

1. Halbjahr 2026
Englisch Grammar Refresher for You B1-B2
261-40660, Do, 17.00 – 18.00 Uhr

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)

The manager + will present + the data tomorrow. (future tense)

The manager + will be presenting + the data tomorrow. (future tense)

...likewise has presented, has been presenting, etc.

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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...

subject predicate

English: **I** was told that...

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
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.

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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

Negation

I don't like Mondays.

Question

Do you like Mondays?

Negations - questions

Principles

To negate a sentence or to ask a question we have to paraphrase with *to do*.

I don't like Mondays.

Do you like Mondays?

Exceptions

1. The predicate is a form of *to be*.

*I **am** not the teacher.*

***Are** you the teacher?*

2. The use of another auxiliary or modal verb is required.

*I **have** not eaten lunch yet.*

***Have** you eaten lunch yet?*

*I **cannot** come with you.*

***Can** I come with you?*

3. The interrogative pronoun (*who/what*) asks for the subject.

Who drives the bus? (answer: the bus driver)

What looks beautiful? (answer: the weather)

Note: **to have** can be both an auxiliary and a full verb. *Do you **have** time for me?*

for questions

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Questions

Maria lives in Siegburg.

Ask the “yes/no”-question

Does Maria live in Siegburg?

Ask the “who”-question

Who lives in Siegburg?

Ask the “where”-question

Where does Maria live?.

Sabine went to Rome.

Ask the “yes/no”-question

Did Sabine go to Rome?

Ask the “who”-question

Who went to Rome?

Ask the “where”-question

Where did Sabine 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?