

Passive Voice

- **Tenses**
- **Passive infinitives**
- **Passive Gerunds**

In this presentation

- What is the Passive Voice?
- How to form it?
- When to use it?

What is the Passive Voice?

Active Voice

In an active sentence, the subject performs the action.

e.g. The chef cooks the meal.

Passive Voice

In a passive sentence, the focus shifts to the action itself or the object receiving the action. The subject is either less important or omitted.

e.g. The meal is cooked by the chef.

How to use Passive Voice

- The **doer** of the action is **unknown or unimportant**:
e.g. The window was broken.
- The focus is on the **action itself**:
e.g. A new policy has been implemented.
- You want to be **formal or impersonal**:
e.g. Mistakes were made.
e.g. All complaint will be taken seriously.

How to form Passive Voice

to be + Past Participle

e.g. *The essay **is written**.*

e.g. *The essays **were written** yesterday.*

e.g. *The essay **will be written**.*

How to form Passive Voice

Tense	Active Voice	Passive Voice
Present Simple	They complete the project.	The project is completed.
Present Continuous	They are completing the project.	The project is being completed.
Past Simple	They completed the project.	The project was completed.
Present Perfect	They have completed the project.	The project has been completed.
Future Simple	They will complete the project.	The project will be completed.
Modal Verbs	They must complete the project.	The project must be completed.

Passive Infinitives

We use a passive infinitive form:

1) after modal verbs

e.g. *The documents **might be lost** if you don't check them carefully.*

e.g. *The problem **should be solved** before the meeting.*

2) after verbs that are followed by the infinitive
(e.g. need, want, hope).

e.g. *I want the report **to be completed** by Friday.*

e.g. *They expect the project **to be approved** soon.*

Passive Infinitives

The passive infinitive can also act as the
subject:

*e.g. **To be chosen** for the award is a great honour.*

*e.g. **To be told** the truth was a relief.*

*e.g. **To be offered** a promotion motivates employees.*

Perfect Passive Infinitives

When we want to refer to the past, or a completed action,
we use a perfect infinitive:

have been + past participle

*e.g. The email should **have been sent** yesterday – now it's too late.*

*e.g. The painting could **have been stolen** during the power cut.*

*e.g. The book is said **to have been translated** into 47 languages.*

Passive -ing forms

We use a passive -ing form (being + past participle)

1) after verbs which are followed by a gerund (e.g. avoid, keep, enjoy)

e.g. She **enjoys being praised** for her work.

e.g. He **hates being interrupted** during meetings.

e.g. I **don't mind being asked** difficult questions.

2) after prepositions

e.g. She is tired **of being criticized** all the time.

e.g. He left the room **without being noticed**.

e.g. We're looking forward **to being introduced** to the new boss.

Passive -ing forms

The passive -ing form can also act as the **subject**:

*e.g. **Being overcharged** at restaurants is really frustrating.*

*e.g. **Being excluded** from the group made her sad.*

*e.g. **Being invited** to a fashion show is exciting.*

*e.g. **Being misunderstood** is one of the worst feelings.*

Passive Perfect -ing forms

When we want to refer to the past, we use a perfect gerund (-ing form):

having been + past participle

e.g. He denied having been bribed by the company.

e.g. After having been warned several times, he still ignored the rules.

e.g. Having been promoted twice already, she felt ready for more responsibility.

(= As subject: Promotions completed before the feeling.)

Passive Voice

to be + Past Participle

- Passive Voice appears in various tenses
- Passive forms also include:
 - the simple passive infinitive (to be + past participle)
 - the perfect passive infinitive (to have been + past participle)
 - the simple passive gerund (being + past participle)
 - the perfect passive gerund (having been + past participle)