

Unit 1: Passive Voice in All Tenses and Aspects

The passive voice is a grammatical structure that focuses on the action or the receiver of the action, not the doer. It is formed with be + past participle and can appear in all tenses and aspects. Passive is used in academic writing to:

- Emphasize results
- Maintain objectivity
- Keep information flow smooth
- De-emphasize the agent

Form

Simple Passive (Present, Past, Future)

The simple passive describes actions that are general, habitual, or completed. It uses the simple forms of be + past participle.

Forms

- Present Simple Passive: am/is/are + past participle
- Past Simple Passive: was/were + past participle
- Future Simple Passive: will be + past participle

Examples

- The data are collected every week.
- The samples were stored at 4°C.
- The results will be analyzed tomorrow.

Progressive & Perfect Passive

These forms show ongoing actions (progressive) or completed actions with present relevance (perfect). They combine be + being/been + past participle.

Forms

- Progressive Passive: am/is/are + being + past participle
- Past Progressive Passive: was/were + being + past participle
- Present Perfect Passive: has/have + been + past participle
- Past Perfect Passive: had + been + past participle

Examples

- The experiment is being conducted now.
- The files were being reviewed when the system crashed.
- The method has been used in several studies.
- The samples had been frozen before transport.

Modal, Infinitive & Gerund Passives

These forms express necessity, possibility, obligation, or appear after certain verbs and prepositions. They use modal + be, to be, or being + past participle.

Forms

- Modal Passive: modal + be + past participle
- Passive Infinitive: to be + past participle
- Passive Gerund: being + past participle

Examples

- The policy must be revised.
- The report needs to be completed.
- The risk of being exposed is low.

Meaning & Use

Passive voice helps learners understand and communicate academic information clearly across reading, listening, speaking, and writing. It keeps the focus on actions, processes, and results, not on the person doing them. This makes academic language more neutral, objective, and easy to follow.

In reading and listening, passive voice helps you recognize what was done, is being done, or will be done, which is essential for understanding procedures, updates, and research findings. In speaking and writing, passive voice helps you describe methods, steps, and results in a formal, professional way without repeating the agent or using “I/we” too often.

Examples for meaning and use:

1. Focus on actions and results

The samples were tested for bacteria.

→ Focuses on what happened (testing), not who tested them.

2. Describing procedures and methods

The survey was distributed online.

→ Describes a step in a method; the agent is unimportant.

3. Maintaining objectivity

The policy is expected to change next year.

→ Creates a neutral, cautious tone; avoids naming who expects it.

4. Presenting information neutrally

The report will be submitted tomorrow.

→ Gives a factual update without focusing on the person responsible.

The equipment is checked every morning.

→ Describes a routine procedure in a neutral, professional way.

5. Avoiding repetition of agents

The files were uploaded yesterday.

→ Avoids repeating “the team” or “we” when the agent is obvious.

Examples

Reading Passage

A regional health department recently completed a year-long study on childhood nutrition in twelve elementary schools. Researchers visited each school several times to observe meal preparation, interview staff, and review cafeteria records. During these visits, weekly consumption logs **were collected** and entered into a central database so the team could compare patterns across locations. Although most schools followed national guidelines, students consistently chose fewer fresh fruits and vegetables during the winter months.

To understand this shift, the researchers examined purchasing records and found that fresh produce often became more expensive or less available in colder seasons. As a result, many schools relied on canned or frozen alternatives. A short survey **was distributed** to parents, and many explained that their children preferred foods they recognized from home. This feedback helped the team design a small pilot program that introduces familiar produce items throughout the year. These items **were selected** based on parent responses and student taste-testing sessions.

The pilot **will be evaluated** next spring using the same data-collection methods from the original study. If the results show improvement, the program **may be expanded** to additional schools in the region.

Listening Passage (Transcript)

I'd like to share a quick update about the changes coming to Canvas over the next few days. As many of you know, a new interface **is being rolled out** across all courses this semester. The update focuses on improving navigation, streamlining assignment submissions, and making the mobile experience more consistent. Most of the core features will stay the same, but a few tools **have been reorganized** to make them easier to find.

To prepare for the transition, all course content **has been backed up**, and instructors were notified earlier this week. The update **will be applied** late tonight, so Canvas may run more slowly than usual after 10 p.m. If any issues appear during the rollout, the system **will be taken offline** briefly while the problem **is addressed**. We don't expect major disruptions, but we want everyone to be aware of the possibility.

Once the update **is completed**, the new dashboard layout **will be available** immediately. A short tutorial video **has been added** to the Help menu, and additional guides **are being prepared** for instructors who want a deeper overview of the new features. Training sessions **will be offered** next week for anyone who would like hands-on support.

More information **will be shared** in Friday's newsletter, including a list of the tools that were updated and a timeline for future improvements. If you notice anything unusual after the rollout, please report it through the Help button so the support team can respond quickly.

Speaking Prompt (+ Example Response)

Speaking Prompt: Describe a traditional celebration or event from your home country. You may talk about preparations, customs, food, clothing, or activities.

"In Korea, traditional weddings are still pretty common, especially for families who want to keep cultural traditions alive. Usually, the ceremony is held in a wedding hall or outside in a garden, and the whole place **is decorated** with bright colors and traditional patterns. Before everything starts, the bride's hanbok **is prepared** by family members, and her hair **is styled** in a very specific way that's been used for generations.

During the ceremony, a few important rituals **are performed**, like the bowing ceremony where the couple shows respect to each other and to their parents. Traditional music **is played** in the background, and guests are welcomed with tea or small snacks. There's also a big table of fruit and rice cakes that **has been arranged** to symbolize good luck and a long life.

After the ceremony, everyone eats together. A huge meal **is served**, and it usually includes dishes like bulgogi, japchae, and different kinds of jeon. Then, of course, tons of photos **are taken** with relatives. In many families, there's also a special ritual called *pyebaek*, where the couple receives blessings from the groom's parents. Even though modern weddings are really popular now, a lot of these traditional elements **are still included** because they mean a lot culturally.

Writing Prompt (+ Example Response)

Writing Prompt: Should public libraries receive more government funding?

Example:

Public libraries play an essential role in many communities, and I believe they should receive more government funding. In many cities, library programs **are supported** almost entirely by local taxes, and this often isn't enough to meet the needs of the public. When budgets are limited, important services **are reduced**, and community members lose access to valuable resources.

One major reason for increased funding is that libraries provide free educational opportunities. Workshops, language classes, and tutoring sessions **are offered** throughout the year, and these programs benefit people of all ages. In some areas, digital access **has been expanded** so that residents without home internet can still complete schoolwork or apply for jobs. Without proper funding, these services **will be affected**, and the community as a whole may suffer.

Another reason is that libraries create safe, welcoming spaces. Many events **are organized** for children, seniors, and new immigrants, helping them feel connected and supported. When funding is cut, these programs are often the first to disappear. If more financial support **is provided**, libraries can continue to serve as community centers where everyone feels included.

In conclusion, public libraries deserve stronger government support. Their programs, resources, and community services **are relied on** by thousands of people, and additional funding would allow these benefits to be maintained and expanded.

Exercises

Form Exercise 1

Rewrite each sentence in the passive voice.

1. The company releases new guidelines every year.
2. The chef prepares the meals in the main kitchen.
3. They are building a new research center downtown.
4. Someone will check your application tomorrow.
5. The students have completed the group project.
6. The technician was repairing the air-conditioning system.
7. They are going to announce the winners tonight.
8. The committee had reviewed the proposal before the meeting.
9. People speak several languages in this region.
10. They must finish the report by Friday.

Form Exercise 2

Fill in the blanks with the correct passive form of the verb in parentheses.

1. The invitations _____ (send) last week.
2. The data _____ (analyze) at the moment.
3. A new system _____ (install) next month.
4. The results _____ (compare) with last year's findings.
5. The final report _____ (submit) by Monday.
6. The samples _____ (collect) from three locations.
7. The schedule _____ (update) recently.
8. The equipment _____ (test) when the power went out.
9. Additional information _____ (provide) during the meeting.
10. The documents _____ (review) before approval.

Form Exercise 3

Circle the correct option.

1. The new guidelines **are being** / **were being** developed last month.
2. The equipment **is checked** / **is being checked** every morning.
3. The decision **has been made** / **was being made** already.
4. The samples **will be tested** / **will be testing** tomorrow.
5. The forms **were completed** / **were completing** by the students.
6. The files **are stored** / **are storing** on a secure server.
7. The project **was finished** / **was finishing** ahead of schedule.
8. The meeting **is held** / **is being held** right now.
9. The materials **have been delivered** / **have delivered** to the site.
10. The proposal **was approved** / **was approving** last week.

Form Exercise 4

Rewrite each sentence in the **active voice**.

1. The documents were signed by the director.
2. The samples are being tested by the lab assistant.
3. A new policy has been introduced by the school board.
4. The meeting will be held by the committee.
5. The results were analyzed by two researchers.
6. The equipment is checked every morning by the technician.
7. The final report has been completed by the team.
8. The schedule was changed by the supervisor.
9. The files will be uploaded by the IT department.
10. The proposal was approved by the board.

Form Exercise 5

Use the words in parentheses to write a **grammatically correct passive sentence** in any appropriate tense.

1. (letters / send / yesterday)
2. (new software / install / next week)
3. (temperature / monitor / during transport)
4. (results / compare / last year's data)
5. (meeting / schedule / 3 p.m.)
6. (instructions / follow / carefully)
7. (data / collect / three locations)
8. (training materials / prepare / already)
9. (equipment / test / right now)
10. (final report / submit / Friday)

Reading Exercise (Passage + Task)

Over the past six months, a company-wide digital transformation project **has been implemented** to modernize internal systems and improve overall efficiency. As part of this initiative, all employee accounts **were migrated** to a new cloud-based platform that offers stronger security features. Before the migration began, detailed instructions **were distributed** to every department, and training sessions **were scheduled** to ensure that staff understood the new procedures.

During the transition period, the IT department monitored the system closely. Several minor issues **were detected** in the early stages, but they **were resolved** quickly to avoid interruptions to daily operations. In addition, a new authentication process **has been introduced**, requiring employees to verify their identity through a mobile app. This change was made after multiple security risks **had been identified** in the previous system.

To support employees, a help desk hotline **was established**, and additional resources **have been uploaded** to the internal website. Feedback from staff **is being collected** this month so that further improvements can be planned. The final evaluation report **will be completed** by the

end of the quarter, and recommendations for the next phase of the project **are expected** to be presented at the upcoming leadership meeting.

Question 1: Identify the tense of each passive verb phrase from the passage.

1. **has been implemented**
2. **were migrated**
3. **were distributed**
4. **were detected**
5. **is being collected**

Question 2: Rewrite each sentence in the **active voice**.

6. Detailed instructions **were distributed** to every department.
7. Several minor issues **were detected** in the early stages.
8. A help desk hotline **was established** for employees.
9. Additional resources **have been uploaded** to the internal website.
10. The final evaluation report **will be completed** by the end of the quarter.

Answer

Listening Exercise (Transcript + Task)

“Good morning, everyone. I want to give you a quick update on the maintenance work that **is being carried out** on our building this week. As many of you noticed, the main entrance **was closed** yesterday so the flooring could be replaced safely. Temporary signs **were put up** to guide people to the side entrance, and additional lighting **has been installed** to make the area easier to navigate.

Throughout the week, the ventilation system **is being inspected**, and several filters **have already been replaced**. During this process, some offices may feel slightly warmer or cooler than usual, but the temperature **will be adjusted** once the inspection is finished. If any major issues **are discovered**, the maintenance schedule **will be updated**, and everyone **will be notified** immediately.

On Friday afternoon, a final safety check **is expected** to be completed. Once everything is approved, the main entrance **will be reopened**, and all temporary signs **will be removed**. Thank you for your patience while this work is being completed.”

Question 1: Use the correct passive form of the verb in parentheses.

1. Additional lighting _____ (install) earlier this week.
2. The ventilation system _____ (inspect) throughout the week.
3. Any major issues _____ (discover) during the inspection.
4. A final safety check _____ (complete) on Friday afternoon.
5. All temporary signs _____ (remove) once the entrance reopens.

Question 2: Rewrite each sentence in the **active voice**. Keep the meaning the same.

1. Temporary signs **were put up** to guide people to the side entrance.
2. Several filters **have already been replaced**.

3. The temperature **will be adjusted** once the inspection is finished.
4. The maintenance schedule **will be updated** if major issues are discovered.
5. The main entrance **will be reopened** on Friday.

Speaking Exercise (Prompt)

Prompt: Take 2 minutes to prepare your ideas. Then speak for at least 2 minutes. Explain how a major global issue (such as climate change, public health, cybersecurity, or migration) has been handled over time. Describe what was done in the past, what is being done now, and what is expected to be done in the future. Use passive voice across multiple time frames, including past passive, present passive, future passive, perfect passive, progressive passive, and modal passives. Aim for at least ten passive constructions in your 2-minute recording.

Writing Exercise (Prompt)

Prompt: Write a well-developed paragraph (7–10 sentences) describing how a major technological innovation (such as AI, electric vehicles, medical robotics, or renewable energy) has been developed, is currently being improved, and will be transformed in the future. Use passive voice across all time frames, including modal passives, perfect passives, and progressive passives.

Answer Key:

Form Exercises — Answer Key

Form Exercise 1 — Rewrite in Passive Voice

1. New guidelines **are released** every year.
2. The meals **are prepared** in the main kitchen.
3. A new research center **is being built** downtown.
4. Your application **will be checked** tomorrow.
5. The group project **has been completed**.
6. The air-conditioning system **was being repaired**.
7. The winners **are going to be announced** tonight.
8. The proposal **had been reviewed** before the meeting.
9. Several languages **are spoken** in this region.
10. The report **must be finished** by Friday.

Form Exercise 2 — Fill in the Correct Passive Form

1. The invitations **were sent** last week.
2. The data **is being analyzed** at the moment.
3. A new system **will be installed** next month.

4. The results (or “will be compared,” depending on teacher intention)**are compared** with last year’s findings.
5. The final report **must be submitted** by Monday.
6. The samples **were collected** from three locations.
7. The schedule **has been updated** recently.
8. The equipment **was being tested** when the power went out.
9. Additional information **will be provided** during the meeting.
10. The documents **were reviewed** before approval.

Form Exercise 3 — Circle the Correct Option

1. were being
2. is checked
3. has been made
4. will be tested
5. were completed
6. are stored
7. was finished
8. is being held
9. have been delivered
10. was approved

Form Exercise 4 — Rewrite in Active Voice

1. The director **signed** the documents.
2. The lab assistant **is testing** the samples.
3. The school board **has introduced** a new policy.
4. The committee **will hold** the meeting.
5. Two researchers **analyzed** the results.
6. The technician **checks** the equipment every morning.
7. The team **has completed** the final report.
8. The supervisor **changed** the schedule.
9. The IT department **will upload** the files.
10. The board **approved** the proposal.

Form Exercise 5 — Write Passive Sentences

1. The letters **were sent yesterday**.
2. New software **will be installed next week**.
3. The temperature **is monitored during transport**.
4. The results **were compared with last year’s data**.
5. The meeting **is scheduled for 3 p.m.**
6. The instructions **must be followed carefully**.
7. The data **was collected from three locations**.
8. The training materials **have been prepared already**.
9. The equipment **is being tested right now**.
10. The final report **will be submitted on Friday**.

READING — Answer Key

Question 1 — Identify the Tense

1. has been implemented → Present perfect passive
2. were migrated → Simple past passive
3. were distributed → Simple past passive
4. were detected → Simple past passive
5. is being collected → Present progressive passive

Question 2 — Rewrite in Active Voice

Detailed instructions **were distributed** to every department.

1. → **Every department received detailed instructions.**

Several minor issues **were detected** in the early stages.

2. → **The IT department detected several minor issues in the early stages.**

A help desk hotline **was established** for employees.

3. → **The company established a help desk hotline for employees.**

Additional resources **have been uploaded** to the internal website.

4. → **The team has uploaded additional resources to the internal website.**

The final evaluation report **will be completed** by the end of the quarter.

5. → **The team will complete the final evaluation report by the end of the quarter.**

LISTENING — Answer Key

Question 1 — Use the Correct Passive Form

1. Additional lighting **was installed** earlier this week.
2. The ventilation system **is being inspected** throughout the week.
3. Any major issues **may be discovered** during the inspection. (or “will be discovered,” depending on teacher intention)
4. A final safety check **is expected to be completed** on Friday afternoon.
5. All temporary signs **will be removed** once the entrance reopens.

Question 2 — Rewrite in Active Voice

Temporary signs **were put up** to guide people to the side entrance.

1. → **Workers put up temporary signs to guide people to the side entrance.**

Several filters **have already been replaced**.

2. → **The maintenance team has already replaced several filters.**

The temperature **will be adjusted** once the inspection is finished.

3. → **The technicians will adjust the temperature once the inspection is finished.**

The maintenance schedule **will be updated** if major issues are discovered.

4. → **The team will update the maintenance schedule if they discover major issues.**

The main entrance will be reopened on Friday.

5. → The team will reopen the main entrance on Friday.

Unit 2: Passive Voice with Reporting Verbs

Passive voice with reporting verbs is a grammatical structure used to report information, beliefs, statements, or opinions in an objective, formal, and impersonal way.

Instead of focusing on *who* said something, these structures highlight *what is said, believed, reported, or assumed*. They are common in academic writing, research summaries, news reports, and formal presentations.

Form

These structures typically use **reporting verbs** such as *say, believe, think, report, expect, know, assume, understand, estimate, claim, and suggest* in the **passive voice**. They appear in two main patterns:

1. **It + passive reporting verb + that-clause**
 - Used to present information neutrally and avoid naming the agent.
 - *It **is believed** that the policy will change.*
2. **Subject + passive reporting verb + infinitive**
 - Used when the reported information becomes the subject, shifting focus from the speaker to the idea itself.
 - *The policy **is expected to change** next year.*

These structures can be used in **all time frames**, including present, past, perfect, progressive, future, and modal forms, allowing speakers and writers to describe beliefs or statements across time.

Meaning & Use

Passive reporting structures are used to present information, beliefs, or statements in a neutral, objective, and impersonal way. Instead of focusing on *who* said something, they highlight the information itself, which is especially important in academic, professional, and formal contexts.

Examples for meaning and use:

Emphasize information, not the speaker

It is believed that the policy will change.

Maintain an objective, academic tone

The results are thought to be inaccurate.

Avoid unnecessary agents when the source is unknown, unimportant, or obvious

It was reported that several delays occurred.

Examples

Reading Passage

A national research institute recently conducted a large-scale investigation into remote work trends across several major industries. During the initial phase, thousands of employee surveys were reviewed, and several patterns **were reported to have emerged**. It **was found** that productivity levels varied widely depending on the type of work performed. In addition, it **has been suggested** that employees with flexible schedules experience lower stress levels than those with fixed hours.

To explore these findings further, interviews were carried out with managers from different companies. Many managers explained that remote work policies **are believed to influence** employee retention, especially among younger workers. In several cases, communication challenges **were said to have increased** during periods of rapid organizational change. Based on the collected data, a new hybrid-work model **is expected to be adopted** by many organizations next year.

A follow-up analysis **is thought to be necessary** to understand long-term effects on workplace culture. Preliminary recommendations **have been reported to include** additional training for supervisors and clearer guidelines for virtual collaboration. If these strategies prove effective, remote work practices **are predicted to become** a permanent feature of many industries.

Listening Passage (Transcript)

“Good afternoon, everyone. I want to give you a quick update on the new data-security measures that **are said to be implemented** across our system this month. As many of you have heard, several vulnerabilities **were reported to have been found** during last quarter’s audit. Because of this, a revised security protocol **is expected to be introduced** later this week.

To prepare for the transition, all employee accounts **have been confirmed to be backed up**, and additional authentication steps **are believed to improve** overall protection. The update **is scheduled to be applied** tonight after 9 p.m., so the system may run more slowly than usual. If any issues occur during the rollout, the platform **is expected to be taken offline** briefly while the problem is addressed.

Once the update is completed, a new login dashboard **is thought to be easier to navigate**, and a short tutorial video **has been reported to be added** to the Help Center. Additional training materials **are being prepared** for anyone who wants a deeper explanation of the new features. Support sessions **are expected to be offered** next week for staff who would like hands-on guidance.

More information **is said to be included** in Friday’s newsletter, along with a list of the tools that were updated and a timeline for future improvements. If you notice anything unusual after the rollout, please report it through the Help button so the support team can respond quickly.”

Speaking Prompt (+ Example Response)

Speaking Prompt: Describe a major issue, trend, or development in your country (such as education, technology, public health, transportation, or the environment). Explain what people used to believe about it, what is currently thought, and what is expected to happen in the future.

“In my country, the rise of electric vehicles **is believed to be** one of the biggest technological shifts of the decade. A few years ago, it **was thought that** electric cars were too expensive and impractical for most people, especially because charging stations were limited. It **was often said that** the technology would take decades to become mainstream.

However, in recent reports, the industry **has been shown to grow** much faster than expected. The newest models **are reported to have** longer battery life and shorter charging times, which has changed public opinion significantly. It **is now believed that** electric vehicles will become the standard option within the next ten years. In fact, several major cities **are expected to introduce** new regulations that encourage cleaner transportation.

Some experts have warned that the electrical grid **is thought to be** unprepared for a sudden increase in demand, but government officials **have been reported to be planning** major upgrades. If these improvements are completed on time, the transition **is predicted to be** smoother than originally assumed. Overall, the shift toward electric vehicles **is considered to be** one of the most important environmental changes happening right now.”

Writing Prompt (+ Example Response)

Writing Prompt: *Should students be allowed to use AI tools for learning and completing assignments?*

Example:

The question of whether students should be allowed to use AI tools in their academic work **is widely believed to be** one of the most important issues in modern education. In recent studies, AI-supported learning platforms **have been shown to improve** comprehension, provide personalized feedback, and support students who need additional practice. It **is often claimed that** these tools help learners work more efficiently and develop stronger digital-literacy skills.

Supporters of AI use argue that these tools **are thought to enhance** learning by offering instant explanations, examples, and practice activities. In several reports, it **has been suggested that** AI can reduce inequities by giving all students access to high-quality academic support, regardless of their background. If AI tools are integrated

responsibly, new guidelines **are expected to be created** to ensure academic honesty and appropriate use.

However, concerns have also been raised. It **is sometimes argued that** unrestricted AI use may encourage over-reliance and reduce students' ability to think independently. Additionally, it **has been reported that** some students use AI to complete assignments without understanding the material, which can undermine learning. Because of these issues, experts **are believed to be divided** on whether AI should be fully permitted or limited to specific tasks.

In conclusion, while AI **is considered to be** a powerful educational resource, schools must carefully design policies that support learning while preventing misuse.

Exercises

Form Exercise 1

Complete with the correct passive reporting verb + infinitive.

1. The new policy _____ (believe / reduce) traffic accidents.
2. Several delays _____ (report / occur) last month.
3. The missing files _____ (think / delete) during the update.
4. The species _____ (say / exist) only in the mountains.
5. The medication _____ (show / improve) recovery time.
6. The project _____ (expect / finish) early next year.
7. The device _____ (report / malfunction) repeatedly.
8. The results _____ (believe / be) inaccurate.
9. The new law _____ (say / affect) small businesses.
10. The meeting _____ (expect / reschedule) soon.

Form Exercise 2

Rewrite using a passive reporting verb.

1. People say the river is polluted.
2. Experts believe the vaccine works well.
3. Researchers think the data was collected incorrectly.
4. Many claim the school will close.
5. Scientists expect temperatures will rise.
6. People say the museum opened early.
7. Experts believe the economy is improving.
8. Researchers think the virus spreads quickly.

9. Many claim the rule is unfair.
10. Scientists expect the species will disappear.

Form Exercise 3

Choose the correct passive reporting structure.

1. The storm **(is believed to / is believed that)** get stronger.
2. The results **(were reported to have changed / were reported have changed)**.
3. The team **(is expected to finish / is expected finishing)** soon.
4. The cause **(is thought to be / is thought being)** electrical.
5. The new rule **(has been shown to reduce / has been shown reducing)** complaints.
6. The files **(are said to have been lost / are said have been lost)**.
7. The species **(is believed to migrate / is believed migrating)** yearly.
8. The device **(was reported to overheat / was reported overheating)**.
9. The program **(is expected to launch / is expected launching)** next month.
10. The medication **(is thought to help / is thought helping)** older adults.

Form Exercise 4

Combine the two sentences into **one sentence** using a **passive reporting verb** (e.g., *is believed to*, *is said to have*, *is thought to be*, *was reported to have*, *is expected to*, etc.).

Example:

People believe the bridge is unsafe. Engineers inspected it yesterday. → **The bridge is believed to be unsafe, and it was inspected yesterday.**

1. People believe the bridge is unsafe. Engineers inspected it yesterday.
2. Experts say the economy will recover soon. The government released new data.
3. Researchers think the virus spreads quickly. They are studying transmission patterns.
4. Many claim the school needs renovation. The district is reviewing budgets.
5. Scientists expect temperatures will rise. They analyzed long-term climate data.
6. People say the new app collects too much data. Developers are updating its privacy settings.
7. Experts believe the medication causes fewer side effects. Doctors tested it in several hospitals.
8. Researchers think the lake has become polluted. They conducted water-quality tests last month.
9. Many claim the museum will reopen soon. Renovations were completed last week.
10. Scientists expect the species has migrated early this year. Wildlife teams tracked movement patterns.

Form Exercise 5

Complete each sentence with the correct **tense** of the reporting verb in the passive (e.g., *is believed to*, *was reported to have*, *has been shown to*, *is expected to have*, etc.).

1. The new medication _____ (show / reduce) symptoms in most patients.
2. The files _____ (report / delete) during last week's system crash.
3. The species _____ (think / migrate) earlier this year due to warmer temperatures.
4. The project _____ (expect / finish) by the end of the month.
5. The lake _____ (believe / become) polluted after the chemical spill in 2019.
6. The new policy _____ (say / improve) workplace safety.
7. The device _____ (report / malfunction) several times before it was recalled.
8. The population _____ (predict / increase) significantly over the next decade.
9. The documents _____ (understand / lose) before the audit even began.
10. The results _____ (estimate / release) sometime next week.

Reading Exercise (Passage + Task)

Over the past eighteen months, the company has undergone a major restructuring process that **is believed to have strengthened** overall productivity. The initiative began after a series of internal reviews identified several inefficiencies in communication, workflow, and project management. As a result, a new digital workspace **is said to provide** employees with faster access to shared documents and real-time updates. Several tools **are thought to have been developed** specifically to support remote collaboration, which has become increasingly important since the shift to hybrid work.

In addition to technological upgrades, a comprehensive training program **is understood to be designed** to help employees adapt to new expectations. The program includes workshops on leadership, data literacy, and cross-departmental communication. Early feedback **was reported to have shown** strong engagement, especially among newer staff members who welcomed the additional support. However, some employees expressed concerns about the pace of change, and these comments **are believed to have influenced** adjustments made to the training schedule.

Looking ahead, a new performance-evaluation system **is expected to be introduced** later this year. The system will incorporate peer feedback, project outcomes, and individual development goals. It **is predicted to improve** transparency and reduce bias in promotion decisions. A final summary of the restructuring process **is likely to be presented** at the annual leadership conference, where future initiatives will also be discussed.

Question 1: Students list each passive reporting structure from the passage.

Question 2: Students rewrite each sentence using a *different* reporting verb while keeping the meaning similar.

Example

The new system is expected to improve transparency.

→ The new system is predicted to improve transparency.

1. The restructuring process **is believed to have strengthened** productivity.
2. The digital workspace **is said to provide** faster access to documents.
3. Several tools **are thought to have been developed** for remote collaboration.
4. The training program **is understood to be designed** for employee development.
5. Early feedback **was reported to have shown** strong engagement.
6. Employee concerns **are believed to have influenced** schedule changes.
7. A new evaluation system **is expected to be introduced** later this year.
8. The system **is predicted to improve** transparency.
9. A final summary **is likely to be presented** at the conference.

Answer

Listening Exercise (Transcript + Task)

“Good morning, everyone. Here’s your regional weather update for the week.

A strong cold front **is expected to be moving in** from the northwest later tonight, bringing lower temperatures and scattered showers. The system **is believed to have formed** over the Pacific earlier this week, and it **is said to be carrying** unusually high moisture levels for this time of year.

Tomorrow morning, light rain **is predicted to continue**, especially in higher elevations. Several areas **are thought to have received** more rainfall than usual overnight, so drivers should be cautious of wet roads. By the afternoon, the storm **is expected to weaken**, and clearer skies **are likely to be seen** in most valleys.

On Wednesday, a brief warm spell **is reported to be arriving**, raising temperatures by nearly ten degrees. However, this improvement **is not expected to last**, as another storm system **is forecast to approach** the region by Thursday evening. This second system **is believed to bring** strong winds and possible thunderstorms.

Overall, the week **is expected to be marked** by rapid weather changes, so residents are encouraged to check updates regularly. More detailed forecasts **are predicted to be released** later today as new data becomes available.”

Question 1: Students listen to the weather forecast and write down all the passive reporting structures they hear.

Question 2: Each sentence contains a mistake in the passive reporting structure. Students correct it.

The storm **is said to arriving** this evening.

→ _____

Temperatures **are predicted have dropped** overnight.

→ _____

A warm front **is believed be moving** toward the coast.

→ _____

Several areas **are thought to receive** heavy rainfall.

→ _____

The fog **is expected have cleared** by now.

→ _____

Speaking Exercise (Prompt)

Prompt: Take 2 minutes to prepare your ideas. Then speak for at least 2 minutes. Explain how global tourism trends have changed over time. Describe what tourism was reported to have been like in the past, what current travel patterns are believed to be influenced by, and what future developments are expected to be shaped by. Use passive reporting verbs across multiple time frames, including past, present, future, perfect, progressive, and modal passive forms. Aim for at least ten passive reporting-verb constructions in your 2-minute response.

Writing Exercise (Prompt)

Prompt: Write a well-developed paragraph (7–10 sentences) describing how space exploration is thought to have evolved, how current missions are said to be expanding scientific knowledge, and how future projects are expected to be transformed by new technologies. Use passive reporting verbs across all time frames, including *modal passives*, *perfect passives*, and *progressive passives*. Incorporate a variety of structures such as *is believed to...*, *is predicted to...*, *was reported to have...*, and *is understood to be...*

Answer Key:

Form Exercises — Answer Key

Form Exercise 1 — Passive Reporting Verb + Infinitive

1. The new policy **is believed to reduce** traffic accidents.
2. Several delays **were reported to have occurred** last month.
3. The missing files **are thought to have been deleted** during the update.
4. The species **is said to exist** only in the mountains.
5. The medication **has been shown to improve** recovery time.
6. The project **is expected to finish** early next year.
7. The device **was reported to malfunction** repeatedly.
8. The results **are believed to be** inaccurate.
9. The new law **is said to affect** small businesses.
10. The meeting **is expected to be rescheduled** soon.

Form Exercise 2 — Rewrite Using Passive Reporting Verbs

1. The river **is said to be** polluted.
2. The vaccine **is believed to work** well.
3. The data **is thought to have been collected** incorrectly.
4. The school **is claimed to close**. (*or "is claimed to be closing," depending on teacher preference*)
5. Temperatures **are expected to rise**.
6. The museum **is said to have opened** early.
7. The economy **is believed to be improving**.
8. The virus **is thought to spread** quickly.
9. The rule **is claimed to be** unfair.
10. The species **is expected to disappear**.

Form Exercise 3 — Choose the Correct Structure

1. The storm **is believed to get** stronger.
2. The results **were reported to have changed**.
3. The team **is expected to finish** soon.
4. The cause **is thought to be** electrical.
5. The new rule **has been shown to reduce** complaints.
6. The files **are said to have been lost**.
7. The species **is believed to migrate** yearly.
8. The device **was reported to overheat**.

9. The program **is expected to launch** next month.
10. The medication **is thought to help** older adults.

Form Exercise 4 — Combine Using Passive Reporting Verbs

1. The bridge **is believed to be** unsafe, and it was inspected yesterday.
2. The economy **is said to recover** soon, and the government released new data.
3. The virus **is thought to spread** quickly, and transmission patterns are being studied.
4. The school **is claimed to need** renovation, and the district is reviewing budgets.
5. Temperatures **are expected to rise**, and scientists analyzed long-term climate data.
6. The new app **is said to collect** too much data, and developers are updating its privacy settings.
7. The medication **is believed to cause** fewer side effects, and doctors tested it in several hospitals.
8. The lake **is thought to have become** polluted, and water-quality tests were conducted last month.
9. The museum **is claimed to reopen** soon, and renovations were completed last week.
10. The species **is expected to have migrated** early this year, and wildlife teams tracked movement patterns.

Form Exercise 5 — Complete with Correct Passive Reporting Verb

1. The new medication **has been shown to reduce** symptoms in most patients.
2. The files **were reported to have been deleted** during last week's system crash.
3. The species **is thought to have migrated** earlier this year due to warmer temperatures.
4. The project **is expected to finish** by the end of the month.
5. The lake **is believed to have become** polluted after the chemical spill in 2019.
6. The new policy **is said to improve** workplace safety.
7. The device **was reported to malfunction** several times before it was recalled.
8. The population **is predicted to increase** significantly over the next decade.
9. The documents **are understood to have been lost** before the audit even began.

READING — Answer Key

Question 1 — Passive Reporting Structures

List of all passive reporting structures from the passage:

- is believed to have strengthened
- is said to provide
- are thought to have been developed
- is understood to be designed
- was reported to have shown
- are believed to have influenced
- is expected to be introduced
- is predicted to improve
- is likely to be presented

Question 2 — Rewrite Using a Different Reporting Verb

The restructuring process **is believed to have strengthened** productivity.

1. → The restructuring process **is thought to have strengthened** productivity.

The digital workspace **is said to provide** faster access.

2. → The digital workspace **is believed to provide** faster access.

Several tools **are thought to have been developed** for remote collaboration.

3. → Several tools **are said to have been developed** for remote collaboration.

The training program **is understood to be designed** for employee development.

4. → The training program **is believed to be designed** for employee development.

Early feedback **was reported to have shown** strong engagement.

5. → Early feedback **was said to have shown** strong engagement.

Employee concerns **are believed to have influenced** schedule changes.

6. → Employee concerns **are thought to have influenced** schedule changes.

A new evaluation system **is expected to be introduced** later this year.

7. → A new evaluation system **is predicted to be introduced** later this year.

The system **is predicted to improve** transparency.

8. → The system **is expected to improve** transparency.

A final summary **is likely to be presented** at the conference.

9. → A final summary **is expected to be presented** at the conference.

LISTENING — Answer Key

Question 1 — Passive Reporting Structures Heard

- is expected to be moving
- is believed to have formed
- is said to be carrying
- is predicted to continue
- are thought to have received
- is expected to weaken
- are likely to be seen
- was reported to be arriving
- is not expected to last

- is forecast to approach
- is believed to bring
- is expected to be marked
- are predicted to be released

Question 2 — Correct the Mistakes

The storm is said to arriving this evening.

1. ✓ **The storm is said to be arriving this evening.**

Temperatures are predicted have dropped overnight.

2. ✓ **Temperatures are predicted to have dropped overnight.**

A warm front is believed be moving toward the coast.

3. ✓ **A warm front is believed to be moving toward the coast.**

Several areas are thought to receive heavy rainfall.

4. ✓ **Several areas are thought to have received heavy rainfall.**

The fog is expected have cleared by now.

5. ✓ **The fog is expected to have cleared by now.**

Unit 3: Choosing Between Active and Passive Voice

(When to Use Each — and When to Avoid Passive)

The choice between active and passive voice affects clarity, tone, and information flow in academic writing. While the passive voice is useful for emphasizing actions, results, and processes, it is not always the best choice. Skilled writers choose between active and passive depending on focus, purpose, and reader expectations.

Active voice highlights who performs the action, while passive voice highlights what happens. Both are essential tools, but overusing passive can make writing vague, wordy, or difficult to follow.

Meaning & Use

Writers choose **active voice** when they want to:

- **Make the agent clear and important**
Ex: Researchers conducted the survey.
- **Improve clarity and readability**
Ex: The committee approved the proposal.
- **Show responsibility or accountability**
Ex: The technician calibrated the equipment.

Writers choose **passive voice** when they want to:

- **Emphasize actions, processes, or results**
Ex: The samples were tested for contamination.
- **Maintain objectivity or avoid unnecessary agents**
Ex: The policy is expected to change.
- **Keep information flow smooth**
Ex: The data were analyzed using R.

When to avoid passive voice:

Although passive voice is common in academic writing, it should be avoided when it:

- **Creates ambiguity** *Mistakes were made.* → Who made them?
- **Hides responsibility** *The guidelines were not followed.* → By whom?
- **Makes sentences long or wordy** *The decision was reached by the board after several hours of discussion.* → *The board reached the decision after several hours of discussion.*
- **Interrupts logical flow** *The samples were collected, and then the researchers analyzed them.* → *The researchers collected the samples and then analyzed them.*
- **Sounds unnatural in everyday communication** *A recommendation will be provided by me tomorrow.* → *I'll provide a recommendation tomorrow*

Summary

Situation	Choose Active	Choose Passive
Agent is important	✓	
Action/result is important		✓
Need clarity and conciseness	✓	
Need objectivity		✓
Agent unknown/unnecessary		✓
Avoiding responsibility	✗	

Examples

Reading Passage — Choosing Active vs. Passive

Over the past quarter, a sustainability initiative **was launched** by the company to reduce waste and energy use. A series of recommendations **were created** by the environmental team, and several new procedures **were introduced** to encourage employees to recycle more effectively. A digital tracking system **was installed** to monitor electricity usage, and weekly reports **were generated** to show progress.

During the first month, concerns **were raised** by staff about the complexity of the new procedures. Additional training sessions **were scheduled**, but attendance **was reported to be low**. Because of this, reminders **were sent** by the communications department, and updated guidelines **were distributed** to all teams.

In the second month, improvements **were observed**, and several departments **were recognized** for reducing their energy consumption. However, some issues **were identified**, including inconsistent recycling practices and confusion about the new reporting system. A proposal **was drafted** to simplify the process, and further adjustments **were expected** to be made before the next quarter.

Question 1: Fix the Voice

Step 1 — Identify the passive verbs

Underline every passive verb in the passage.

Example: was launched, were created, were introduced...

Step 2 — Decide if each passive is necessary

For each passive, ask yourself:

- Does the agent (who did it) matter?
- Is the result more important than the doer?
- Is the agent unknown or unimportant?
- Is a formal tone needed?

Write N (necessary) or U (unnecessary) above each one.

Step 3 — Change unnecessary passives to active

For each U:

- Find the real subject (who did the action).
- Rewrite the sentence in active voice.

Example:

Original: A series of recommendations were created by the environmental team.

→ The environmental team created a series of recommendations.

Step 4 — Keep necessary passives

For each N, keep the passive or make a small improvement.

Example:

Several departments were recognized for reducing energy use.

→ Passive is appropriate because the recognition matters more than the agent.

Step 5 — Rewrite the whole passage

Create a new version that uses:

- Active voice for clarity and responsibility
- Passive voice only when it improves focus or tone

Listening Passage (Transcript) — Choosing Active vs. Passive

“Hello, everyone. I want to give you a brief update on the new classroom-technology initiative **we launched (A)** at the beginning of the semester. As many of you know, **we replaced (A)** several older devices with newer models, and **we offered (A)** additional training sessions to help instructors use the updated tools effectively.

Over the past few weeks, the IT department **has monitored (A)** how the equipment is being used. Several issues **have come up (A)**, especially with the wireless projectors, so the team **will release (A)** a software patch tomorrow. If the patch works as expected, it **should resolve (A)** the connection problems quickly.

To support faculty, **we created (A)** a new help-desk system, and all requests **are now tracked (P)** automatically. This change **has improved (A)** response times significantly. The media team **is preparing (A)** a short video tutorial for instructors who want step-by-step guidance on the new features.

We'll share (A) more information in next Monday's newsletter, including a list of tools **scheduled for future upgrades (P)**. If you experience any problems, please **submit (A)** a ticket so the team **can address (A)** the issue promptly."

Question 1:

Listen carefully to the passage. For each sentence below:

1. **Decide whether the sentence is in Active (A) or Passive (P) voice.** Write **A** or **P** on the line.
2. **Explain WHY that voice is used.** Your reason should connect to meaning or purpose, such as:
 - showing responsibility
 - focusing on the result
 - keeping a formal tone
 - avoiding the agent
 - making the message clearer or more direct

We launched the new classroom-technology initiative at the beginning of the semester.

Voice: ____ Reason: _____

We replaced several older devices with newer models.

Voice: ____ Reason: _____

All requests are now tracked automatically.

Voice: ____ Reason: _____

A list of tools is scheduled for future upgrades.

Voice: ____ Reason: _____

The team will release a software patch tomorrow.

Voice: ____ Reason: _____

The connection problems should be resolved quickly.

Voice: _____ Reason: _____

The media team is preparing a short video tutorial.

Voice: _____ Reason: _____

More information will be shared in next Monday's newsletter.

Voice: _____ Reason: _____

Speaking Prompt (+ Example Response)

Speaking Prompt:

Describe a process, policy, or trend in your school, workplace, or community. Explain when active voice is used to show responsibility or clarity, and when passive voice is used to emphasize actions, results, or procedures.

Example Response:

"In my workplace, a new performance-review system **was introduced (P)** last year to make evaluations more consistent. In the past, managers **completed (A)** reviews independently, and the process **was said (P)** to be unclear and inconsistent. Because of this, a standardized rubric **was created (P)** to guide evaluations.

Now, when managers **discuss (A)** goals with employees, they usually **use (A)** active voice to show responsibility. For example, they **say (A)**, 'I will review your progress next month' or 'We will provide additional training.' These statements **make (A)** it clear who is taking action.

However, passive voice **is often used (P)** in the written reports to focus on results rather than the evaluator. For instance, phrases like 'New goals **were established (P)**' or 'Additional support **was recommended (P)**' help maintain a neutral, professional tone.

Next year, the system **is expected (P)** to be updated again, and more digital tools **are predicted (P)** to be added. Overall, the combination of active and passive voice **is believed (P)** to make the process clearer and more objective."

Writing Prompt (+ Example Response)

Writing Prompt:

Should organizations use active voice more often in official communication, or is passive voice still necessary for professionalism and clarity? Explain your position with examples.

Example Response:

The question of whether organizations should rely more on active voice in official communication **is widely discussed (P)** in professional settings. Active voice **is often**

considered (P) clearer and more direct because it **identifies (A)** who **is responsible (P)** for each action. For example, when a manager **writes (A)**, “We will review your request tomorrow,” the message **is (A)** straightforward and easy to understand.

However, passive voice **continues to be used (P)** for important reasons. In many reports, the focus **is placed (P)** on actions and results rather than on the individuals performing them. For instance, “The policy **was updated (P)** last month” **sounds (A)** more neutral and formal than naming the person who updated it. In addition, passive structures **are believed (P)** to help maintain objectivity in situations where assigning responsibility **is (A)** unnecessary or inappropriate.

Despite these benefits, passive voice **can become (A)** problematic when it **hides (A)** responsibility or **makes (A)** sentences overly long. Statements like “Mistakes **were made (P)**” or “The deadline **was missed (P)**” **lack (A)** clarity and may **prevent (A)** accountability. Because of this, many experts **have suggested (A)** that organizations **use (A)** active voice for instructions, decisions, and responsibilities, while reserving passive voice for results, procedures, and formal reports.

In conclusion, a balanced approach **is recommended (P)**

Exercises

Form Exercise 1 — Choose Active or Passive (based on focus)

Write **A** for Active or **P** for Passive.

1. When the agent is unknown, you should choose ____ .
2. When you want to emphasize the result, you should choose ____ .
3. When you want to show responsibility, you should choose ____ .
4. When the agent is unimportant, you should choose ____ .
5. When clarity and directness matter, you should choose ____ .
6. When describing a scientific process, you often choose ____ .
7. When the agent is obvious from context, you should choose ____ .
8. When you want to avoid blaming someone, you might choose ____ .
9. When writing instructions, you usually choose ____ .
10. When presenting findings neutrally, you often choose ____ .

Form Exercise 2 — Choose Active or Passive (based on focus)

Write the sentence in **active** or **passive**, depending on what sounds more appropriate.

1. (focus on result) _____ (scientists / discover) a new species.

2. (focus on agent) _____ (the committee / approve) the new policy.
3. (agent unknown) _____ (someone / steal) the equipment last night.
4. (formal, objective tone) _____ (researchers / analyze) the samples.
5. (avoid blaming the agent) _____ (someone / misplace) the documents.
6. (clear responsibility) _____ (the manager / assign) the tasks.
7. (process description) _____ (technicians / test) the water quality.
8. (agent irrelevant) _____ (they / build) the bridge in 1920.

Form Exercise 3 — Choose the Best Version

Each item has two versions. Choose which one fits the purpose given.

Example (with answer):

Purpose: Objective scientific writing

A. Researchers measured the temperature.

B. The temperature was measured.

Correct: B

Purpose: Announce responsibility in an email

A. The report was submitted late.

B. I submitted the report late.

Correct: _____

Purpose: Describe a method in a lab report

A. We heated the solution to 80°C.

B. The solution was heated to 80°C.

Correct: _____

Purpose: News article, agent unknown

A. Someone stole the artwork.

B. The artwork was stolen.

Correct: _____

Purpose: Highlight team success in a presentation

A. The project was completed last week.

B. Our team completed the project last week.

Correct: _____

Purpose: Avoid blaming a specific person

A. An employee forgot to lock the door.

B. The door was left unlocked.

Correct: _____

Reading Exercise (Passage + Task)

Over the past year, the organization has implemented several sustainability initiatives that **are believed to have reduced** overall energy consumption. The transition began after a series of environmental audits **were reported to have identified** excessive waste in lighting, heating, and equipment usage. As a result, a smart-monitoring system **is said to track** real-time energy data across all departments. Several automated features **are thought to have been added** to regulate temperature and lighting based on occupancy.

In addition to technological upgrades, a company-wide training program **is understood to be designed** to promote environmentally responsible habits. The program includes workshops on recycling, energy-saving strategies, and sustainable purchasing. Early participation **was reported to have increased** steadily, especially among new employees. However, some staff members expressed concerns about the cost of new equipment, and these concerns **are believed to have influenced** adjustments to the implementation timeline.

Looking ahead, a new sustainability dashboard **is expected to be launched** next quarter. The dashboard will display energy usage, carbon-reduction progress, and department-level goals. It **is predicted to encourage** greater accountability and transparency. A final report on the initiative **is likely to be presented** at the annual sustainability summit.

Question 1:

List each **passive reporting structure** from the passage.

Question 2:

Rewrite each sentence using a **different passive reporting verb** while keeping the meaning similar.

Example:

The dashboard is expected to encourage accountability.

→ The dashboard is predicted to encourage accountability.

Listening Exercise (Transcript + Task)

“Good afternoon, everyone. Here’s your weekly environmental briefing.

A large heatwave **is expected to be developing** across the region, bringing unusually high temperatures for early spring. The system **is believed to have formed** over the desert earlier this week, and it **is said to be moving** eastward at a rapid pace.

Tomorrow morning, temperatures **are predicted to rise** sharply, especially in low-lying areas. Several cities **are thought to have recorded** record-breaking highs already, so residents should take precautions. By the evening, the heatwave **is expected to intensify**, and air-quality alerts **are likely to be issued** in several counties.

On Thursday, a cooler air mass **is reported to be approaching**, which may bring temporary relief. However, this change **is not expected to last**, as another warm front **is forecast to arrive** by the weekend. This second system **is believed to bring** dry winds and elevated fire risk.

Overall, the week **is expected to be dominated** by extreme temperature fluctuations. More detailed updates **are predicted to be released** later today as new satellite data becomes available.”

Question 1:

Write down all **passive reporting structures** you hear.

Question 2: Correct the errors.

The heatwave is said to increasing tomorrow.

1. → _____

Temperatures are predicted have risen overnight.

2. → _____

A cooler air mass is believed approach the region.

3. → _____

Several cities are thought record new highs.

4. → _____

The alerts are expected have been issued already.

5. → _____

Speaking Exercise (Prompt)

Explain how technological innovation is believed to have shaped social behavior over the past two decades. Describe which trends are thought to be influencing people today, and predict how future developments are expected to transform communication, work, and education. Use at least 10 passive reporting structures across different time frames.

Writing Exercise (Prompt)

Write a paragraph explaining how global economic growth was reported to have shifted after major geopolitical events, what current market trends are believed to be driven by, and how future economic systems are predicted to be influenced by sustainability, automation, and demographic change.

Answer key:

Form Exercises — Answer Key

Form Exercise 1 — Choose Active (A) or Passive (P)

1. When the agent is unknown → **P**
2. When you want to emphasize the result → **P**
3. When you want to show responsibility → **A**
4. When the agent is unimportant → **P**
5. When clarity and directness matter → **A**
6. When describing a scientific process → **P**
7. When the agent is obvious from context → **A**
8. When you want to avoid blaming someone → **P**
9. When writing instructions → **A**
10. When presenting findings neutrally → **P**

Form Exercise 2 — Write Active or Passive

1. (focus on result) **A new species was discovered.**
2. (focus on agent) **The committee approved the new policy.**
3. (agent unknown) **The equipment was stolen last night.**
4. (formal, objective tone) **The samples were analyzed.**
5. (avoid blaming the agent) **The documents were misplaced.**
6. (clear responsibility) **The manager assigned the tasks.**
7. (process description) **The water quality was tested.**
8. (agent irrelevant) **The bridge was built in 1920.**

Form Exercise 3 — Choose the Best Version

Purpose: Announce responsibility in an email

Correct: **B. I submitted the report late**

Purpose: Describe a method in a lab report

Correct: **B. The solution was heated to 80°C**

Purpose: News article, agent unknown

Correct: **B. The artwork was stolen**

Purpose: Highlight team success in a presentation

Correct: **B. Our team completed the project last week**

Purpose: Avoid blaming a specific person

Correct: **B. The door was left unlocked**

READING — Answer Key

Question 1 — Passive Reporting Structures

List of all passive reporting structures from the passage:

- are believed to have reduced
- were reported to have identified
- is said to track
- are thought to have been added
- is understood to be designed
- was reported to have increased
- are believed to have influenced
- is expected to be launched
- is predicted to encourage
- is likely to be presented

Question 2 — Rewrite Using a Different Passive Reporting Verb

The restructuring process **is believed to have strengthened** productivity.

1. → The restructuring process **is thought to have strengthened** productivity.

The digital workspace **is said to provide** faster access.

2. → The digital workspace **is believed to provide** faster access.

Several tools **are thought to have been developed** for remote collaboration.

3. → Several tools **are said to have been developed** for remote collaboration.

The training program **is understood to be designed** for employee development.

4. → The training program **is believed to be designed** for employee development.

Early participation **was reported to have increased** steadily.

5. → Early participation **was said to have increased** steadily.

Employee concerns **are believed to have influenced** schedule changes.

6. → Employee concerns **are thought to have influenced** schedule changes.

A new sustainability dashboard **is expected to be launched** next quarter.

7. → A new sustainability dashboard **is predicted to be launched** next quarter.

The dashboard **is predicted to encourage** accountability.

8. → The dashboard **is expected to encourage** accountability.

A final report **is likely to be presented** at the summit.

9. → A final report **is expected to be presented** at the summit.

LISTENING — Answer Key

Question 1 — Passive Reporting Structures Heard

- is expected to be developing
- is believed to have formed
- is said to be moving
- are predicted to rise
- are thought to have recorded
- is expected to intensify
- are likely to be issued
- is reported to be approaching
- is not expected to last
- is forecast to arrive
- is believed to bring
- is expected to be dominated
- are predicted to be released

Question 2 — Correct the Errors

The heatwave is said to increasing tomorrow.

1. ✓ **The heatwave is said to be increasing tomorrow.**

Temperatures are predicted have risen overnight.

2. ✓ **Temperatures are predicted to have risen overnight.**

A cooler air mass is believed approach the region.

3. ✓ **A cooler air mass is believed to be approaching the region.**

Several cities are thought record new highs.

4. ✓ **Several cities are thought to have recorded new highs.**

The alerts are expected have been issued already.

5. ✓ **The alerts are expected to have been issued already.**