

C2

PASSIVE

≈ 28 MIN

Passive Infinitives and Gerunds – *practice on paper*

You know the three passive pieces; now use them in fresh review, memory, and status settings.

Choose the time link and keep the passive piece: **to be / being / to have been + participle**

NAME

DATE

YOUR BUILD

1 · SORTING



2 · FILL-IN



3 · CORRECT



4 · WRITE



BRICK 1 · SORT STEP OR EXPERIENCE · APPROX. 4 MIN



Sort each English chunk. The left gives a required step with to be; the right gives an experienced process with being.

to be verified

to be initialised

to be uploaded

to be reviewed

to be approved

being overlooked

being copied

being nominated

being audited

being consulted

REQUIRED STEP	EXPERIENCED PROCESS

BRICK 2 · COMPLETE THE PASSIVE PIECE · APPROX. 6 MIN



Insert exactly the English form in brackets. The cue fixes both form and time reference.

- 01 The revised policy is ready _____ before publication. (use to be authorised)
- 02 Nina remembers _____ during the vendor call. (use being interrupted)
- 03 The archive appears _____ before the migration began. (use to have been copied)
- 04 We avoided _____ during the access failure. (use being locked out)
- 05 Every visitor badge needs _____ at reception. (use to be scanned)
- 06 The final notice seems _____ twice before approval. (use to have been printed)
- 07 Would you mind _____ in the public summary? (use being quoted)
- 08 We want the data set _____ before release. (use to be anonymised)



YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 3 · CORRECT THE PASSIVE FORM · APPROX. 7 MIN



Each sentence contains exactly one error in the passive chain. Follow the English cue and change only that part.

- 01 The permit needs to checked before filing. (insert "be")
.....
- 02 Mira remembers asked to chair the review. (insert "being")
.....
- 03 The request needs being approved today. (replace "being" with "to be")
.....
- 04 The backup appears to have stored before midnight. (insert "been")
.....
- 05 We avoided to be copied on the dispute. (replace "to be" with "being")
.....
- 06 They want the annex being reviewed overnight. (replace "being" with "to be")
.....

BRICK 4 · WRITE A PROCESS STATUS · APPROX. 8 MIN



Write one English sentence for each prompt. Keep be, being, or been visible before the participle.

- 01 Requirement: an access list must be verified before a review.
.....
- 02 Memory: someone remembers receiving an invitation to explain a variance.
.....
- 03 Avoidance: a team prevents being copied into a private exchange.
.....
- 04 Earlier status: a signed waiver was already uploaded before noon.
.....

MINI-CHECK – CAN I DO THIS YET?

- ☐ I use to be plus a participle for a required passive step.
- ☐ I use being plus a participle after remember, mind, or avoid.
- ☐ I use to have been plus a participle for an earlier passive event.
- ☐ I do not drop be, being, or been from the form.

Still unsure? In every answer, mark the time reference first and then the visible passive piece.



Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

- | | |
|--|---|
| 01 to be verified
<i>Required step: to be precedes the participle.</i> | 06 being overlooked
<i>Experienced process: being precedes the participle.</i> |
| 02 to be initialised
<i>Required step: to be precedes the participle.</i> | 07 being copied
<i>Experienced process: being precedes the participle.</i> |
| 03 to be uploaded
<i>Required step: to be precedes the participle.</i> | 08 being nominated
<i>Experienced process: being precedes the participle.</i> |
| 04 to be reviewed
<i>Required step: to be precedes the participle.</i> | 09 being audited
<i>Experienced process: being precedes the participle.</i> |
| 05 to be approved
<i>Required step: to be precedes the participle.</i> | 10 being consulted
<i>Experienced process: being precedes the participle.</i> |

BRICK 2 · FILL-IN

- | | |
|---|---|
| 01 The revised policy is ready to be authorised before publication.
<i>Passive infinitive: to be authorised stays complete.</i> | 05 Every visitor badge needs to be scanned at reception.
<i>Requirement: needs takes to be scanned.</i> |
| 02 Nina remembers being interrupted during the vendor call.
<i>Experience: being interrupted follows remembers.</i> | 06 The final notice seems to have been printed twice before approval.
<i>Earlier event: been keeps the passive.</i> |
| 03 The archive appears to have been copied before the migration began.
<i>Earlier event: to have been looks back.</i> | 07 Would you mind being quoted in the public summary?
<i>Experience: being quoted follows mind.</i> |
| 04 We avoided being locked out during the access failure.
<i>Avoidance: being locked out follows avoided.</i> | 08 We want the data set to be anonymised before release.
<i>Request: want leads to to be anonymised.</i> |

BRICK 3 · CORRECT

- | | |
|--|--|
| 01 The permit needs to be checked before filing.
<i>Passive infinitive: be precedes checked.</i> | 04 The backup appears to have been stored before midnight.
<i>Earlier event: been completes the passive.</i> |
| 02 Mira remembers being asked to chair the review.
<i>Experience: being remains visible after remembers.</i> | 05 We avoided being copied on the dispute.
<i>Avoidance: being copied follows avoided.</i> |
| 03 The request needs to be approved today.
<i>Requirement: needs takes to be approved.</i> | 06 They want the annex to be reviewed overnight.
<i>Request: want leads to to be reviewed.</i> |

BRICK 4 · WRITE

Your sentences may differ if the time reference fits and *be*, *being*, or *been* remains visible before the participle.

- | | |
|---|--|
| 01 The access list needs to be verified before Tuesday's audit.
<i>Requirement: needs takes the passive infinitive.</i> | 03 We avoided being copied into the private exchange.
<i>Avoidance: being copied keeps the passive visible.</i> |
| 02 Jon remembers being invited to explain the variance.
<i>Experience: being invited follows remembers.</i> | 04 The signed waiver appears to have been uploaded before noon.
<i>Earlier event: to have been marks prior time.</i> |

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