# 10.2 Active and Passive Voice: 30-minute Pack

about 30 minutes

Total Marks

Name: _____ Date: ____ / ____ / _____

**Answer ALL questions.**

## Repairs at Riverside School

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Riverside Primary School was badly damaged during last month's storm. Ferocious winds ripped several tiles from the roof, and rainwater flooded the school hall within hours. The head teacher, Mrs Adeyemi, was informed immediately by the caretaker, who had stayed at the school overnight to check the building. Emergency repairs were carried out the following morning. A team of builders replaced the damaged tiles, and the flooded hall was cleaned by a specialist company using industrial pumps. New windows were fitted throughout the west wing, although the old assembly hall could not be used for several weeks. Parents were reassured by a letter that explained the situation clearly. "The safety of our pupils is always put first," wrote Mrs Adeyemi in the letter. By half term, most of the repairs had been completed, and normal lessons resumed in every classroom. The builders were thanked publicly at a special assembly, where the caretaker was also praised for his quick thinking. Nobody had expected such a dramatic start to the new term, but the whole school community pulled together remarkably well.

**1** Rewrite each sentence below in the passive voice, using the tense shown in brackets.

**(a)** Builders repair the school every summer. (present simple) **(2)**

**(b)** The team has won the trophy. (present perfect) **(2)**

**(c)** The council will replace the windows. (future) **(2)**


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**2** In the passage, the writer chose to write 'Emergency repairs were carried out the following morning' rather than 'Workers carried out emergency repairs the following morning.' Explain the effect of this choice on the reader.

**(2)**

**3** Circle the sentence that would be more suitable for a formal school newsletter, then explain your choice.

- ☐ A) Some builders fixed the roof pretty quickly to be honest.
- ☐ B) The roof was repaired promptly by a team of qualified builders.

**4** Writers sometimes choose the passive voice instead of the active voice. Using an example sentence of your own, explain one reason why a writer might do this.

**(3)**

**5** Rewrite each sentence below in the passive voice. As the person who did the action is not known, do not include a 'by' phrase.

**(a)** Someone stole the school's minibus overnight. **(1)**

**(b)** They cancelled the football match because of the storm. **(1)**

**(c)** Someone had vandalised the playground wall. **(1)**


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**6** Each sentence below has a mistake in the passive voice. Circle the mistake and write the correct version.

**(a)** The cake were baked by Tom. **(1)**

**(b)** The letter was write by the manager. **(1)**

**(c)** The window was break yesterday. **(1)**

**(d)** The match were watched by thousands of fans. **(1)**

**7** Write one sentence of your own, then rewrite it to change the voice.

**(a)** Write one sentence of your own in the active voice, about any topic you like. **(1)**

**(b)** Now rewrite your sentence from part a in the passive voice, keeping the same meaning. **(3)**

**8** Look again at the passage 'Repairs at Riverside School' at the top of this pack. Find one sentence that uses the passive voice AND names the agent (the 'doer', introduced by 'by'), and one different sentence that uses the passive voice WITHOUT naming an agent. Write down both sentences.

**(2)**


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**9** Sort the sentences in the box into the correct column of the table below: active voice or passive voice.

Word bank:

1. The builders repaired the roof.
2. The parcel was delivered this morning.
3. Aisha painted a beautiful picture.
4. The match was watched by thousands of fans.
5. The gardener planted new flowers.
6. New rules were introduced by the council.

| Active voice | Passive voice |
|---|---|
| | |
| | |
| | |

(6)

**10** Tick the two sentences below that are written in the passive voice.

- ☐ A) The council repaired the road last week.
- ☐ B) The road was repaired by the council last week.
- ☐ C) New street lights were installed along the road.
- ☐ D) Workers installed new street lights along the road.


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**11** Rewrite each active sentence below in the passive voice.

**(a)** The builders repaired the roof. **(3)**

**(b)** The teacher marked the tests. **(3)**

**(c)** A specialist company cleaned the hall. **(3)**

**(d)** The caretaker informed the head teacher. **(3)**

**12** Complete each passive sentence below with the correct past participle from the box. Use each word once.

Word bank: written | delivered | eaten | built

**(a)** The letter was ___ by Aisha. **(1)**

**(b)** The parcel was ___ to the wrong address. **(1)**

**(c)** All the sandwiches were ___ before lunchtime. **(1)**

**(d)** The new library was ___ two years ago. **(1)**


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# Mark scheme · 10.2 Active and Passive Voice: 30-minute Pack

## Question 1

(a) present simple auxiliary is used to match the school (singular) cao **B1**

(a) past participle repaired used, with by builders retained as the agent cao **B1**

(a) Answer: **The school is repaired by builders every summer.**

(b) present perfect auxiliary has been used to match the trophy (singular) cao **B1**

(b) past participle won used, with by the team retained as the agent cao **B1**

(b) Answer: **The trophy has been won by the team.**

(c) future auxiliary will be used cao **B1**

(c) past participle replaced used, with by the council retained as the agent cao **B1**

(c) Answer: **The windows will be replaced by the council.**

## Question 2

identifies that the passive voice shifts the focus onto the repairs/event itself rather than onto whoever carried them out **B1**

identifies an effect on the reader, e.g. keeps the report calm and factual, appropriate for a formal update about the school (oe) **B1**

Answer: **It shifts the reader's attention onto the repairs themselves rather than onto who carried them out, keeping the tone calm, factual and appropriate for a formal school update.**

## Question 3

B circled cao **B1**

valid reason given, e.g. the passive voice and formal vocabulary (promptly, qualified) create an objective, professional tone, whereas A uses informal, chatty language (pretty, to be honest) (oe) **B1**

Answer: **B; the passive voice and formal word choices give an objective, professional tone appropriate for a school newsletter, unlike the chatty, informal language in A.**

## Question 4

a valid reason identified, e.g. to focus on the action or the person/thing affected rather than on who did it; because the agent is unknown or unimportant; to sound formal or objective, as in a report or news article (oe) **B1**

the writer's own example sentence is correctly formed in the passive voice **B1**

the example clearly illustrates the stated reason **B1**

Answer: **e.g. Reason: to sound formal and avoid blaming anyone directly. Example: 'The window in the classroom was broken during break time.' This focuses on what happened to the window rather than naming who broke it.**

## Question 5

(a) The school's minibus was stolen overnight. (agent someone correctly dropped) cao **B1**

(a) Answer: **The school's minibus was stolen overnight.**

(b) The football match was cancelled because of the storm. (agent they correctly dropped) cao **B1**

(b) Answer: **The football match was cancelled because of the storm.**

(c) The playground wall had been vandalised. (past perfect passive, agent someone correctly dropped) cao **B1**

(c) Answer: **The playground wall had been vandalised.**

## Question 6

(a) were circled and corrected to was cao **B1**

(a) Answer: **The cake was baked by Tom.**

(b) write circled and corrected to written cao **B1**

(b) Answer: **The letter was written by the manager.**

(c) break circled and corrected to broken cao **B1**

(c) Answer: **The window was broken yesterday.**

(d) were circled and corrected to was cao **B1**

(d) Answer: **The match was watched by thousands of fans.**

## Question 7

(a) a grammatically complete sentence written in the active voice, with a subject clearly performing the action (oe) **B1**

(a) Answer: **e.g. The artist painted a colourful mural.**

(b) correct auxiliary (was/were, is/are, or another tense matching part a) + past participle used cao **B1**

(b) the object of the sentence in part a correctly moved to the subject position cao **B1**

(b) original subject correctly retained as the agent after by (or appropriately omitted if unknown/unimportant) cao **B1**

(b) Answer: **e.g. A colourful mural was painted by the artist.**

## Question 8

correct example identified that names the agent, e.g. 'was informed immediately by the caretaker' or 'the flooded hall was cleaned by a specialist company' or 'Parents were reassured by a letter' **B1**

correct example identified that does not name an agent, e.g. 'Emergency repairs were carried out the following morning' or 'New windows were fitted throughout the west wing' or 'the repairs had been completed' or 'The builders were thanked publicly' **B1**

Answer: **With agent: 'the flooded hall was cleaned by a specialist company'. Without agent: 'Emergency repairs were carried out the following morning'.**


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## Question 9

| | |
|---|---|
| sentence 1 sorted under Active voice cao | **B1** |
| sentence 3 sorted under Active voice cao | **B1** |
| sentence 5 sorted under Active voice cao | **B1** |
| sentence 2 sorted under Passive voice cao | **B1** |
| sentence 4 sorted under Passive voice cao | **B1** |
| sentence 6 sorted under Passive voice cao | **B1** |

Answer: **Active voice: 1 (The builders repaired the roof.), 3 (Aisha painted a beautiful picture.), 5 (The gardener planted new flowers.). Passive voice: 2 (The parcel was delivered this morning.), 4 (The match was watched by thousands of fans.), 6 (New rules were introduced by the council.)**

## Question 10

| | |
|---|---|
| B ticked (The road was repaired by the council last week.) cao | **B1** |
| C ticked (New street lights were installed along the road.) cao | **B1** |

Answer: **B and C**

## Question 11

| | |
|---|---|
| (a) correct auxiliary was + past participle repaired cao | **B1** |
| (a) the roof correctly moved to the subject position cao | **B1** |
| (a) by the builders retained as the agent so the sentence keeps its original meaning cao | **B1** |

(a) Answer: **The roof was repaired by the builders.**

| | |
|---|---|
| (b) correct auxiliary were + past participle marked cao | **B1** |
| (b) the tests correctly moved to the subject position cao | **B1** |
| (b) by the teacher retained as the agent so the sentence keeps its original meaning cao | **B1** |

(b) Answer: **The tests were marked by the teacher.**

| | |
|---|---|
| (c) correct auxiliary was + past participle cleaned cao | **B1** |
| (c) the hall correctly moved to the subject position cao | **B1** |
| (c) by a specialist company retained as the agent so the sentence keeps its original meaning cao | **B1** |

(c) Answer: **The hall was cleaned by a specialist company.**

| | |
|---|---|
| (d) correct auxiliary was + past participle informed cao | **B1** |
| (d) the head teacher correctly moved to the subject position cao | **B1** |
| (d) by the caretaker retained as the agent so the sentence keeps its original meaning cao | **B1** |

(d) Answer: **The head teacher was informed by the caretaker.**

## Question 12

| | |
|---|---|
| (a) written cao | **B1** |

(a) Answer: **written**

| | |
|---|---|
| (b) delivered cao | **B1** |

(b) Answer: **delivered**

| | |
|---|---|
| (c) eaten cao | **B1** |

(c) Answer: **eaten**

| | |
|---|---|
| (d) built cao | **B1** |

(d) Answer: **built**


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