

Rewrite the sentences using the passive whenever possible.

1 The supervisor will review the report before he sends it to the manager.

2 We found errors in the self-audit, but we corrected them.

3 If you have any questions, you can reach me at 712 288-1144.

4 I have attached the current status report, and I highlighted the important figures.

5 Once we have collected and analysed the survey responses, we will know more.

6 We may need more research before we proceed with the project.

7 Follow the recommended guidelines for replacing equipment.

8 The company will consider reshipping these items based on the customer's needs.

9 Joyce Carmen welcomed the participants and introduced the main speaker.

10 We discovered and corrected two serious omissions of income before the auditor reviewed the accounting records.

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