Fill in the blanks with an appropriate active or passive verb form.

### 1. The letters ..... in the morning.

posted
have posted
were posted

## 2. She ..... of our decision.

has informed

informed

has been informed

# 3. The old man ..... alone for many years.

Please select 2 correct answers

has been living

has been lived

has lived

### 4. His kind words ..... me.

were encouraged

encouraged

were being encouraging

5. I ..... by his kind words.

encouraged

was encouraged

was encouraging

6. He ..... everything in detail.

explained

was explained

has been explained

## 7. Everything ..... in detail.

explained

was explained

has explained

### 8. She ..... him instantly.

#### recognized

has been recognized

was recognized

### 9. He .....

instantly deported

has instantly deported

was instantly deported

#### 10. I ..... unawares.

caught

was caught

have caught

## 11. She ..... into the room happily.

danced

was danced

has danced

### 12. She ..... aback.

took		
was taken		
has taken		

#### Answers

The letters were posted in the morning. She has been informed of our decision. The old man has been living alone for years. His kind words encouraged me. I was encouraged by his kind words. He explained everything in detail. Everything was explained in detail. She recognized him instantly. He was instantly deported. I was caught unawares. She danced into the room happily. She was taken aback.