

Passive voice is used when the focus is on the action. It is not important or not known, however who or what is performing the action.

e.g: My bike was stolen. (The focus here is on the fact that my bike was stolen. I don't know who did it.)

****To convert an active sentence to a passive one; note the following:**

e.g: He wrote a letter.

1. Divide the sentence into (S., V., O.) (He / wrote / a letter)
2. put the O. at the beginning. (A letter)
3. Add (be) which is suitable with the tense. (A letter was.....)
4. Put the p.p of the main verb. (A letter was written.)

Tense		Subject	Verb	Object
Simple present	Active	Ahmad	writes	a letter
	Passive	A letter	is written	by Ahmad
Present perfect	Active	Ahmad	has written	a letter
	Passive	A letter	has been written	by Ahmad
Simple past	Active	Ahmad	wrote	a letter
	Passive	A letter	was written	by Ahmad
Future	Active	Ahmad	will write	a letter
	Passive	A letter	will be written	by Ahmad

****Write passive sentences:**

Simple present:

Object + (is, am, are) + v3 +

1. The documents / print
2. The window / open
3. The food / eat / not

Simple past:

Object + (was, were) + v3 +

1. The test / write
2. The table / set
3. The cat / feed

Present perfect:

Object + (have, has) + been + v3 +

1. The pencils / count
2. The door / close
3. The room / book / not

Future:

Object + will + be + v3 +

1. The windows / clean
2. The photo / take
3. A dictionary / use /not

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