**1. Complete the sentences with the Passive form of the verb in brackets.**

1) Management styles can be influenced by cultural factors.

2) A positive or negative working atmosphere may be created by management style.

3) The employees can be demotivated if they encounter a style of management that they have not experienced before.

4) Decisions are often made at the highest levels in the hierarchy.

5) They were forced to replace the security provided by Theory X with a different structure of security and certainty.

6) People work hard because they are motivated to achieve something.

7) Next year the staff will be offered good salaries.

8) More creative workers are rewarded every year.

9) The work is done more efficiently in an up-to-date office.

10) A new computer system has been installed, so we can do the work in half the time.

**2. Complete the sentences with the Passive form of the verb in brackets.**

1) The document was translated a month ago.

2) Decisions are often made at the highest levels in the hierarchy.

3) Next year the staff will be offered good salaries.

4) More creative workers are rewarded every year.

5) A new computer system has been installed, so we can do the work in half the time.

**3. Put the words into the right order.**

1) Decisions are usually made by managers.

2) Are good employees rewarded each month?

3) People are interested in their work.

4) How is the staff stimulated in your company?

5) Salaries will be given to the workers next week.

**4. Transfer the sentences from Active into Passive Voice.**

1) Ann has written an annual report for her boss.

The annual report was written by Ann for her boss.

2) Workers send their complaints to the head office.

Complaints are sent by workers to the head office.

3) The director will postpone the meeting because of his business trip.

The meeting will be postponed by the director because of his trip.

4) An employee’s mistake caused some problems.

Some problems were caused by an employee’s mistake.

5) Our team is developing a new product.

A new product is being developed by our team.