



Class: English/ 4

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What's the difference between active and passive voice?

1-Active voice

- Active voice means that a sentence has a subject that acts upon its verb.
- When the subject of a sentence performs the verb's action, we say that the sentence is in the *active voice*.
- Sentences in the active voice have a strong, direct, and clear tone.

Examples

- Monkeys adore bananas.
- The cashier counted the money.
- The dog chased the squirrel.

2-Passive voice

- Passive voice means that a subject is a recipient of a verb's action.
- A sentence is in the passive voice, on the other hand, when the subject is acted on by the verb.
- The passive voice is always constructed with a conjugated form of *to be* plus the verb's past participle.
- That sounds much more complicated than it is passive voice is quite easy to detect.

Examples

- Bananas are adored by monkeys.
- The money was counted by the cashier.
- The squirrel was chased by the dog.

When to Use Passive Voice

There are specific rules for when using the passive voice is better or more appropriate than using active voice.

- When we don't know who is responsible for the action

Examples:

- My pet dog has been stolen. (Someone has stolen the dog; we don't know who it is.)
- My essay has been corrected. (You gave your essay to the correction service, and one of the teachers corrected it.)

- When it's not important who did the action, or we don't want people to know who did it

Examples:

- My car was fixed on Monday. (What is important is that the car was fixed; we don't really care who fixed it.)
- Mistakes were made. (We don't want to specifically mention who made the mistakes.)

- When the reader or listener knows who did the action

Example:

-Kenneth has been asked to submit the grammar assignment again. (It's obvious from the context that it's the English teacher who has asked Kenneth to submit the assignment again.)

- When people in general are responsible for the action

Example:

-The worksheet can be freely downloaded from the website. (Anybody can download a free worksheet, so the passive voice is used.)

- When we report crimes or write in scientific contexts

Examples:

- The burglars were arrested as soon as they left the building.
- The animals were kept in a zoo for two years as part of an experiment.

Active Voice / Passive Voice

Formula of Active Voice Passive Voice

design by:Tarun Graphics VANSDA

Tense	Active Voice	Passive Voice
Simple Present Tense	Sub + <u>V¹</u> + Obj	Obj + <u>am/is/are</u> + V ³ + by + Obj.Pronoun
Simple Past Tense	Sub + <u>V²</u> + Obj	Obj + <u>was/were</u> + V ³ + by + Obj.Pronoun
Simple Future Tense	Sub + <u>shall/will</u> + V ¹ + Obj	Obj + <u>shall/will</u> + <u>be</u> + V ³ + by + Obj.Pronoun
Present Continuous Tense	Sub + <u>am/is/are</u> + V ¹ + <u>ing</u> + Obj	Obj + <u>am/is/are</u> + <u>being</u> + V ³ + by + Obj.Pronoun
Past Continuous Tense	Sub + <u>was/were</u> + V ¹ + <u>ing</u> + Obj	Obj + <u>was/were</u> + <u>being</u> + V ³ + by + Obj.Pronoun
Future Continuous Tense	Sub + <u>shall/will</u> + <u>be</u> + V ¹ + <u>ing</u> + Obj	Obj + <u>shall/will</u> + <u>being</u> + V ³ + by + Obj.Pronoun
Present Perfect Tense	Sub + <u>have/has</u> + V ³ + Obj	Obj + <u>have/has</u> + <u>been</u> + V ³ + by + Obj.Pronoun
Past Perfect Tense	Sub + <u>had</u> + V ³ + Obj	Obj + <u>had</u> + <u>been</u> + V ³ + by + Obj.Pronoun
Future Perfect Tense	Sub + <u>shall/will</u> + <u>have</u> + V ³ + Obj	Obj + <u>shall/will</u> + <u>have</u> + <u>been</u> + V ³ + by + Obj.Pronoun

How to Convert Active Voice into Passive Voice

<i>Tense</i>	<i>Active Voice</i>	<i>Passive Voice</i>	<i>Active Sentence</i>	<i>Passive Sentence</i>
present simple	read	is read	Keith reads the poem.	The poem is read by Keith.
present progressive	is reading	is being read	Keith is reading the poem.	The poem is being read by Keith.
past simple	read	was read	Keith read the poem.	The poem was read by Keith.
past progressive	was reading	was being read	Keith was reading the poem.	The poem was being read by Keith.
future simple	will read	will be read	Keith will read the poem.	The poem will be read by Keith.
present perfect	has read	has been read	Keith has read the poem.	The poem has been read by Keith.
past perfect	had read	had been read	Keith had read the poem.	The poem had been read by Keith.
future perfect	will have read	will have been read	Keith will have read the poem.	The poem will have been read by Keith.
conditional present	would read	would be read	If Keith had the poem, he would read it.	If Keith had the poem, it would be read by him.
conditional past	would have read	would have been read	Keith would have read the poem if he had had it.	The poem would have been read by Keith if he had had it.
present infinitive	to read	to be read	Keith wants to read the poem.	The poem wants to be read by Keith.

Active Voice

Subject Action Object
Sally drove her car off of the road.

Subject Action Object
The dog bit Timmy on the arm.

Passive Voice

Object Action Subject
The car was driven off the road by Sally.

Object Action Subject
Timmy was bitten on the arm by the dog.



Passive Voice in English

TENSE

ACTIVE

PASSIVE

Present Simple

I **do** my homework.

My homework **is done**.

Present Continuous

I'm **doing** my homework.

My homework **is being done**.

Past Simple

I **did** my homework.

My homework **was done**.

Past Continuous

I **was doing** my homework.

My homework **was being done**.

Present Perfect

I **have done** my homework.

My homework **has been done**.

Past Perfect


I **had done** my homework.

My homework **had been done**.

Future Simple

I **will do** my homework

My homework **will be done**



Write questions using the passive. Some are present and some are past.

1 Ask about glass. (how / make?) *How is glass made?*

2 Ask about television. (when / invent?)

3 Ask about mountains. (how / form?)

4 Ask about antibiotics. (when / discover?)

5 Ask about silver. (what / use for?)

Put the verb into the correct form, present simple or past simple, active or passive.

- 1 It's a big factory. Five hundred people are employed (employ) there.
- 2 Did somebody clean (somebody / clean) this room yesterday?
- 3 Water covers (cover) most of the earth's surface.
- 4 How much of the earth's surface is covered (cover) by water?
- 5 The park gates lock (lock) at 6.30 p.m. every evening.
- 6 The letter was sent (send) a week ago and it (arrive) arrived yesterday.
- 7 The boat hit a rock and sank (sink) quickly. Fortunately everybody was rescued (rescue).
- 8 Robert's parents died (die) when he was very young. He and his sister were brought up (bring up) by their grandparents.
- 9 I was born in London, but I grew up (grow up) in Canada.
- 10 While I was on holiday, my camera was stolen (steal) from my hotel room.



Direct & Indirect Speech

Direct Speech

- Direct speech repeats, or quotes, the exact words spoken. When we use direct speech in writing, we place the words spoken between quotation marks (" ") and there is no change in these words.
- We may be reporting something that's being said NOW (for example a telephone conversation) or telling someone later about a previous conversation.

Indirect speech

- Reported or indirect speech is usually used to talk about the past, so we normally change the tense of the words spoken.
- We use reporting verbs like 'say', 'tell', 'ask', and we may use the word 'that' to introduce the reported words. Inverted commas are not used.

Direct Speech

- Direct speech is saying what someone said without any changes. Here, we use quotation marks to indicate what the person said and also use the exact words of the person.

Indirect Speech

- In indirect speech we do not use quotation marks. Instead we use the conjunction 'that' and state the sentence by changing its tense.





Tense, Direct & Reported Speech

Tense

Direct Speech

Reported Speech

Present Simple	I like ice cream.	He said that he liked ice cream.
Present Continuous	I am living in Paris.	He said that he was living in Paris.
Past Simple	I bought a car.	He said he bought a car.
Past Continuous	I was walking along the Street.	He said he had been walking along the Street.
Present Perfect	I haven't seen Mary.	He said he hadn't seen Mary.
Past Perfect	I had taken Spanish lessons before.	He said he had taken Spanish lessons before.
Will	I'll see you later.	He said he would see me later.
Would	I would help, but...	He said he would help but...
Can	I can speak perfect Spanish.	He said he could speak perfect Spanish.
Could	I could swim when I was four.	He said he could swim when he was four.
Should	I should call my mother	He said he should call her mother.
Might	I might be late.	He said he might be late.

PLACE & TIME

Direct Speech	Reported Speech
today	that day
now	then / at the moment
yesterday	the day before
... days ago	... days before
last week	the week before
next year	the following year
tomorrow	the next day the following day
here	there
this	that
these	those
ago	previously / before / earlier
tonight	that night

TENSE CHANGE

Direct Speech	Reported Speech
will	would
can	could
must / have to	must or had to
may / might	might
should	should
ought to	ought to

Time Phrase Changes

From: Direct Speech	To: Reported Speech
today/tonight Putri: Theyll do it today .	that day / that night Putri said (that) theyd do it that day .
this (morning) Putra: They arrived this morning .	that (morning) Putra said (that) they had arrived that morning .
tomorrow Putri: I wont come tomorrow .	the next day Putri said (that) she wouldnt come the next day .
yesterday Putra: I was in the garden yesterday .	the day before Putra said (that) he had been in the garden the day before .
last (week) Putri: I went to Bali last week .	the (week) before Putri said (that) she had gone to Bali the week before .
next (week) Putra:Shes going to Bali next week .	the following (week) Putra said (that) she was going to Bali the following week .

Reported Speech and the Simple Present

The present simple tense usually changes to the past simple

Direct Speech	Indirect Speech
<i>I travel a lot in my job</i>	He said that he travelled a lot in his job
I play video games a lot	She said that he played video games a lot
We run every morning	They said that they ran every morning
I do yoga every weekend	She said that he did yoga every weekend

Reported Speech and Present Continuous

The present continuous tense usually changes to the past continuous.

Direct Speech	Indirect Speech
<i>My mom is cooking</i>	She said that her mom was cooking
My brother is watching TV	He said that his brother was watching TV
My family is eating dinner	She said that her family was eating dinner
I am doing Yoga	She said that she was doing yoga

Reported Speech and The Past Continuous

The past continuous tense usually changes to the past perfect continuous.

Direct Speech	Reported Speech
<i>My mom was cooking dinner</i>	She said that her mom had been cooking dinner
My brother was watching a movie	He said that his brother had been watching a movie
My family was talking in the room	She said that her family had been talking in the room
Derek was doing Yoga	She said that Derek was doing Yoga

Reported Speech and The Present Perfect

The present perfect tense usually changes to the past perfect tense

Direct Speech	Indirect Speech
My mom has been kind	She said that her mom had always been kind
My brother has worked hard	He said that his brother had worked hard
My girlfriend has contributed a lot	He said that his girlfriend has contributed a lot
My family has always helped	She said that her family had always helped

Reported Speech and the Past Perfect

The past perfect tense does not change

Direct Speech	Indirect Speech
My mom had been kind	She said that her mom had always been kind
My brother had worked hard	He said that his brother had worked hard
He has played very well	He said that he had played very well
My family had always helped	She said that her family had always helped

Reported Speech and the Future Continuous

Will and *won't* in direct speech change to *would* and *wouldn't*

Direct Speech	Reported Speech
I'll be using the car next Friday	She said that she would be using the car next Friday
I will be going home	He said that he would be going home
I will be working in Norway	He said that he would be working in Norway
I will be doing exercises	He said that he would be doing exercises

Reported Speech and '*Can*' and '*can't*'

'*Can*' and '*can't*' in direct speech change to '*could*' and '*couldn't*'

Direct Speech	Indirect Speech
<i>My mom can't remember her name</i>	She said that her mom couldn't remember his name
My brother can play soccer well	He said that his brother could play soccer well
My family can help you a lot	She said that her family could help me a lot
My mom can lend me money	She said that she could lend me money

Reported Speech and '*Will*' and '*won't*'

'*Will*' and '*won't*' in direct speech change to '*would*' and '*wouldn't*'

Direct Speech	Reported Speech
<i>My mom won't go to my wedding</i>	She said that her mom wouldn't go to her wedding
My brother won't be in my team	He said that his brother wouldn't be in her team
My family will help me with some money	She said that her family would help her with some money
She will travel to Europe	She said that she would travel to Europe

Reported Speech and Could and couldn't

Could and couldn't doesn't change

Direct Speech	Reported Speech
<i>My mom</i> could go to the wedding	She said that her mom could go to the wedding
My brother could be in your team	He said that his brother could be in your team
My family could help me out	She said that her family could help me out

Examples

1. **Direct** She says, "I am ill."
Indirect She says that she is ill.
2. **Direct** "I will study", Mary said.
Indirect "I will study", said Mary.
3. **Direct** She said; "The exam is difficult."
Indirect She said the test was difficult.
4. **Direct** I bought a car.
Indirect He said he bought a car.
5. **Direct** My parents are very well.
Indirect Alex said that his parents were very well.
6. **Direct** Please don't be late.
Indirect He asked their not to be late.
7. **Direct** I'm living in Texas now.
Indirect Her father said that he was living in London now.
8. **Direct** I am living in Paris.
Indirect He said that he was living in Paris.
9. **Direct** My mother isn't very well.
Indirect She said that her mother wasn't very well.
- 10, **Direct** I need help with my work.

Thank you