

Active & Passive Voice

Use of Passive:

- Passive voice is used when the focus is on the action. It is not important or not known, however, who or what is performing the action.
- Sometimes a statement in passive is more polite than active voice

Form of Passive :

Subject (the Object in active) + the form of the verb is the appropriate form of to be (the tense of the active voice main verb) + Past Participle + Object (the Subject in active).

When rewriting active sentences in passive voice, note the following:

- the object of the active sentence becomes the subject of the passive sentence
- the subject of the active sentence becomes the object of the passive sentence (or is dropped)

Examples;

Simple Present: Rita writes a letter.

- A letter **is written** by Rita. (to be in the present + pp of verb write)

Simple Past: Rita wrote a letter.

- A letter **was written** by Rita.

Present Perfect: Rita **has written** a letter.

- A letter **has been written** by Rita.

Future simple: Rita **will write** a letter

A letter **will be written** by Rita

Modals: Rita **can write** a letter.

- A **letter can be written** by Rita.

Present Progressive (Continuous): Rita **is writing** a letter.

- A letter **is being written** by Rita.

Past Progressive (Continuous): Rita **was writing** a letter

- A letter **was being written** by Rita.

Past Perfect: Rita **had written** a letter.

I- A letter **had been written** by Rita.

Future perfect: Rita **will have written** a letter

- A letter **will have been written** by Rita.

Conditional simple: Rita **would write** a letter.

- A letter **would be written** by Rita.

Conditional perfect: Rita **would have written** a letter

- A letter **would have been written** by Rita

. Pronouns

- | | |
|--------|--------|
| - I | - Me |
| - She | - Her |
| - He | - His |
| - It | - It |
| - You | - You |
| - We | - Us |
| - They | - Them |

Exercise:

Change the form of the following sentences from active to passive

- 1) I saw two armed men in front of the jewellery shop.
- 2) The reporter is announcing the results on the radio right now.
- 3) Emma had done the housework before the guests arrived .
- 4) The doctor was treating the patient when the ambulance arrived .
- 5) The teacher had announced the results to the students
- 6) Tom will have calculate the cost before the end of the day .
- 7) The ambulance will take the patient to the nearest hospital.
- 8) We can mend the machine.
- 9) Did sue draw the circle?
- 10) Could you feed the dog ?

Exercise :

Change the following sentences into the active voice

- 1) The statue is being visited by hundreds tourists every year.
- 2) These books had been left in the classroom by careless student.
- 3) Coffe is raised in many parts of Hawaii by plantation workers.
- 4) A women was being carried downstairs by a very strong firefighter.
- 5) Have you seen the new movie that was directed by Ron Howard ?
- 6) A great deal of our oil will have been exported to other countries by our govenement
- 7) The streets around the fire had been blocked off by the police.
- 8) The students wereinformed that the class had been cancelled
- 9) George washington was elected in 1978.
- 10) Our turkey was eaten by a dog .

Direct & reported speech

When we report we a statement, we use one of these main verbs: say, tell, announce, declare, order, ask, and wanted to know.

□ Rule one:

When the main verb is in the present tense, the future or present perfect:

We can report without any change of tense

Eg: Paul says: "I am trying to get a taxi."

→ Paul says that he is trying to get taxi.

□ Rule two:

When the main verb is in the past We have to change the tense of the verbs used in the statement.

Tense of the reported	change	Direct speech	Indirect speech
The present simple	Past simple	He said "she likes tennis"	He said that she liked tennis
the present continuous	Past continuous	She said "I am playing music"	She said that he was playing music
Present perfect	Past perfect	She said "she has liked the game"	She said that she had liked the game
Present perfect continuous	Past perfect continuous	He said "he has been writing"	He said that he had been writing
The past simple	Past perfect	They said "she liked the game"	They said that she had liked the game
Past continuous	Past perfect continuous	He said "they were playing football"	He said that they had been playing football
Past perfect	No change	He said "I had liked the game"	He said that he had liked the game
Past perfect continuous	No change	She said "he had been revising"	She said that he had been revising
The future	would	Nora said "they will do it"	Nora said that they would do it.
Conditional	No change	She said "I would be very happy if you came to my party"	She said that she would be very happy if I/we came to her party
Can	Could	She said "I can help you"	She said that she could help me
May	might	She said "my I open the door?"	She asked me if she might open the door
Must / have to	Must / had to	She said "I have to finish the work today"	She said that she had to finish the work today

Time expressions and Demonstrative :

Direct	Indirect
Now	Then
Today	That day
Tonight	That night
Tomorrow	The day after
Yesterday	The day before
Agobefore
Next	The following
Last	The previous
Here	There
This	That
These	Those

Pronouns:

Direct	Indirect
I	I /She /He
We	We /They
My	My /His /Her
Our	Our / Their
Me	Me / him / her
Us	Us / Them

Reporting questions ,commands and requests .

Wh questions	Direct	Indirect
	“what have you done “, he asked her	He asked her what she had done
	The tourist wanted to know ,”where is the bank?”	The tourist wanted to know where the bank was
Auxiliary questions	She asked me ,”do you really love me ?”	She asked me if I really loved here
	“did it rain heavily last summer?” I asked	I asked whether if had rained heavily the previous summer
Imperatives and commands	“do not talk to your mate!” he added	He added not to talk to mY/our mates
	“go out!” the boss shouted at me angrily .	The boss ordred me angrily to go out .

Command and imperatives : reporting verb+ pronouns + verb (infinitive)

functions	Direct speech	Indirect speech
Expressing thanks	Ali told me "thank you for your help "	Ali thanked me for my help /helping him
Expressing apologies	"I am very sorry .I' am late" she said	She apologized for being late.
Giving advise	My doctor said "why don't you eat less and practice sport ?"	My doctor advised me to eat less and (to) practice sport .
Making suggestions	"hi friend! Let's go to the zoo" liza told us	Liza suggested going to the zoo

Exercise :

Turn the following sentences into reported speech

- 1) He said " I am happy" .
- 2) She said "John is absent today".
- 3) "Children are playing in the garden now " he said
- 4) "students were revising at home " he answered
- 5) John declared " I have not finished yet"
- 6) He said "I like this song "
- 7) "where is your sister ?" she asked me
- 8) "say hello to Jim " they said
- 9) "the film began at seven o'clock "he said
- 10) "does she know Robert? He wanted to know
- 11) "I shall finish this book soon";she said
- 12) "when did you leave school ?" ,my friend wanted to know
- 13) "write quickly " ,the teacher ordred his pupils
- 14) "have you been shopping ?" he asked us
- 15) She says" I will get my self a drink "
- 16) "I was painting my room all day" , Ali declared
- 17) "do not park your car near my house " he warned me
- 18) Scientists say "the earth is round "
- 19) Tom said " I want to visit my friends this weekend"
- 20) "she has succeeded in her BAC exam", my neighbor told me