**Present Participle – Only for Active Voice**

* To replace a time clause (When, while, after, etc.+ subject +verb)

**Looking** through the things in my boxes, I came across some old photographs.

(= While I was looking…)

* To replace a clause of reason (because, as, since, + subject + verb).

**Feeling** extremely tired, I decided to rest under a tree. (= Because I felt…)

* To replace a relative clause in the Active voice.

The girl **talking** to Jim is my sister. (= …who is talking…)

**Past participle – Only for Passive Voice**

* Instead of a subject + verb in the Passive voice

**Shocked** by tragedy, they didn’t know what to say. (= They were shocked …)

* To replace a relative clause in the Passive voice

Clothes **made** in France and Italy are very elegant. (= Clothes which are made…)

* To replace If – clause in a conditional sentence with Passive voice

**Stored** in the fridge, the pudding will keep for up to one week. (= If it is stored in the fridge…)

**Perfect Participle – Only for Past tenses**

* Is used for an action that happened before another one
* Active voice: Having + past participle

**Having finished** studying, Ted went out.

The sun having risen, we set out on out journey.

* Passive voice: Having been + past participle

**Having been** damaged in the accident, the car wouldn’t start.

