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## Passive Voice

Fill in the blanks with the PRESENT SIMPLE in the PASSIVE VOICE of the verb in parenthesis.

- 1) The activities of the company \_\_\_\_\_ by the manager (supervise)
- 2) He \_\_\_\_\_ by many clerks (help)
- 3) The accounts of the business \_\_\_\_\_ by the accountant (keep)
- 4) All the transactions \_\_\_\_\_ by the bookkeeper (record)
- 5) Letters \_\_\_\_\_ by the shorthand-typist (type)
- 6) The accounts \_\_\_\_\_ by the office clerks (check)
- 7) The bills \_\_\_\_\_ by the cashier (pay)
- 8) The costumers \_\_\_\_\_ by the shop-assistants (attend)
- 9) The costumers \_\_\_\_\_ upon by the traveller salesmen (call)
- 10) Orders for goods \_\_\_\_\_ by the traveller salesmen (obtain)
- 11) The mail \_\_\_\_\_ by the postman (bring)
- 12) Foreing letters \_\_\_\_\_ by airmail (send)
- 13) Printing machines \_\_\_\_\_ from England (import)
- 14) Leather goods \_\_\_\_\_ to the United States (export)
- 15) Money \_\_\_\_\_ by the cashier (collect)
- 16) The report must \_\_\_\_\_ (type)



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17) These letters can \_\_\_\_\_ (send)

18) The goods can \_\_\_\_\_ today (despatch)

19) The bills may \_\_\_\_\_ at the end of the month (pay)