

Mastering the Passive Voice: A Beginner's Guide

ACTIVE VS. PASSIVE: WHAT'S THE DIFFERENCE?



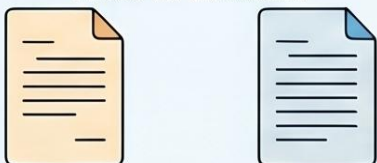
ACTIVE
(Focus on Doer)

Ram wrote a letter.

The subject (Ram) is performing the action directly.

PASSIVE

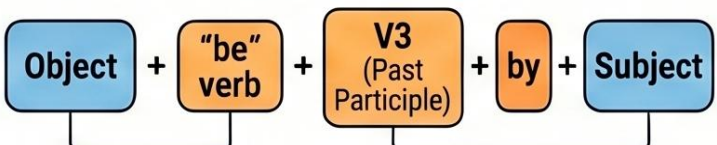
(Focus on Action/Object)
Focus on the Action



A letter was written by Ram.

Here, the focus shifts to the object (the letter) being acted upon.

THE PASSIVE VOICE FORMULA



THE "BE" VERBS

Depending on the tense:
am, is, are, was, or were



THE V3 FORM.

Always use the past participle form (e.g., written, cleaned, built)



TENSE-WISE TRANSFORMATIONS

Present Simple



She **cleans** the room

The room **is cleaned** by her.



Past Simple



They **built** a house

A house **was built** by them.



Present Continuous



He **is writing** a letter

A letter **is being written** by him.



QUICK REFERENCE: "BE" VERB ACROSS TENSES

Tense	Passive Structure	Example
Present Simple	am/is/are + V3	The work is done.
Past Simple	was/were + V3	The work was done.
Present Continuous	am/is/are being + V3	The work is being done.
Past Continuous	was/were being + V3	The work was being done.
Present Perfect	has/have been + V3	The work has been done.
Future	will be + V3	The work will be done.

WHEN SHOULD YOU USE IT?



THE DOER IS UNKNOWN

Use passive when you don't know who did it, e.g., "My phone was stolen."



THE DOER IS NOT IMPORTANT

Use passive when the action matters more than the person, e.g., "The road was repaired."



FORMAL OR OFFICIAL LANGUAGE

Use passive for professional contexts, e.g., "The meeting was conducted."



FOCUS ON THE RESULT

Use passive to highlight the end goal, e.g., "The work has been completed."