

Active Voice:

When a verb form shows that the subject has done something. The sentence begins with the subject:

Paul wrote a letter.

Sub. V Obj

Passive Voice:

When a verb form shows that something has been done to the subject- the sentence begins with the object:

A letter was written by Paul.

Obj. V Sub.

Passive Voice = Be (correct tense+form) + PP

Active Tense	Passive Form
Simple Present	am / is / are + past participle
Present Continuous	am / is / are + being + p.p
Present Perfect	have / has + been + p.p
Simple Past.	was / were + p.p
Past Continuous	was / were + being + p.p
Past Perfect	had + been + p.p
Future 1	will +be + p.p
Future 2	is / are going to be + p.p
Modals	can / could / must / would / shall / should + be + p.p

Examples

- | | |
|---------------------------------------|--|
| 1- Tom catches a fish. | *A fish is caught by Tom. |
| 2- Ted is repairing the car. | *The car is being repaired by Ted. |
| 3- Mona has posted the letter. | *The letter has been posted by Mona. |
| 4- Jack bought a new car. | *A new car was bought by Jack. |
| 5- Mary was cooking a nice meal. | *A nice meal was being cooked by Mary. |
| 6- Mike had paid all the bills. | *All the bills had been paid by Mike. |
| 7- The doctor will cure the patients. | *The patients will be cured by the doctor. |
| 8- You must achieve this job today. | *This job must be achieved today. |