



Active Voice

Rewrite each sentence to avoid the passive voice.

1. That decision was made by our COO.
2. The minutes were taken by Jillian.
3. It was noted by the COO that sales have been down.
4. Jim was tasked by his supervisor to lead the project.
5. Kim was assigned to a new position by the head of her department.
6. That graphic was created by Paul.
7. The event was managed by Joan and Martha.
8. We have heard that there will be layoffs.