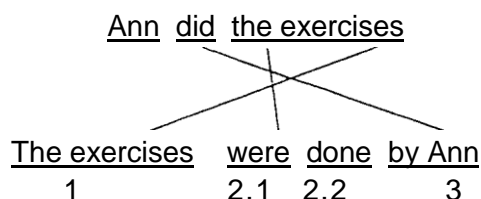


GRAMMAR

THE PASSIVE VOICE

1. THE ACTIVE - PASSIVE PROCESS



1. Active direct object -> passive subject
2. Active verb -> passive verb:
 - 2.1. Verb **TO BE** in the same tense as the active verb (agreement with its subject): The exercise was done./ The exercises were done
 - 2.2. Past participle of the active verb
3. Active subject -> passive agent introduced with **BY**

Some verbs cannot be passive because they are intransitive: **arrive, come, exist, die, happen, have** and **live**.

1.1. IMPORTANT NOTES

1. In **negative sentences**, we write **NOT** after the first auxiliary verb:
They haven't explained the problem. -> The problem hasn't been explained.
2. In **interrogative sentences**, the auxiliary verb must be the first word in the sentence:
Are they preparing the meal? -> Is the meal being prepared?
Have they explained the problem? -> Has the problem been explained?
3. In **perfect tenses**, we place **BEEN** between **HAVE** and the **past participle**:
The police have arrested the criminal. ->The criminal has been arrested.
4. In several situations, the **agent complement** introduced by **BY** can be **omitted**:
 - When it is **obvious**: My house was painted; **unknown**: My car was stolen; o **not important**: The letters were typed.
 - When the **action is more important** than the person who carries it out:
The tickets were sold. / The room must be cleaned.
 - When **we don't want to specify who** performs the action: Our tickets were lost.



- In general, the agent is omitted when the subject in the active voice is an **indefinite pronoun** (*everybody, somebody, everyone, someone, etc.*), the personal pronoun **they** or the word **people**: Someone stole my bike.-> My bike was stolen./ They wrote the letter. -> The letter was written./ People recycle rubbish. -> Rubbish is recycled.

1.2. VERBS WITH TWO OBJECTS

- When the active verb has two objects, direct and indirect, the **indirect object** becomes normally the passive subject:

They gave her a lot of money -> She was given a lot of money.

Verbs with this structure are: **give, send, show, lend, ask, tell, offer, order, promise and pay.**

- However, the **direct object** can also become the passive subject. In this case, the indirect object must be preceded by **TO**:

They gave her a lot of money -> A lot of money was given to her.

- With the verbs **ask** and **tell**, only the **indirect object** becomes normally the passive subject: They told me a terrible secret -> I was told a terrible secret.

1.3. VERB + PREPOSITION

Some verbs followed by adverbs or prepositions: **listen to, ask for**, etc. in the passive voice they must keep the particle:

We have listened to this CD hundreds of times -> This CD has been listened to hundreds of times.

He threw away the old clothes -> The old clothes were thrown away.

2. VERB TENSES IN THE PASSIVE VOICE

Tense		Subject	Verb	Object
Present simple	Active	Nancy	makes	tea
	Passive	Tea	is made	by Nancy
Present continuous	Active	Nancy	is making	tea
	Passive	Tea	is being made	by Nancy
Past simple	Active	Nancy	made	Tea
	Passive	Tea	was made	by Nancy
Past continuous	Active	Nancy	was making	tea

	Passive	Tea	was being made	by Nancy
Present perfect	Active	Nancy	has made	Tea
	Passive	Tea	has been made	by Nancy
Past perfect	Active	Nancy	had made	tea
	Passive	Tea	had been made	by Nancy
Future simple	Active	Nancy	will make	tea
	Passive	Tea	will be made	by Nancy
Be going to	Active	Nancy	is going to make	tea
	Passive	Tea	is going to be made	by Nancy
Conditional	Active	Nancy	would make	tea
	Passive	Tea	would be made	by Nancy
Modals	Active	Nancy	can make	tea
	Passive	Tea	can be made	by Nancy

WORKSHEET

1. Write passive sentences by using the verb tenses in brackets.

- 1) The picture/ draw (present simple):
- 2) The door/ close (past simple):
- 3) The house/ steal (present continuous):
- 4) The bike/ repair (past continuous):
- 5) The room/ clean (present perfect):
- 6) The homework/ do (past perfect):
- 7) The window/ break (future simple):
- 8) The car/ fix (be going to):

2. Rewrite these active sentences into the passive voice. Write the agent complement whether necessary.

- 1) The boy writes poems:
- 2) The girl drove the blue car:
- 3) They have collected enough money:
- 4) They will open a new restaurant:
- 5) The little boy can draw pictures:
- 6) The guard is watching the prisoner:



7) They were listening to a CD:.....

8) Sarah had said the truth:

9) The town hall is going to build a new hospital:

3. Rewrite these sentences with two objects into the passive voice starting with the words given.

1) Her friend gave her a book.

She.....

A book.....

2) They offered him a job.

He.....

A job.....

3) The man showed us the house.

We.....

The house.....

4) My friend gave me a pen.

I.....

A pen.....