

# Active & Passive Voice

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

# The Passive Voice

**James Stroman**



## **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

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*A Biblical Study of Divorce* Dale Fisher,2004-08 Having been taught the strict Traditional View the author studied the Scripture and concluded that this view is lacking both biblically and in practice as are the Traditional Dissolution Divorce the Betrothal and the Consanguinity views Studying all the pertinent passages the author adopted what he calls the More Liberal Dissolution Divorce View The two testaments teach the same view on divorce and remarriage with one exception The New Testament passages of Jesus and the Apostle Paul are interpreted in harmony with Greek grammar and the meaning of words The author concluded that the divorce teaching of Scripture is addressed only to believers and that it is time to stop the hypocrisy fostered by the other views of professing a certain belief but not daring to implement that belief in practice The author knows of no study in print that reaches these important conclusions

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**Teaching the Passive Voice** Ginel Cătălin Simion,2018

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### **Table of Contents The Passive Voice**

1. Understanding the eBook The Passive Voice
  - The Rise of Digital Reading The Passive Voice
  - Advantages of eBooks Over Traditional Books
2. Identifying The Passive Voice
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an The Passive Voice
  - User-Friendly Interface
4. Exploring eBook Recommendations from The Passive Voice
  - Personalized Recommendations
  - The Passive Voice User Reviews and Ratings



- The Passive Voice and Bestseller Lists
- 5. Accessing The Passive Voice Free and Paid eBooks
  - The Passive Voice Public Domain eBooks
  - The Passive Voice eBook Subscription Services
  - The Passive Voice Budget-Friendly Options
- 6. Navigating The Passive Voice eBook Formats
  - ePub, PDF, MOBI, and More
  - The Passive Voice Compatibility with Devices
  - The Passive Voice Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of The Passive Voice
  - Highlighting and Note-Taking The Passive Voice
  - Interactive Elements The Passive Voice
- 8. Staying Engaged with The Passive Voice
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers The Passive Voice
- 9. Balancing eBooks and Physical Books The Passive Voice
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection The Passive Voice
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine The Passive Voice
  - Setting Reading Goals The Passive Voice
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of The Passive Voice
  - Fact-Checking eBook Content of The Passive Voice
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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