

## ACTIVE AND PASSIVE TENSES CHART

<p><b>SIMPLE PRESENT and SIMPLE PAST</b>                      The active object becomes the passive subject.                      am/is/are + past participle                      was/were + past participle</p>	
<p><b>Active: Simple Present</b>                      The movie <u>fascinates</u> me.                      The movie <u>bores</u> Jack.                      The movie <u>surprises</u> them.</p>	<p><b>Passive: Simple Present</b>                      I <u>am fascinated</u> by the movie.                      Jack <u>is bored</u> by the movie.                      They <u>are surprised</u> by the movie.</p>
<p><b>Active: Simple Past</b>                      The movie <u>bored</u> me.                      The movie <u>fascinated</u> Jack.                      The movie <u>surprised</u> them.</p>	<p><b>Passive: Simple Past</b>                      I <u>was bored</u> by the movie.                      Jack <u>was fascinated</u> by the movie.                      They <u>were surprised</u> by the movie.</p>

<p><b>PRESENT and PAST CONTINUOUS (PROGRESSIVE)</b>                      Passive form:                      am/is/are + being + past participle                      was/were + being + past participle</p>	
<p><b>Active: Present Continuous</b>                      I <u>am helping</u> Shannon.                      June <u>is helping</u> Su and Ling.</p>	<p><b>Passive: Present Continuous</b>                      Shannon <u>is being helped</u> by me.                      Su and Ling <u>are being helped</u> by June.</p>
<p><b>Active: Past Continuous</b>                      I <u>was cleaning</u> the bathroom.                      They <u>were cleaning</u> the bedroom.                      Susan <u>was cleaning</u> the kitchen and patio.</p>	<p><b>Passive: Past Continuous</b>                      The bathroom <u>was being cleaned</u> by me.                      The bedroom <u>was being cleaned</u> by them.                      The kitchen and patio <u>were being cleaned</u> by Susan.</p>

<p><b>PRESENT PERFECT, PAST PERFECT and FUTURE PERFECT</b>                      Passive form:                      have/has been + past participle                      had been + past participle</p>	
<p><b>Active: Present Perfect</b>                      I <u>have mailed</u> the gift.                      Jack <u>has mailed</u> the gifts.</p>	<p><b>Passive: Present Perfect</b>                      The gift <u>has been mailed</u> by me.                      The gifts <u>have been mailed</u> by Jack.</p>

<p><b>Active: Past Perfect</b>  Steven Spielberg <u>had directed</u> the movie.  Penny Marshall <u>had directed</u> those movies.</p>	<p><b>Passive: Past Perfect</b>  The movie <u>had been directed</u> by Steven Spielberg.  The movies <u>had been directed</u> by Penny Marshall.</p>
<p><b>Active: Future Perfect</b>  John <u>will have finished</u> the project next month.  They <u>will have finished</u> the projects before then.</p>	<p><b>Passive: Future Perfect</b>  The project <u>will have been finished</u> by next month.  The projects <u>will have been finished</u> before then.</p>

<p><b>FUTURE TENSES</b>  Passive forms: will + be + past participle  is/are going to be + past participle</p>	
<p><b>Active: Future with WILL</b>  I <u>will mail</u> the gift.  Jack <u>will mail</u> the gifts.</p>	<p><b>Passive: Future with WILL</b>  The gift <u>will be mailed</u> by me.  The gifts <u>will be mailed</u> by Jack.</p>
<p><b>Active: Future with GOING TO</b>  I <u>am going to make</u> the cake.  Sue <u>is going to make</u> two cakes.</p>	<p><b>Passive: Future with GOING TO</b>  The cake <u>is going to be made</u> by me.  Two cakes <u>are going to be made</u> by Sue.</p>

<p><b>PRESENT / FUTURE MODALS</b>  The passive form follows this pattern:  modal + be + past participle</p>	
<p><b>Active: WILL / WON'T (WILL NOT)</b>  Sharon <u>will invite</u> Tom to the party.  Sharon <u>won't invite</u> Jeff to the party.  (Sharon <u>will not invite</u> Jeff to the party.)</p>	<p><b>Passive: WILL / WON'T (WILL NOT)</b>  Tom <u>will be invited</u> to the party by Sharon.  Jeff <u>won't be invited</u> to the party by Sharon.  (Jeff <u>will not be invited</u> to the party by Sharon.)</p>
<p><b>Active: CAN / CAN'T (CAN NOT)</b>  Mai <u>can foretell</u> the future.  Terry <u>can't foretell</u> the future.  (Terry <u>can not foretell</u> the future.)</p>	<p><b>Passive: CAN / CAN'T (CAN NOT)</b>  The future <u>can be foretold</u> by Mai.  The future <u>can't be foretold</u> by Terry.  (The future <u>can not be foretold</u> by</p>

	Terry.)
<p><b>Active: MAY / MAY NOT</b> Her company <u>may give</u> Katya a new office. The lazy students <u>may not do</u> the homework.</p> <p><b>MIGHT / MIGHT NOT</b> Her company <u>might give</u> Katya a new office. The lazy students <u>might not do</u> the homework.</p>	<p><b>Passive: MAY / MAY NOT</b> Katya <u>may be given</u> a new office by her company. The homework <u>may not be done</u> by the lazy students.</p> <p><b>MIGHT / MIGHT NOT</b> Katya <u>might be given</u> a new office by her company. The homework <u>might not be done</u> by the lazy students.</p>
<p><b>Active: SHOULD / SHOULDN'T</b> Students <u>should memorize</u> English verbs. Children <u>shouldn't smoke</u> cigarettes.</p>	<p><b>Passive: SHOULD / SHOULDN'T</b> English verbs <u>should be memorized</u> by students. Cigarettes <u>shouldn't be smoked</u> by children.</p>
<p><b>Active: OUGHT TO</b> Students <u>ought to learn</u> English verbs. (negative <i>ought to</i> is rarely used)</p>	<p><b>Passive: OUGHT TO</b> English verbs <u>ought to be memorized</u> by students.</p>
<p><b>Active: HAD BETTER / HAD BETTER NOT</b> Students <u>had better practice</u> English every day. Children <u>had better not drink</u> whiskey.</p>	<p><b>Passive: HAD BETTER / HAD BETTER NOT</b> English <u>had better be practiced</u> every day by students. Whiskey <u>had better not be drunk</u> by children.</p>
<p><b>Active: MUST / MUST NOT</b> Tourists <u>must apply</u> for a passport to travel abroad. Customers <u>must not use</u> that door.</p>	<p><b>Passive: MUST / MUST NOT</b> A passport to travel abroad <u>must be applied</u> for. That door <u>must not be used</u> by customers.</p>
<p><b>Active: HAS TO / HAVE TO</b> She <u>has to practice</u> English every day. Sara and Miho <u>have to wash</u> the dishes every day.</p> <p><b>DOESN'T HAVE TO/ DON'T HAVE TO</b> Maria <u>doesn't have to clean</u> her bedroom every day.</p>	<p><b>Passive: HAS TO / HAVE TO</b> English <u>has to be practiced</u> every day. The dishes <u>have to be washed</u> by them every day.</p> <p><b>DOESN'T HAVE TO/ DON'T HAVE TO</b> Her bedroom <u>doesn't have to be cleaned</u> every day.</p>

<p>The children <u>don't have to clean</u> their bedrooms every day.</p>	<p>Their bedrooms <u>don't have to be cleaned</u> every day.</p>
<p><b>Active: BE SUPPOSED TO</b>  I <u>am supposed to type</u> the composition.  I <u>am not supposed to copy</u> the stories in the book.  Janet <u>is supposed to clean</u> the living room.  She <u>isn't supposed to eat</u> candy and gum.  They <u>are supposed to make</u> dinner for the family.  They <u>aren't supposed to make</u> dessert.</p>	<p><b>Passive: BE SUPPOSED TO</b>  The composition <u>is supposed to be typed</u> by me.  The stories in the book <u>are not supposed to be copied</u>.  The living room <u>is supposed to be cleaned</u> by Janet.  Candy and gum <u>aren't supposed to be eaten</u> by her.  Dinner for the family <u>is supposed to be made</u> by them.  Dessert <u>isn't supposed to be made</u> by them.</p>

**PAST MODALS**  
The past passive form follows this pattern:  
modal + have been + past participle

<p><b>Active: SHOULD HAVE / SHOULDN'T HAVE</b>  The students <u>should have learned</u> the verbs.  The children <u>shouldn't have broken</u> the window.</p>	<p><b>Passive: SHOULD HAVE / SHOULDN'T HAVE</b>  The verbs <u>should have been learned</u> by the students.  The window <u>shouldn't have been broken</u> by the children.</p>
<p><b>Active: OUGHT TO</b>  Students <u>ought to have learned</u> the verbs.  (negative <i>ought to</i> is rarely used)</p>	<p><b>Passive: OUGHT TO</b>  The verbs <u>ought to have been learned</u> by the students.</p>
<p><b>Active: BE SUPPOSED TO (past time)</b>  I <u>was supposed to type</u> the composition.  I <u>wasn't supposed to copy</u> the story in the book.  Janet <u>was supposed to clean</u> the living room.  She <u>wasn't supposed to eat</u> candy and gum.  Frank and Jane <u>were supposed to</u></p>	<p><b>Passive: BE SUPPOSED TO (past time)</b>  The composition <u>was supposed to be typed</u> by me.  The story in the book <u>wasn't supposed to be copied</u>.  The living room <u>was supposed to be cleaned</u> by Janet.  Candy and gum <u>weren't supposed to be eaten</u> by her.  Dinner <u>was supposed to be made</u></p>

<u>make</u> dinner. They <u>weren't supposed to make</u> dessert.	by them. Dessert <u>wasn't supposed to be made</u> by them.
<b>Active: MAY / MAY NOT</b> That firm <u>may have offered</u> Katya a new job. The students <u>may not have written</u> the paper. <b>MIGHT / MIGHT NOT</b> That firm <u>might have offered</u> Katya a new job. The students <u>might not have written</u> the paper.	<b>Passive: MAY / MAY NOT</b> Katya <u>may have been offered</u> a new job by that firm. The paper <u>may not have been</u> <u>written</u> by the students. <b>MIGHT / MIGHT NOT</b> Katya <u>might have been offered</u> a new job by that firm. The paper <u>might not have been</u> <u>written</u> by the students.

## Active Voice, Passive Voice

1. Active voice
2. Passive voice

The **active voice** is the "normal" voice. This is the voice that we use most of the time. You are probably already familiar with the active voice. In the active voice, the **object** receives the action of the verb:

	subject	verb	object
<b>active</b>		>	
	Cats	eat	fish.

The **passive voice** is less usual. In the passive voice, the **subject** receives the action of the verb:

	subject	verb	object
<b>passive</b>	<		
	Fish	are eaten	by cats.

The **object** of the active verb becomes the **subject** of the passive verb:

	subject	verb	object

<b>active</b>	Everybody	drinks	<b>water.</b>
<b>passive</b>	<b>Water</b>	is drunk	by everybody.

### Passive Voice Exercise:

Egad! Some grammatical vandal has converted E. B. White's active voice sentences into passive voice structure. Rescue his writing! Convert the passage to active voice, and compare the two.

#### Exercise A:

*One summer, along about 1904, a camp was rented by my father on a lake in Maine, and we were taken there for the month of August. Ringworm was gotten from some kittens, and Pond's Extract had to be rubbed on our arms and legs night and morning, and a canoe was rolled over in by my father with all his clothes on; outside of that the vacation was thought to be a success, and from then on it was thought that there was no place like that lake in Maine. It was returned to summer after summer--always on the first of August for one month. Since then a saltwater man has been made out of me, but sometimes in summer I am made to wish for the placidity of a lake in the woods by the restlessness of the tides and the fearful cold of the sea water in the afternoon and evening, which is blown across by the incessant wind. A few weeks ago this feeling was experienced by me so strongly that a couple of bass hooks and a spinner were bought and the lake that used to be visited by us was returned to by me for a week's fishing to be done and for old haunts to be revisited.*

--adapted from "Once More to the Lake," by E. B. White.