



Active and Passive Voice

1. Concept Introduction

- **Active Voice:** The subject performs the action.
↳ *Example:* "The teacher explains the lesson."
- **Passive Voice:** The subject receives the action.
↳ *Example:* "The lesson is explained by the teacher."



Voice	Formula	Example
Active	Subject + Verb + Object	The chef cooked the meal.
Passive	Object + be + past participle + (by Subject)	The meal was cooked by the chef.



2. When to Use Passive Voice

- When the **doer** of the action is **unknown or unimportant**.
↳ *Example:* "The window was broken."
- When focusing on the **action or the receiver** rather than the doer.
↳ *Example:* "A new law has been passed."

Tense	Active Voice Formula	Passive Voice Formula	Example (Active → Passive)
Simple Present	Subject + V ₁ + Object	Object + is/am/are + V ₃ + (by + Subject)	He writes a letter. → A letter is written by him.
Present Continuous	Subject + is/am/are + V ₁ -ing + Object	Object + is/am/are + being + V ₃ + (by + Subject)	He is writing a letter. → A letter is being written by him.
Present Perfect	Subject + has/have + V ₃ + Object	Object + has/have + been + V ₃ + (by + Subject)	He has written a letter. → A letter has been written by him.
Simple Past	Subject + V ₂ + Object	Object + was/were + V ₃ + (by + Subject)	He wrote a letter. → A letter was written by him.
Past Continuous	Subject + was/were + V ₁ -ing + Object	Object + was/were + being + V ₃ + (by + Subject)	He was writing a letter. → A letter was being written by him.
Past Perfect	Subject + had + V ₃ + Object	Object + had + been + V ₃ + (by + Subject)	He had written a letter. → A letter had been written by him.
Simple Future	Subject + will/shall + V ₁ + Object	Object + will/shall + be + V ₃ + (by + Subject)	He will write a letter. → A letter will be written by him.
Future Perfect	Subject + will/shall + have + V ₃ + Object	Object + will/shall + have been + V ₃ + (by + Subject)	He will have written a letter. → A letter will have been written by him.
Modal Verbs (can, may, must, should, etc.)	Subject + Modal + V ₁ + Object	Object + Modal + be + V ₃ + (by + Subject)	He can write a letter. → A letter can be written by him.

3. Classroom Practice

- **Activity:** Change the following active sentences to passive:
- The company launched a new product.
- They are building a bridge.
- The police arrested the thief.
- She will finish the report tomorrow.