

Active/Passive voice

PRESENT SIMPLE

Active Voice: I write a long letter.
(present simple)

Passive Voice: A long letter is written by me.
to be → past participle
(present simple) (verb 3)

PAST SIMPLE

Active Voice: I wrote a long letter.
(past simple)

Passive Voice: A long letter was written by me.
to be → past participle
(past simple: verb 2) (verb 3)

PRESENT CONTINUOUS

Active Voice: I am writing a long letter.
Present continuous

Passive Voice: A long letter is being written by me.
To be → being → past participle
in the present

Modals

Active Voice: I need to write a long letter
modal

Passive Voice: A long letter need to be written by me.
The modal → be → past participle

Task 01: In the following sentences underline the sentence subjects once and verbs twice. Then in the space provided, write Active or Passive to identify the voice.

1. Employees in many companies send careless e-mails. _____
2. Employees in some companies were fired for sending careless e-mails. _____
3. Communication and computer skills are required by hiring companies. _____
4. A new program was devised for making automatic payments. _____
5. Erin immediately sent e-mail messages to all committee members. _____

Task 02: Put the following sentences into the PASSIVE VOICE:

1. Someone has already paid the electrician for his work.
.....
2. They teach him French.
.....
3. The janitor fixes the classroom door.
.....
4. All the students must pass the math test.
.....
5. My father is taking pictures at the picnic.
.....
6. The judge will take Mohammed's license.
.....

Task 03: Convert the following passive-voice sentences to active voice

1. Funds for the new hospital were contributed by private individuals.
.....
2. All Vista Park apartments will be converted into condominiums within a year.
.....
3. The Internet activity of employees is monitored electronically by managers.
.....
4. Production costs must be reduced if we are to continue in business.
.....