PDF 1 - Why do we use the Passive?



PASSIVE VOICE (ALL FORMS)

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1. Why do we use the Passive?

We use the passive when:

- We don't know who did the action
- The action is more important than the person
- We want to sound more formal or objective

Basic form:

be + past participle

2. Passive in different tenses

Tense	Active	Passive
Present Simple	They clean the office every day.	The office is cleaned every day.
Present Continuous	They are cleaning the office.	The office is being cleaned.
Past Simple	They cleaned the office yesterday.	The office was cleaned yesterday.
Past Continuous	They were cleaning the office.	The office was being cleaned.
Present Perfect	They have cleaned the office.	The office has been cleaned.
Past Perfect	They had cleaned the office.	The office had been cleaned.
Future (will)	They will clean the office.	The office will be cleaned.
Modal (can/must etc.)	They can clean the office.	The office can be cleaned.

3. Quick Check – Choose the correct passive form

1. The new shopping centre _____ (build) at the moment.
   a) is built b) is being built c) has been built
2. The documents _____ (send) to the client yesterday.
   a) are sent b) were sent c) have been sent
3. English _____ (speak) in many countries.
   a) is spoken b) is being spoken c) was spoken
4. The problem _____ (solve) by next Friday.
   a) will solve b) will be solved c) is solved
5. This room _____ (not clean) for weeks.
   a) hasn't cleaned b) hasn't been cleaned c) wasn't cleaned

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Answer Key

3. Quick Check

1. b) is being built
2. b) were sent
3. a) is spoken
4. b) will be solved
5. b) hasn’t been cleaned

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