THE PASSIVE VOICE

The passive voice is used when the focus is on the action and the object of the action, rather than who performed it.

Form: [be verb] + [past participle] + (by agent)

ACTIVE	PASSIVE FORM (be + past participle)	PASSIVE SENTENCE	BY-AGENT (Optional)
PRESENT SIMPLE The chef cooks dinner.	is/are cooked	Dinner **is cooked.**	(by the chef)
PRESENT CONTINUOUS She is making coffee.	is/are being made	Coffee **is being made.**	(by her)
PAST SIMPLE They built the house.	was/were built	The house **was built.**	(by them)
PAST CONTINUOUS He was painting the wall.	was/were being painted	The wall **was being painted.**	(by him)
PRESENT PERFECT We have fixed the car.	has/have been fixed	The car **has been fixed.**	(by us)
PAST PERFECT I had locked the door.	had been locked	The door **had been locked.**	(by me)
FUTURE SIMPLE You will send the report.	will be sent	The report **will be sent.**	(by you)

MODALS & PAST EQUIVALENTS

- **WILL-WOULD** I will work. → He said **he** would work.
- **CAN-COULD** I can sing. → He said **he** could sing.
- **MUST-HAD TO** I must work. → He said **he** had to work.
- **MAY-MIGHT** May I help you? → He asked if he might help me.
- **SHALL-SHOULD** What shall I do? → He asked what he should do.

PRONOUNS SOMETIMES CHANGE

BE CAREFUL!

Remember, pronouns sometimes change.

Study these examples:

- Don't tell **him** – **he** said.
  He asked **me** not to tell **him**.
  (no change)
- **"I like you"** – Mary told **me**.
  Mary told **me** that **she** liked **me**.
  (change)

OTHER PASSIVE USES

Using 'it' as subject (It is said that...):

"People say he is rich."

becomes **"It is said that** he is rich."

Get-passive (informal):

"The glass **got broken.**"

TWO OBJECTS PASSIVE

They **gave her** (d.o.) a gift (i.o.).

becomes

She was given a gift (by them).

or

A gift **was given to her** (by them).

AGENT (by)

Use **'by'** to name the agent.

Examples:

The letter **was written by** the director.

AGENT IS OMITTED WHEN...

- Who did it is unknown
- Who did it is obvious
- Who did it is not important
  The work is **finished.**
  (Who did it is not important)

ACTIVE vs PASSIVE: TENSE COMPARISON

Compare active and passive in different tenses:

- **PRESENT:**
  - **Active:** He reads a book.
  - **Passive:** A book is read.
- **PAST:**
  - **Active:** They watched a film.
  - **Passive:** A film was watched.
- **FUTURE:**
  - **Active:** We will play games.
  - **Passive:** Games will be played.

I. Present Simple Passive

1. They clean the office every day.
2. People speak English in this company.
3. The company produces medical equipment.
4. They deliver the mail at 8 a.m.
5. Someone checks the documents every morning.

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2. Present Continuous Passive

1. They are currently upgrading the hospital software.
2. Someone is interviewing new candidates in Room 3.
3. The marketing team is designing a new campaign.
4. They are repairing several machines at the same time.
5. A courier is delivering important documents to the office.

3. Past Simple Passive

1. They launched the product last year.
2. Someone signed the contract yesterday.
3. They built this bridge in 1998.
4. They repaired the road last week.
5. A designer created the logo.

4. Past Continuous Passive

1. They were updating the app during the weekend.
2. Someone was reviewing the contract when I arrived.
3. The IT team was fixing the servers all night.
4. They were preparing dinner at 8 p.m. yesterday.
5. A consultant was analysing the data during the meeting.

5. Present Perfect Passive

1. They have completed the project.
2. Someone has sent me a letter.
3. Someone has cleaned my room.
4. They have delivered my online order.
5. The doctor has checked my results.

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LIVEWORKSHEETS

6. Past Perfect Passive

1. They are currently upgrading the hospital software.
2. Someone is interviewing new candidates in Room 3.
3. The marketing team is designing a new campaign.
4. They are repairing several machines at the same time.
5. A courier is delivering important documents to the office.

7. Future Tenses

1. They are going to fix my laptop today.
2. Someone is going to clean the kitchen later.
3. The company will announce the results tomorrow.
4. They are going to deliver the furniture tomorrow.
5. The teacher will check the exams next week.

8. Modals Passive

1. You must clean the room before leaving.
2. They can repair this machine easily.
3. You should check the documents carefully.
4. They might cancel the meeting.
5. We have to finish the report today.
6. They could improve the system.
7. You need to update the app.

9. Two objects Passive

1. They gave me a new password.
2. Someone sent the client an email.
3. They showed us the results.
4. The teacher told the students the rules.
5. They offered him a better job.

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LIVEWORKSHEETS

10. Mixed Passive

1. Someone is repairing my phone at the moment.
2. They gave me a new password yesterday.
3. You must complete the form before Friday.
4. They will announce the results tomorrow.
5. Someone has already sent the client the invoice.
6. They are going to clean the house this afternoon.
7. The teacher should explain the rules clearly.
8. Someone had locked the door before we arrived.
9. They might cancel the train because of the storm.
10. The company will offer the employees extra holidays next year.

11. Error Correction

1. The room is cleaned yesterday.
2. My phone has repair.
3. The parcel will be deliver tomorrow.
4. The report was writing by the team.
5. The house had been clean before we arrived.

12. Rewrite with Changing Object

1. They offered <u>me</u> a new job.
2. Someone sent <u>the clients</u> a message.
3. They showed <u>the employees</u> the new system.
4. Someone gave <u>the patient</u> the wrong medicine.
5. They promised <u>us</u> a solution.

12. Causative Structures (Have / Get + something DONE)

1. A mechanic fixed my car.
2. A designer created my website.
3. A cleaner washed the windows.
4. A technician repaired my laptop.
5. A stylist cut my hair.

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LIVEWORKSHEETS