Active Voice & Passive Voice

in

Simple Present Tense

and

Simple Past Tense
PASSIVE VOICE

Look at all the dust in here! It looks as if this room hasn’t been cleaned for a month!
Well, don’t blame me! I was only hired a week ago.
How to form Passive Voice?

Verb *to be* (Tense) + *Past Participle*

“... I *was* only *hired* a week ago.”
Why do we use Passive Voice?

- When the agent is unknown, unimportant or obvious from the context
- To make more polite or formal statements
- When the action is more important than the agent, as in processes, instructions, events, reports, headlines, news items, and advertisements
- To put emphasis on the agent
Active Verbs & Passive Verbs

Active = Doer + Active verb + Receiver

Passive = Receiver + Passive verb + Doer
## Active Voice

<table>
<thead>
<tr>
<th>Subject (doer)</th>
<th>Active Verb</th>
<th>Object (receiver)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Chan</td>
<td>washes</td>
<td>the dishes.</td>
</tr>
</tbody>
</table>

## Passive Voice

<table>
<thead>
<tr>
<th>Object (receiver)</th>
<th>Active Verb</th>
<th>Subject (doer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The dishes</td>
<td>are washed</td>
<td>by Mrs Chan</td>
</tr>
</tbody>
</table>
### Active Voice

<table>
<thead>
<tr>
<th>Subject (doer)</th>
<th>Active Verb</th>
<th>Object (receiver)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our class</td>
<td>won</td>
<td>the first prize.</td>
</tr>
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</table>

### Passive Voice

<table>
<thead>
<tr>
<th>Subject (receiver)</th>
<th>Passive Verb</th>
<th>Object (doer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The first prize</td>
<td>was won</td>
<td>by our class.</td>
</tr>
</tbody>
</table>
Exercise 1: Choose Active or Passive

Put “A” for Active, “P” for Passive:

1. The boy banged on the table. [  ]
2. A girl was bitten by a dog. [  ]
3. Mrs Wong washes her car every Sunday. [  ]
4. The library was broken into last night. [  ]
5. I lost my dictionary. [  ]
6. The floor is swept by the maid. [  ]
Choose Active or Passive (Answers)

Put “A” for Active, “P” for Passive:

1. The boy *banged* on the table. [A]
2. A girl *was bitten* by a dog. [P]
3. The floor *is swept* by the maid. [P]
4. The library *was broken* into last night. [P]
5. I *lost* my dictionary. [A]
6. Mrs Wong *washes* her car every Sunday. [A]
Active Voice & Passive Voice in Simple Present & Simple Past Tenses
### Simple Present Tense

<table>
<thead>
<tr>
<th>Verb to be</th>
<th>+</th>
<th>Past Participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>is / am / are</td>
<td>+</td>
<td>Past Participle</td>
</tr>
</tbody>
</table>

**Examples:**
- The boys *are punished* by the Headmistress.
- The cat *is fed* by Lily.
- I *am taught* by Miss Tam.
Compare active and passive sentences in Present Tense

Active: Someone **locks** the **office** every evening.

Passive: **The office** **is locked** every evening.
Exercise 2: Multiple Choice

1. The fire _______ out by the firemen.

   A. puts
   B. is put
   C. put
2. The girls ______________ make a sandwich.

A. make
B. are made
C. is made
3. A present **was given** to me.

A. gave
B. was given
c. given
Exercise 3: Fill in the blanks

There is a dog which 1) **is called** (call) Bubbles”. It 2) **is owned** (own) by Michael Johnson. It 3) **is kept** (keep) in his home. It 4) **is fed** (feed) every day by Michael Johnson himself. It 5) **is dressed** (dress) in funny clothes. It 6) **is said** (say) that “Bubbles” is Johnson’s only friend.
Exercise 4: Change active to passive

1) The policemen catch the thief.
Ans: The thief is caught by the policemen.

2) The girl puts on a beautiful dress.
Ans: A beautiful dress is put on by the girl.
Exercise 5: Change passive to active

1) The dishes are washed by Amy.
   Ans: Amy washes the dishes.

2) The car is repaired by John and Peter.
   Ans: John and Peter repair the car.
**Simple Past Tense**

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- e.g. The man *was knocked* down by the car.
- Some oranges *were eaten* by the child.
Compare active and passive sentences in Past Tense

Active: Someone **locked** the office last evening.

Passive: The office **was locked** last evening.
1. A song __________ by Leon Lai.
   
   A) sang  
   B) was sung  
   C) sung
2. These houses _________ by the workmen.

A) built
B) was built
C) were built

   A) die
   B) died
   C) was died
Exercise 7: Fill in the blanks

Two men were seen breaking into a house in my street last night. The police 1) **were called** (call) and they arrived very quickly. One man 2) **was caught** (catch) immediately. The other escaped, but he 3) **was found** (find) very soon. Both men 4) **were taken** (take) to the police station and 5) **were questioned** (question) separately by a police officer. The two men 6) **were charged** (charge) with burglary.
Exercise 8: Change active to passive

1) I drew a picture yesterday.
   Ans: A picture was drawn by me yesterday.

2) Sally bought some books two days ago.
   Ans: Some books were bought by Sally two days ago.
Exercise 9: Change passive to active

1) The problems were solved by Jack.
   Ans: Jack solved the problems.

2) The house was painted by Mr Ng.
   Ans: Mr Ng painted the house.
Revision Exercises
1. His secretary _____________ that report
   last Friday.

A) writes
B) is written
C) wrote
D) was written
2. My diamond watch ___________ by a thief yesterday.

A) steals  
B) is stolen  
C) stole  
D) was stolen  

was stolen
3. Mary always _________ care of her baby sister.

A) takes  
B) is taken  
C) took  
D) was taken  

takes
4. The furniture **is dusted** by my mother every day.

A) dusts  
B) is dusted  
C) dusted  
D) was dusted
Fred **owns** (own) a fast food shop in Central. Food, drinks and snacks **are prepared** (prepare) by his workers early every morning.

This morning, when Fred **entered** (enter) the kitchen of his fast food shop, he saw that everybody was very busy. It seemed that two jobs **were done** (do) at the same time by every worker in the kitchen. He **was** (be) very happy. Sandwiches **were toasted** (toast) while tea **were made** (make). Potato chips **were fried** (fry) while apple pies **were baked** (bake).

Many people **like** (like) to buy fish and chips at Fred’s fast food shop. Besides, more than 300 chicken wings **were sold** (sell) every day.
The End