

## I. ACTIVE VOICE IN ALL THE TENSES

TENSES	SIMPLE	CONTINUOUS
Present	<i>I do it.</i>	<i>I am doing it.</i>
Present Perfect	<i>I have done it.</i>	<i>I have been doing it.</i>
Past	<i>I did it.</i>	<i>I was doing it.</i>
Past Perfect	<i>I had done it.</i>	<i>I had been doing it.</i>
Future	<i>I will do it.</i>	<i>I will be doing it.</i>
Future Perfect	<i>I will have done it.</i>	<i>I will have been doing it.</i>

Modals	<i>I can do it.</i>	<i>I can be doing it.</i>
Infinitive	<i>I need to do it.</i>	<i>I need to be doing it.</i>
Gerund (-ing form)	<i>I like waking up early.</i>	

Example sentences:

*I just want to be more informed about what exactly I **need to be doing**.*

*By this time, students **will have been working** on their first assignment for several days.*

*He recalled that seven days before he **had been doing** some boxing practice.*

## II. PASSIVE VOICE IN ALL THE TENSES

TENSES	SIMPLE	CONTINUOUS
Present	<i>It is done.</i>	<i>It is being done.</i>
Present Perfect	<i>It has been done.</i>	<b>NOT USED</b> ( <i>It has been being done.</i> )
Past	<i>It was done.</i>	<i>It was being done.</i>
Past Perfect	<i>It had been done.</i>	<b>NOT USED</b> ( <i>It had been being done.</i> )
Future	<i>It will be done.</i>	<b>NOT USED</b> ( <i>It will be being done.</i> )
Future Perfect	<i>It will have been done.</i>	<b>NOT USED</b> ( <i>It will have been being done.</i> )

Modals	<i>It can be done.</i>
Infinitive	<i>It needs to be done.</i>
Gerund (-ing form)	<i>I like being woken up early.</i>

Example sentences:

*In his address, the president claimed that “a total of 98 new schools **will have been built** by the end of March”.*

*I'm looking for someone who is romantic and who likes **being taken** care of.*

*Our room **was just being cleaned** when we arrived at the 3pm check- in time and we had to wait for it to be ready.*

## III. PASSIVE VOICE RULES

### • Complete the rules about the passive voice.

Form of the passive:

The passive voice is formed by BE + **past participle**. BE takes the form of the original active **verb**. The object becomes the **subject**.

Reasons to use the passive:

- when the agent (doer) is well-known or is not **important**.
- to focus the attention on the receiver or **result** of an action.
- to hide the **identity** of the agent (doer) – being tactful or evasive.
- to retain the same grammatical **subject**.

*Oranges are grown in California.*

*Six people were killed by a tornado.*

*She was given bad advice. An error was made in the report*

*Michael was wrong because he was given no authority to make such a decision.*

## TEST YOUR KNOWLEDGE OF THE PASSIVE VOICE

• *Rewrite the sentences in the passive.*

1. Someone offered her a second-hand bicycle.

**She was offered a second-hand bicycle. A second-hand bicycle was offered (to) her.**

2. Children often look up to strict teachers.

**Strict teacher are often looked up to by children.**

3. People have come to recognize him as one of the best surgeons in the country.

**He has come to be recognized as one of the best surgeons in the country.**

• *Use the verbs in brackets to complete the sentences.*

4. When I woke up in hospital, I **remembered being bitten** by the snake but nothing after that. (*remember-bite*)

5. Helen **was kept waiting** for over three hours when she went for her dental appointment. (*keep-wait*).

6. She phoned the police and **reported being attacked** outside her home. (*report-attack*)

7. We **were asked to show** our passports at the border. (*ask-show*)

• *Which of the verbs can complete the sentence? Underline one or both.*

8. It has been **decided**/*suggested* to appoint Dr. Smith as head of the clinic.

9. It is **assumed**/*thought* that another Moon landing will take place next year.

10. It has been **discovered**/*said* how spiders are able to travel across the sea.

• *Correct the mistakes in the following sentences.*

11.

A: The new hotel was opened **by** a TV star. Do you remember?

B: Oh yes, that's right. Someone from that Saturday soap opera, wasn't it?

12.

A: A lot of new buildings **have been** built since then.

B: Yes, the Barton Hotel, for example.

13.

A: Why can't I use the computer?

B: Well, because it is **being** repaired now.

14.

A: What did you do in Prague?

B: Well, **we were given** a guided tour of the city.