

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.

- ___ The company launched a new product.
- ___ A new product was launched by the company.
- ___ The keys were found in the drawer.
- ___ She has written a beautiful poem.
- ___ The bridge is being repaired.
- ___ They will deliver the package tomorrow.
- ___ 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.

