

**Passive Voice Study Sheet**

**Name: ……………………………**

**Grade: 8 CS:…………………….**

● **Passive voice is used when the doer of the action is not known and the focus of the sentence is on the action and not the subject.**

Reasons for using the passive voice

1. The doer (the subject) is already known, and there is no need to be mentioned.

e.g.:

Palestine is occupied. (everyone knows the doer)

1. When we want to focus on the verb and the result, and we don’t care for the subject.

e.g.:

The red expensive car was smashed. (we care for the result more)

1. When we already don’t know the doer.

e.g.:

The window was broken by someone I don’t know. (there is no need to mention the doer as long as we don’t know who he was).

How to change a sentence from active to passive?

You need to follow certain steps

Let’s work on this sentence for example: **She cooks dinner at 7 pm**.

Step one: identify the main elements of the sentence

**She cooks dinner at 7 pm**.

**Subject**

**Object**

**Verb**

step two: identify the tense used,

in the case of the previous sentence it is simple present.

Step three: start your sentence with the object.

Dinner

Step four: use the helping verb that suits both the object and the tense, and in this case, it is (is), then add pp. of the verb, and in this case, it is (cooked).

Step five: finalize your sentence

Dinner is cooked at 7 pm.

Take a look at the tables to know how each tense is changed.

**Simple present tense**

**Object + is/ are/ am + verb 3 (past participle)**

|  |  |
| --- | --- |
| **Active sentence** | **Passive sentence** |
| **He writes an essay.** | **An essay is written by him.** |
| **Sheena does the housework.** | **The housework is done by Sheena.** |
| **Jacob always plays the guitar.** | **The guitar is always played by Jacob** |
| **Mario always prepares lunch at 3 pm.** | **Lunch is always prepared at 3 pm.** |

**Present continuous tense**

**Object+ is/are/ am+ being+ verb 3**

|  |  |
| --- | --- |
| **Active sentence** | **Passive sentence** |
| **They are eating bananas.** | **Bananas are being eaten.** |
| **Bob is drawing a diagram.** | **A diagram is being drawn.** |
| **Maria is playing the piano.** | **The piano is being played.** |
| **She is cleaning the room.** | **The room is being cleaned.** |

**Present perfect tense**

**Object + have/ has+ been + verb3**

|  |  |
| --- | --- |
| **Active sentence** | **Passive sentence** |
| **They have cleaned the clinic.** | **The clinic has been cleaned.** |
| **Thomas has written many books.** | **Many books have been written by Thomas.** |
| **The mailman has delivered the letters.** | **The letters have been delivered.** |
| **Lionel has signed the contract.** | **The contract has been signed.** |

**Simple past tense**

**Object+ was/ were + verb 3**

|  |  |
| --- | --- |
| **Active sentence** | **Passive sentence** |
| **Ria paid the bills.** | **The bills were paid.** |
| **The teacher called the student.** | **The student was called** |
| **She didn’t buy the fruits.** | **The fruits were not bought.** |
| **He broke the window.** | **The window was broken.** |

**Past continuous tense**

**Object+ was/ were+ being+ verb 3**

|  |  |
| --- | --- |
| **Active sentence** | **Passive sentence** |
| **They were waiting for him.** | **He was being waited for.** |
| **Lia was learning French.** | **French was being learnt.** |
| **She was playing soccer.** | **Soccer was being played.** |
| **She was cooking dinner.** | **Dinner was being cooked.** |

**Past perfect tense**

**Object + had+ been+ verb 3**

|  |  |
| --- | --- |
| **Active sentence** | **Passive sentence** |
| **I had finished her work.** | **Her work had been finished.** |
| **He had missed the last metro.** | **The last metro had been missed.** |
| **Joe had cleaned the tables.** | **The tables had been cleaned.** |
| **I hadn’t closed the window.** | **The window hadn’t been closed.** |

Note:

In order to be able to change the sentence from active to passive; the verb in the sentence must be transitive (a verb which can hold an object)

Transitive verb:

I **won** the match. (a verb that holds an object)

Intransitive verb.

He **runs** quickly. (a verb that doesn’t hold an object)

**Practice:**

**Change the following sentences from active to passive:**

1. The Browns have built the large house.

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1. A jellyfish stung her.

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1. They gave her a nice present.

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1. The dog has broken the window pane.

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1. They were interviewing her for the job.

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1. An unknown author wrote the book.

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1. They make these cars in Japan.

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1. Someone smashed our window last night.

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1. They have already mended the TV set.

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1. Don't enter the room. They are decorating the walls.

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1. People are spending less money on cars this year.

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1. They had cooked the meal before 10 o'clock.

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1. Someone was building the wall when I was there.

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1. No problem. They sell this food in every shop.

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1. They have not replaced the wheels yet.

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