

Passive Voice

You should learn and understand the following terms before learning Passive Voice construction.

1. Subject

The subject is the person, thing, or idea that performs the action of the verb or is described in the sentence.

Examples:

- The cat sleeps on the couch.
- John is reading a book.

2. Object

The object is the person, thing, or idea that receives the action of the verb in a sentence.

Examples:

- She read the book.
- He wrote a letter.

3. Indirect Object

The indirect object is the recipient of the direct object. It tells to whom or for whom the action is done.

Examples:

- She gave him the book. (*“Him” is the indirect object, and “the book” is the direct object.*)
- The teacher showed the students the answer.

4. Subjective Pronouns

Subjective pronouns are pronouns that act as the subject of a sentence.

Examples:

- **I, we, you, he, she, it, they**
- He is a good singer.
- We went to the park.

5. Objective Pronouns

Objective pronouns are pronouns that act as the object of a verb or preposition.

Examples:

- **me, us, you, him, her, it, them**
- The teacher praised her.
- John invited them to the party.

6. Complement

A complement is a word or group of words that completes the meaning of a subject or a verb. It can be a subject complement or an object complement.

Subject Complement: Renames or describes the subject.

Example: She is a doctor.

Object Complement: Renames or describes the object.

Example: They named the puppy Max.

7. Predicate

The predicate is the part of the sentence that tells what the subject does or what happens to the subject. It includes the verb and all its complements and modifiers.

Examples:

- The dog barked loudly.
- She is studying for her exams.

8. Main Verb

The main verb is the principal action or state-of-being word in the predicate. It expresses the primary action or condition.

Examples:

- She runs every morning.
- They built a new house.

9. Auxiliary Verbs

Auxiliary verbs (or helping verbs) are used with a main verb to form verb tenses, moods, and voices. Common auxiliary verbs include be, have, and do.

Examples:

She is studying. (*"Is" helps the main verb "studying" in the present continuous tense.*)

They have completed their homework. (*"Have" helps the main verb "completed" in the present perfect tense.*)

10. Modal Auxiliary Verbs

Modal auxiliary verbs are a type of auxiliary verb that expresses necessity, possibility, ability, permission, or obligation. Common modals include can, could, may, might, must, shall, should, will, would.

Examples:

- She can swim. (*Expressing ability*)
- You must wear a seatbelt. (*Expressing necessity*)
- They might come to the party. (*Expressing possibility*)

Term	Definition	Example
Subject	Who or what performs the action.	The cat sleeps on the couch.
Object	Who or what receives the action.	She read the book .
Indirect Object	Who or what receives the direct object.	She gave him the book.
Subjective Pronouns	Pronouns as the subject of the sentence.	He is reading a book.
Objective Pronouns	Pronouns as the object of a verb/preposition.	The teacher praised her .
Complement	Completes the meaning of the subject or verb.	She is a teacher .
Predicate	What the subject does or what happens to it.	The dog barked loudly .
Main Verb	Principal action/state-of-being word.	She runs every day.
Auxiliary Verbs	Helping verbs for tense, mood, or voice.	She is studying.
Modal Auxiliary Verbs	Express necessity, possibility, ability, etc.	She can swim.

What is the Passive Voice?

The passive voice is used when the focus is on the action or the object of the action rather than on the subject performing the action. The object, which is the recipient of the action, replaces the subject's position in a passive voice sentence.

Passive Voice Structures			
Tense	Structure	Active Sentence	Passive Sentence
Present Simple	is/am/are + past participle	She writes a letter.	A letter is written by her.
Past Simple	was/were + past participle	He painted the house.	The house was painted by him.
Future Simple	will be + past participle	They will deliver the package.	The package will be delivered by them.
Present Continuous	is/am/are + being + past participle	She is washing the dishes.	The dishes are being washed by her.
Past Continuous	was/were + being + past participle	He was reading the book.	The book was being read by him.
Present Perfect	has/have + been + past participle	She has completed the project.	The project has been completed by her.
Past Perfect	had + been + past participle	They had repaired the car.	The car had been repaired by them.
Future Perfect	will have been + past participle	He will have finished the work.	The work will have been finished by him.

Activity 1: Multiple-Choice

1. The cake _____ (make) by the baker every morning.

- a) is made
- b) made
- c) was made
- d) will be made

2. The homework _____ (submit) before the deadline yesterday.

- a) is submitted
- b) was submitted
- c) will be submitted
- d) submits

3. This book _____ (write) by J.K. Rowling.

- a) writes
- b) is writing
- c) was written
- d) is written

4. The house _____ (clean) tomorrow by the cleaning team.

- a) is cleaned
- b) will be cleaned
- c) cleaned
- d) was cleaned

5. The song _____ (perform) at the concert last night.

- a) is performed
- b) performed
- c) was performed
- d) performs

6. The documents _____ (send) by email every Friday.

- a) sent
- b) are sent
- c) is sent
- d) will be sent

7. A new bridge _____ (construct) in the city next year.

- a) will construct
- b) is constructed
- c) will be constructed
- d) constructed

8. The old building _____ (demolish) last month.

- a) demolished
- b) is demolished
- c) was demolished
- d) demolishes

9. The meeting _____ (postpone) twice already this week.

- a) has postponed
- b) has been postponed
- c) is postponed
- d) was postponed

10. The injured player _____ (take) to the hospital immediately.

- a) took
- b) is taken
- c) was taken
- d) will be taken

11. The mail _____ (deliver) on time every day.

- a) is delivered
- b) was delivered
- c) delivered
- d) will deliver

12. A decision _____ (make) before the end of the month.

- a) will make
- b) is made
- c) will be made
- d) makes

13. The final report _____ (submit) by next week.

- a) is submitted
- b) will have been submitted
- c) submits
- d) is submitting

14. The walls _____ (paint) while we were on vacation.

- a) are painted
- b) were painted
- c) painted
- d) will be painted

15. This task _____ (finish) by 5 p.m. today.

- a) will have been finished
- b) is finished
- c) finished
- d) will finish

Activity 2: Cloze Test

Complete the text by filling in the blanks with the appropriate passive voice forms.

Job hunting can be a stressful process, but certain strategies can help you find success. First, a professional resume _____ (prepare) carefully, highlighting your skills and experience. Next, job openings _____ (search) on reputable websites or through networking events. Applications _____ (submit) online, but follow-ups are essential to show your interest. Interviews _____ (schedule) by employers to assess candidates. During the interview, your qualifications and abilities _____ (evaluate). If selected, a formal offer _____ (give) to you, which should _____ (review) thoroughly before acceptance. Keep in mind that references _____ (check) by most employers. Remember, patience and persistence _____ (require) in this process. By staying organized, you ensure that every opportunity _____ (consider) carefully. Finally, your efforts _____ (reward) when you secure a position that matches your goals.

Passive Voice with Modal Verbs

When using modal auxiliary verbs (can, should, must, might, etc.), the passive voice expresses the possibility, necessity, or obligation of an action being performed on the subject.

Passive Voice Structures with Modal Verbs

Tense	Structure	Active Sentence	Passive Sentence
Present	modal + be + past participle	They can solve the problem.	The problem can be solved.
Past	modal + have been + past participle	He should have delivered the package.	The package should have been delivered.
Future	modal + be + past participle	We will finish the project soon.	The project will be finished soon.

Examples of Modal Verbs in Passive Voice

Active: She can write a letter.

Passive: A letter can be written by her.

Active: They might repair the road.

Passive: The road might be repaired.

Active: The company should provide training.

Passive: Training should be provided by the company.

Active: He must submit the report today.

Passive: The report must be submitted today.

Activity 3: Multiple-Choice

1. The cake _____ (bake) before the guests arrive.

- a) must be baked
- b) must bake
- c) should bake
- d) must have been baked

2. The instructions _____ (follow) by all employees.

- a) can be followed
- b) can follow
- c) will follow
- d) can have followed

3. The report _____ (submit) tomorrow.

- a) might submit
- b) might be submitted
- c) will submit
- d) might have been submitted

4. This task _____ (complete) on time by the team.

- a) can be completed
- b) can complete
- c) will have been completed
- d) must have completed

5. The package _____ (deliver) this afternoon.

- a) should have delivered
- b) must deliver
- c) should be delivered
- d) can deliver

6. The document _____ (sign) by the manager.

- a) will sign
- b) might sign
- c) should be signed
- d) must have been signed

7. The issue _____ (address) immediately.

- a) can be addressed
- b) can address
- c) could address
- d) might address

8. This rule _____ (apply) to all staff.

- a) must apply
- b) must be applied
- c) can apply
- d) might have applied

9. The problem _____ (discuss) in the meeting.

- a) might be discussed
- b) can discuss
- c) should discuss
- d) will discuss

10. The deadline _____ (extend) if necessary.

- a) can extend
- b) must extend
- c) can be extended
- d) might extend

11. The decision _____ (review) before implementation.

- a) should review
- b) should be reviewed
- c) might review
- d) will review

12. The work _____ (inspect) before payment is made.

- a) might inspect
- b) must inspect
- c) should be inspected
- d) must have inspected

13. The error _____ (correct) immediately.

- a) can be corrected
- b) can correct
- c) should correct
- d) might correct

14. The equipment _____ (repair) by next week.

- a) must repair
- b) should repair
- c) can repair
- d) must be repaired

15. The rules _____ (follow) for safety reasons.

- a) might be followed
- b) must follow
- c) should follow
- d) can follow

Activity 4: Cloze Test

Complete the text by filling in the blanks with the appropriate passive voice forms using modal verbs.

Health and safety are critical in any workplace. First, safety guidelines _____ (must/follow) by all employees to reduce risks. Protective equipment _____ (should/provide) to workers handling hazardous materials. Emergency exits _____ (can/block) under any circumstances. Training sessions _____ (might/organise) regularly to educate staff about potential dangers. If an accident occurs, first aid _____ (must/administer) immediately. Any safety violations _____ (can/report) to the management anonymously. Fire drills _____ (should/hold) at least once a month. Hazardous materials _____ (must/store) securely to prevent spills or leaks. Warning signs _____ (can/display) in high-risk areas. Health inspections _____ (might/conduct) periodically to ensure compliance. Proper procedures _____ (must/follow) when disposing of waste. Safety protocols _____ (should/review) frequently to ensure they remain effective. Workplace injuries _____ (might/cover) by insurance policies. Staff _____ (must/alert) immediately if they notice unsafe conditions. By implementing these measures, a safe and healthy environment _____ (can/maintain) for everyone.