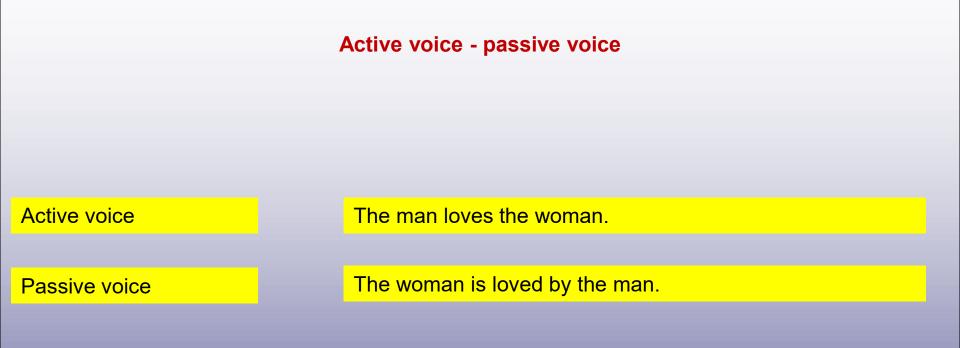
Objectives 14/11/24:

- Revise previous contents (homework)

- Introduce and practise the passive vs. the active voice

- Brief revision of negations and questions



	Activ	e voice - p	assive voice		
he 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.			
	Elemen	t doing act	tion + predicate	+ element	receiving the action.
	verb. Mos When usi	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.			
	7	he manage	er + presents +	the data. (p	present tense)
		subject	predicate	object	
	The	e manager	+ is presenting	+ the data.	(present tense)
		The manag	ger + presented	l + the data.	(past tense)
	Th	e manager	+ was present	ing + the da	ta. (past tense)
	The m	anager + w	/ill present + the	e data tomo	rrow. (future tense)
	The n	nanager + w	ill be presenting +	the data tom	orrow. (future tense)
		.likewise h	has presented, l	has been pr	resenting, etc.

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 <i>(by)</i> 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 <u>receiving</u> the action. As the subject it <u>is always in the nominative</u> <u>case</u> . That is different from the use of some German verbs in the passive voice.			
	German: <i>Mir wurde gesagt, dass…</i>			
	subject predicate			
	English: <i>I was told that</i>			
Examples	The sales team + is coached + by + an external expert.			
	Our products + were praised + by + our customers.			
	The office + will be cleaned + tomorrow.			

Active voice - passive voice					
Tense of the passive voice	In the passive voice, the defining element for tense is the form of <i>to be</i> . The main verb always appears in its past participle format ( <i>to take - took - taken</i> ).				
Examples	The sales team + is coached + by + an external expert.				
	<i>is</i> = 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.				
	<i>has been</i> = 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 -
	<ol> <li>The object becomes the subject</li> <li>The tense is defined by the corresponding form of <i>to be</i></li> <li>The main verb of the predicate appears as past participle (Optional): 4. The subject becomes the object following the preposition <i>by</i>.</li> </ol>
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 <b>was</b> (past tense)
	3. The main verb of the predicate appears as past participle
	A red Audi was <b>driven</b>
	4. The subject becomes the object following the preposition by.
	A red Audi was driven <b>by my neighbour</b> .

#### 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.

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

5. My friend has cooked dinner tonight.

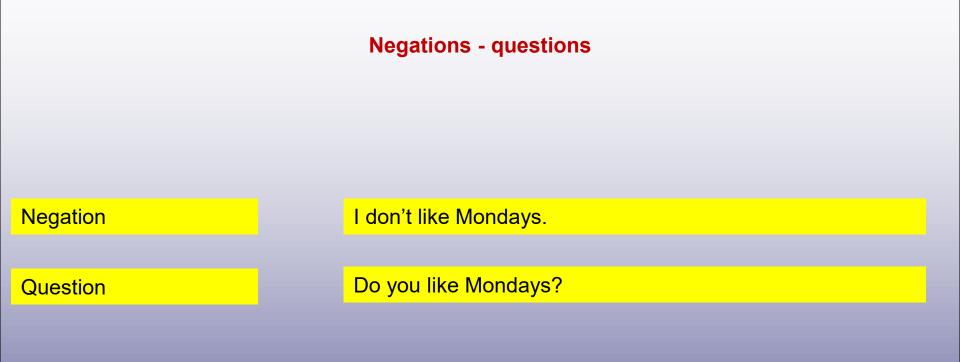
5. Dinner **has been cooked** by my friend tonight.

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

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

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

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



Negations - questions				
Principles	To negate a sentence or to ask a question we have to paraphrase with <i>to do</i> .			
	I don't like Mondays.			
	Do you like Mondays?			
Exceptions	1. The predicate is a form of to be.			
	I <b>am</b> not the teacher.			
	Are you the teacher?			
	2. The use of another auxiliary or modal verb is required.			
Note: <b>to have</b> can be	I <b>have</b> not eaten lunch yet.			
both an auxiliary and a	Have you eaten lunch yet?.			
full verb. Do you <b>have</b> time for me?	I cannot come with you.			
	Can I come with you?			
for questions	3. The interrogative pronoun (who/what) asks for the subject.			
	Who drives the bus? (answer: the bus driver)			
	What looks beautiful? (answer: the weather)			

Questions				
Marie lives in Siegburg.				
Ask the "yes/no"-question	Does Marie live in Siegburg?			
Ask the "who"-question	Who lives in Siegburg?			
Ask the "where"-question	Where does Marie live?.			
	Christine went to Rome.			
Ask the "yes/no"-question	Did Christine go to Rome?			
Ask the "who"-question	Who went to Rome?			
Ask the "where"-question	Where did Christine go?			
	We will see them tomorrow.			
Ask the "yes/no"-question	Will we see them tomorrow?			
Ask the "who"-question	Who will see them tomorrow?			
Ask the "when"-question	When will we see them?			