

**Active voice - passive voice**

Active voice

The man loves the woman.

Passive voice

The woman is loved by the man.

## Active voice - passive voice

### The active voice

The active voice is used when the element doing the action is the subject and the element receiving the action is the object.

*Element doing action + predicate + element receiving the action.*

The **tense** of the predicate has nothing to do with the **voice** of the verb. Most tenses can be used in both the active and passive voice. When using the active voice, the subject of the sentence performs the action.

*The manager + presents + the data. (present tense)*

subject

predicate

object

*The manager + is presenting + the data. (present tense)*

*The manager + presented + the data. (past tense)*

*The manager + was presenting + the data. (past tense)*

*likewise present perfect, past perfect, future 1 and 2.*

## The passive voice

The passive voice is used when the element receiving the action is the subject of the sentence. The element doing the action may or may not be mentioned as the object (*by*) at the end of the sentence.

*Element receiving the action + predicate (form of to be + past participle of the verb) + by + element doing the action.*

In the passive voice, the subject of the sentence is the element receiving the action. As the subject it is always in the nominative case. That is different from the use of some German verbs in the passive voice.

German: *Mir wurde gesagt, dass er Arzt ist.*

object    predicate    subject

English: *I was told that he is/was a doctor.*

subject    predicate    nominal clause

subject    predicate    object

*The sales team + is coached + by + an external expert.*

*Our products + were praised + by + our customers.*

*The office + will be cleaned + tomorrow.*    no object

**Note:** In the German variant of this passive voice example the nominal clause **dass er Arzt ist** assumes the role of the subject.

## Other examples

### Active voice - passive voice

Tense of the passive voice

In the passive voice, the defining element for tense is the form of **to be**.

The main verb always appears in its past participle format (*to take - took - **taken***).

Examples

*The sales team + is coached + by + an external expert.*

**is** = present tense

*Our products + were praised + by + our customers.*

**were** = past tense

*The office + will be cleaned + tomorrow.*

**will be** = future tense

*The office + has been cleaned + this morning.*

**has been** = present perfect

### Active voice - passive voice

Difference between the passive voice and the past tense

With verbs, the past participle format of which is identical with their past tense format (regular verbs, *to teach - **taught - taught***), it is easy to confuse the past tense and the passive voice.

To understand if you are using the passive voice rather than the active voice with a past tense verb, determine the element performing the action.

*Our secretary received the memo before everybody else.*

The secretary is performing the action: Active voice.

*The memo was sent out the next day.*

We do not know the element performing the action, but the memo is the element receiving the action: Passive voice.

### Active voice - passive voice

#### Active - passive

To convert a sentence from the active voice to the passive voice -

1. The object becomes the subject
2. The tense is defined by the corresponding form of *to be*
3. The main verb of the predicate appears as past participle (Optional):
4. The subject becomes the object following the preposition **by**.

#### Example

*My neighbour drove a red Audi.*

1. The object becomes the subject  
***A red Audi...***
2. The tense is defined by the corresponding form of *to be*  
***A red Audi was... (past tense)***
3. The main verb of the predicate appears as past participle  
***A red Audi was driven...***
4. The subject becomes the object following the preposition **by**.  
***A red Audi was driven by my neighbour.***

Exercises

Fill in the gaps with the passive form (past, present, future)

1. Millions of books (to buy) by fans every year.

Millions of books **are/were/will be bought** by fans every year.

2. Board games (not, to play) by many people.

Board games **aren't/weren't/won't be played** by many people.

3. The gallery (to know) for its world-class exhibitions.

The gallery **is/was/will be known** for its world-class exhibitions.

Put into the passive voice

4. My sister is reading a book.

A book **is being read** by my sister.

5. My friend has cooked dinner tonight.

Dinner **has been cooked** by my friend tonight.

6. Lisa will have read the book by the time you arrive.

The book **will have been read** by Lisa by the time you arrive.

7. They had watched a film when we met them.

A film **had been watched** by them when we met them.