

Active & Passive Voice

Tense	Active	Passive
Present simple	Reporters write news reports.	News reports are written by reporters.
Present continuous	Ayesha is baking a cake.	Cake is being baked by Ayesha.
Past simple	The company hired new workers.	New workers were hired by the company.
Past continuous	I was watching TV last night.	TV was being watched by me last night.
Present perfect	She has visited the museum..	The museum has been visited by her.
Past perfect	She had cooked dinner.	Dinner had been cooked by her.
Future simple	I will go to the store tomorrow.	The store will be visited by me tomorrow.
infinitive	She has to deliver the letters.	The letters have to be delivered.
Modals	She must deliver the letters.	The letters must be delivered.

The Passive Voice

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The Passive Voice:

Active Passive Voice , Learning Objectives What is active voice and passive voice Conversion from active voice to passive voice Conversion from passive voice to active voice **Interchange of Active and Passive Voice: Patterns and**

Examples Manik Joshi, 2014-10-25 This Book Covers The Following Topics Active and Passive Voice Interchange of Active and Passive Voice 1 First or Second Form of Verb 2 Auxiliary Verb Be ING Form of Verb 3 Have Has Had Past Participle 4 Present Future Modals Verb Word 5 Past Modals Past Participle 6 Verb Preposition 7 Main Verb Object Complement 8 Main Verb Object Object 9 Have Has Had Infinitive To Verb 10 Auxiliary Verb Be Infinitive To Verb 11 Verb Object Infinitive Without To 12 There Verb Be Noun Infinitive 13 Interrogative Sentences 14 Imperative Sentences 15 Principal Clause That Noun Clause Object 16 Verb followed by ING form or an Infinitive 17 Use of Prepositions 18 The Passive With GET 19 Middle Voice Exercise 01 Exercise 02 Exercise 03 Sample This VOICE Definition Voice refers to the form of a verb that shows whether the subject of a sentence performs the action or is affected by it ACTIVE VOICE Definition The form of a verb in which the subject is the person or thing that performs the action Example They finished the work subject they verb finished object work In this sentence the subject they acts on the object work Other Examples The teacher praises him She posted the letter I buy new books We will celebrate his birthday PASSIVE VOICE Definition The form of a verb in which the subject is affected by the action of the verb Important Note The object of the active voice becomes the subject in the passive voice Example The work was finished by them subject work passive verb was finished object them In this example the subject work is not the doer it is being acted upon by the doer them Other Examples He is praised by the teacher The letter was posted by her New books are bought by me His birthday will be celebrated by us WHEN TO USE PASSIVE VOICE 1 You should use passive voice when you do not know the active subject 2 When you want to make the active object more important 3 When the active subject is obvious 4 When you want to emphasize the action of the sentence rather than the doer of the action 5 Passive voice is frequently used to describe scientific or mechanical processes 6 Passive voice is often used in news reports 7 When active voice does not sound good 8 When you want to make more polite or formal statements 9 You can use passive voice to avoid responsibility 10 You can also use passive voice for sentence variety in your writing 11 You can also use passive voice when you want to avoid extra long subjects Changing Active Voice Into Passive Voice Rule 1 Move the object of the active voice into the position of the subject front of the sentence in the passive voice And move the subject of the active voice into the position of the object in the passive voice Rule 2 Passive voice needs a helping verb to express the action Put the helping verb in the same tense as the original active sentence The main verb of the active voice is always changed into a past participle third form of the verb in different ways Rule 3 Place the active sentence s subject into a phrase beginning with the preposition by Rule 4 If the object in an active voice sentence is a pronoun me us you him her they it it changes in a passive voice sentence as follows me I us we you you him he her she them they it it Rule 5 Subject Verb Agreement Make the

first verb agree with the new subject in a passive voice Rule 6 When there are two objects direct object and indirect object only one object is interchanged The second object remains unchanged The following Tenses Cannot Be Changed Into Passive Voice 1 Present Perfect Continuous Tense 2 Past Perfect Continuous Tense 3 Future Continuous Tense 4 Future Perfect Continuous Tense

A Study of the Passive Voice in English Ping-Jung Chen,1991 , James Stroman,2008-04-04

Between coordinating meetings making travel arrangements and running the phone lines being a professional administrative assistant requires an astonishing and varied range of skills involving interpersonal communication written presentations and organizational ability Written in a down to earth style Administrative Assistant s and Secretary s Handbook provides readers with information on subjects including record keeping telephone usage office machines mail business letters and computer software skills Now in its third edition the book has been completely revised with expanded coverage of topics including electronic records management interpersonal and communication skills troubleshooting computer problems time and stress management customer service event planning web conferencing math for office professionals office management and supervision transcription and much more Comprehensive and completely up to date this is the book every administrative professional should own

The Passive Voice Harold Kaplan,1966

USAF Senior Noncommissioned Officer Academy Associate Program Dennis L. Peka,Glenn C. Tannehill,Dennis C. Jones,1984

American English Grammar Seth R. Katz,2019-12-11 American English Grammar introduces students to American English in detail from parts of speech phrases and clauses to punctuation and explaining and debunking numerous rules of correctness integrating its discussion of Standard American grammar with thorough coverage of the past sixty years worth of work on African American English and other ethnic and regional non Standard varieties The book s examples and exercises include 500 real world sentences and longer texts drawn from newspapers film song lyrics and online media as well as from Mark Twain Stephen King academic texts translations of the Bible poetry drama children s literature and transcribed conversation and TV and radio shows Based on twenty years of classroom testing and revision American English Grammar will serve as a classroom text or reference that teaches students how to think and talk not only about the mechanics of sentences but also about the deep and detailed soul and nuance of the most widely used language in human history

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