+49 511 4739339
james@englisch-lehrer.com · www.englisch-lehrer.com

B1 PASSIVE ≈ 27 MIN

Present and Past Passive – *practice on paper*

You know the passive pattern - now reinforce present and past forms with fresh process and workplace examples.

Present passive:	is/are + past participle -	**Past passive:**	was/were + past participle; add by only for useful information

NAME _____ DATE _____

YOUR BUILD 1 · SORTING ○ 2 · FILL-IN ○ 3 · CORRECT ○ 4 · WRITE ○

BRICK 1 · SORT BY TIME · APPROX. 4 MIN ●○○

Sort each context. Put present processes or facts under **is/are**. Put completed events under **was/were**.

- weekly software backups in support
- the exhibition stand last Tuesday
- daily visitor names at reception
- three faulty monitors last Monday
- coffee machines after each service
- office keys before last December's break
- meeting minutes after every call
- one urgent refund yesterday morning
- access cards for each contractor
- the training room last weekend

PRESENT PASSIVE - PROCESS / FACT	PAST PASSIVE - COMPLETED

BRICK 2 · FORM THE RIGHT PASSIVE · APPROX. 6 MIN ●●○

Put the verb in brackets into the present or past passive. Check tense and number first, then the past participle.

01 Applications _____ (review) every morning before the team call.

02 The new service contract _____ (sign) last Friday.

03 Safety notices _____ (display) beside all three entrances.

04 Two international shipments _____ (delay) yesterday.

05 Customer data _____ (store) securely as part of the standard process.

06 The final report _____ (send) at 5 p.m. yesterday.

07 New employees _____ (train) before their first shift.

08 The office windows _____ (replace) during last month's renovation.

YOUR BUILD

1 · SORTING ○ | 2 · FILL-IN ○ | 3 · CORRECT ○ | 4 · WRITE ○

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN ●●○

Each sentence contains exactly one mistake in the auxiliary, number, participle, or structure. Underline it and rewrite the complete sentence correctly.

01 Expense claims checked by finance every Tuesday.

02 The meeting room was clean by the facilities team yesterday.

03 The parcels were deliver before noon.

04 Visitors are ask to wear badges in the laboratory.

05 The final figures is checked at the end of each month.

06 Here is stored confidential customer data.

BRICK 4 · DESCRIBE PROCESSES AND EVENTS · APPROX. 8 MIN ●●●

Write your own English passive sentence for each prompt. First choose present or past, then decide whether a by-agent is useful.

01 A regular office process: describe something that is checked or prepared every morning.

02 A completed milestone: state something that was sent or approved last week.

03 An important agent: write a passive sentence in which a by-phrase adds useful information.

04 An unknown or unimportant agent: report a past event without a by-phrase.

MINI-CHECK – CAN I DO THIS YET?

- ☐ For present processes or facts, I form is/are + past participle.
- ☐ For completed events, I form was/were + past participle.
- ☐ I check that neither the form of be nor the past participle is missing.
- ☐ I add a by-agent only when it provides useful information.

Not secure on every point yet? Mark tense and number first, circle be, and then underline the participle.

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 **Present passive** - weekly software backups in support
"Weekly" marks a recurring present process.

02 **Past passive** - the exhibition stand last Tuesday
Tuesday's event places the dismantling in completed time.

03 **Present passive** - daily visitor names at reception
"Each day" marks a regular present process.

04 **Past passive** - three faulty monitors last Monday
Monday afternoon is a completed time.

05 **Present passive** - coffee machines after each service
"After every service" describes a recurring procedure.

06 **Past passive** - office keys before last December's break
Last December places the action in completed time.

07 **Present passive** - meeting minutes after every call
"After every call" marks a regular process.

08 **Past passive** - one urgent refund yesterday morning
"Yesterday morning" names a completed event.

09 **Present passive** - access cards for each contractor
"Every new contractor" describes a standard procedure.

10 **Past passive** - the training room last weekend
Last weekend's repairs are completed.

BRICK 2 · FILL-IN

01 Applications **are reviewed** every morning before the team call.
The regular plural process takes are + reviewed.

02 The new service contract **was signed** last Friday.
Singular number and completed time require was + signed.

03 Safety notices **are displayed** beside all three entrances.
The present plural fact takes are + displayed.

04 Two international shipments **were delayed** yesterday.
Plural number and past time require were + delayed.

05 Customer data **is stored** securely as part of the standard process.
The present process takes is + stored.

06 The final report **was sent** at 5 p.m. yesterday.
The completed singular event takes was + sent.

07 New employees **are trained** before their first shift.
The regular plural process takes are + trained.

08 The office windows **were replaced** during last month's renovation.
Plural number and completed past time require were + replaced.

BRICK 3 · CORRECT

01 Expense claims **are checked** by finance every Tuesday.
The present passive needs auxiliary are.

02 The meeting room was **cleaned** by the facilities team yesterday.
After was, use past-participle cleaned.

03 The parcels were **delivered** before noon.
After were, use past-participle delivered.

04 Visitors are **asked** to wear badges in the laboratory.
After are, the passive needs participle asked.

05 The final figures **are checked** at the end of each month.
Plural subject figures requires are.

06 **Confidential customer data is stored here.**
English places the affected object as the subject before is stored.

BRICK 4 · WRITE

Your sentences may differ - just check tense, number, participle, and the information value of any by-phrase.

01 "The meeting rooms **are prepared** every morning."
The regular plural process takes present passive.

02 "The revised policy **was approved** last Wednesday."
The dated milestone takes past passive.

03 "The safety checklist **is reviewed by our compliance officer**."
The by-phrase identifies the relevant responsibility.

04 "A laptop **was found** in the conference room yesterday."
The unknown doer is omitted from the past event.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE
Present Simple
englisch-lehrer.com/en/lessons/present-simple

PREREQUISITE
Past Simple
englisch-lehrer.com/en/lessons/past-simple

ALL LESSONS
45+ free lessons
englisch-lehrer.com/en/lessons

HANOVER
Schaufelder Straße 11 · 30167
englisch-lehrer.com/hannover

BERLIN
Kurfürstendamm 30 · 10719
englisch-lehrer.com/berlin

ONLINE COURSES
englisch-lehrer.com/online
worldwide on Zoom

CONTACT
+49 511 4739339
james@englisch-lehrer.com