A07

PASSIVE VOICE

by Julian Conde

I. Read.

When do we use the passive voice?

1. When the agent (the person who does the action) is unknown, obvious, or unimportant.
   - My wallet was stolen. (We don't know who did it.)
   - The thief was arrested. (It's obvious the police did it.)
2. When we want to emphasize the action or the recipient of the action.
   - The new library will be opened by the Queen. (The focus is on the library and the event.)
3. In formal or scientific writing.
   - The solution was heated to 100°C.

Structure:

[Object] + [be] + [Past Participle of Main Verb] + (by [Agent])

II. Read the following sentences and decide if they are in the active (A) or passive (P) voice.

1. ____ The company launched a new product.
2. ____ A new product was launched by the company.
3. ____ The keys were found in the drawer.
4. ____ She has written a beautiful poem.
5. ____ The bridge is being repaired.
6. ____ They will deliver the package tomorrow.
7. ____ The package will be delivered tomorrow.

III. Complete the table with the correct passive form of the verb "to write".

Tense	Active Voice	Passive Voice
Present Simple	He **writes** the letter.	The letter **is written** by him.
Past Simple	He **wrote** the letter.	The letter _____ by him.
Present Perfect	He **has written** the letter.	The letter _____ by him.
Future (will)	He **will write** the letter.	The letter _____ by him.
Present Continuous	He **is writing** the letter.	The letter _____ by him.
Past Continuous	He **was writing** the letter.	The letter _____ by him.
Modal (can)	He **can write** the letter.	The letter _____ by him.

LIVEWORKSHEETS