passive.
 6. D - By + agent because the doer is important.
- G and H are not used.

4. Correct the mistakes

Teacher note: accept any grammatical correction that preserves the meaning.

1. The room is cleaned every morning.
2. The email was sent yesterday.
3. The tickets will be sold online.
4. The windows have been cleaned already.
5. The form must be completed today.
6. Was the bridge built in 2005?
7. The lesson is taught by Mr Brown.
8. The documents were not checked carefully.

Answer Key continued

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5. Complete the mini-dialogues

1. is cleaned.
2. was designed.
3. have not been published.
4. be booked.
5. will be turned.
6. was closed.

6. Rewrite the sentences in the passive

1. The classrooms are cleaned every morning.
2. My bike was stolen yesterday.
3. The match has been postponed.
4. The furniture will be delivered next week.
5. The form must be completed before Friday.
6. The mural was painted by a local artist.

7. Active or passive: which is better?

1. A - the doer is unknown, so the passive is better.
2. A - Sara is the focus, so the active sentence is better.
3. A - the result is more important than the doer.
4. A - passive voice is common in official announcements.
5. A - use by + agent when the doer is important or interesting.
6. B - passive voice is common in formal instructions.

Answer Key continued

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11. Error-checking challenge

Last week, our community centre was reopened after six months of repairs. The old roof was replaced in March, and the walls were painted in April. New lights have been installed in every room, and the main hall will be cleaned before each event. Some furniture was donated by local families, but several chairs must be repaired before they can be used. The opening ceremony was organised by volunteers, and photos were taken by a local photographer.

Teacher note

For B1-B2 learners, keep the passive voice focused on form and use: be + past participle, common tenses, modal passives and sensible use of by + agent. Do not overload the lesson with advanced structures such as passive reporting verbs or causative have/get something done. Continuous passive forms, such as is being repaired and was being built, can be taught in a follow-up lesson.