Passive voice

Professional Communication – 2TIN



Passive voice

- I drank two cups of coffee
 - Active voice
- Two cups of coffee were drunk
 - Passive voice

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The passive voice

Passive: talk about an **action** rather than the person that does the action.

- It doesn't matter who performs the action
 - The votes will be counted at the end of the meeting.
- Everybody knows who performs the action (not new/relevant information)
 - Here's your skirt. It has been dry-cleaned.
- We don't know or don't want to say who does the action.
 - My bicycle has been stolen!
- We want to talk about feelings or beliefs.
 - The building is believed to date from the thirteenth century.
- We want to be polite or we are in a formal situation / we want to avoid assigning blame.
 - Have the reports been typed yet?
 - Our invoice of March 2015 has not been paid.

Common uses of the passive

- News reports
 - Three men have been arrested by the police.
- · Academic and scientific writing
 - The crystals were heated to a temperature of 150°.
- Instructions and rules
 - The doors are locked at 10.30 p.m.
- · Describing methods, ways of working
 - The employees are paid monthly by cheque

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The passive voice



- The shirt has been dry-cleaned by zombies.
- The building is believed *by zombies* to date from the thirteenth century.
- Have the reports been typed by zombies yet?
- The votes will be counted by zombies at the end of the meeting.

The passive voice

- Formation
- A form of to be + past participle.

Active voice	Passive voice
They import all the clothes from China.	The clothes <u>are</u> imported from China.
Somebody <u>is washing</u> my jeans.	My jeans <u>are being</u> washed.
I <u>haven't ironed</u> your shirt yet.	Your shirt hasn't been ironed yet.
They will post the results tomorrow.	The results <u>will be</u> posted tomorrow.
I hate people shouting at me.	I hate being shouted at.

• Verb tense in active voice = tense of *to be* in passive voice!



The passive voice

• The <u>object</u> in the active sentence becomes the *subject* in the passive version!

Active voice	Passive voice
My mother knitted that jumper.	That jumper was knitted by my mother.
We need to repair your shoes.	Your shoes need to be repaired.
We must destroy the ring in the fires of Mount Doom.	The ring must be destroyed in the fires of Mount Doom.



Forms of the verb

Verb form	Construction	example
Present simple (I work)	Am/is/are + PP	How is this word pronounced?
Present continuous (I'm working)	Am/are/is being + PP	The house is being redecorated
Present perfect simple (I have worked)	Has/have been + PP	He's just been sacked!
Past simple (I worked)	Was/were + PP	All his credit cards were stolen last week.
Past continuous (I was working)	Was/were being + PP	He was being treated for depression when he won the lottery
Past perfect simple (I had worked)	Had been + PP	The vegetables had been cooked for far too long, but we had to eat them.

Forms of the verb

Verb form	Construction	example
Future simple (I will work)	Will be + PP	The house contents will be auctioned a week on Saturday.
Future perfect simple (I will have worked)	Will have been + PP	There's no point in hurrying. It will all have been eaten by now.
Infinitive (to work)	(To) be + PP	Exams have to be taken almost every year you are at school.



The passive voice

Passive voice with modal verbs!!

- Active voice: You must wash silk by hand.
 - Passive voice: Silk must be washed by hand.
- Active voice: She could not have washed it yet.
 - Passive voice: It could not have been washed yet.
- Active voice: You may have left the cake in the oven for too long.
 - Passive voice: The cake may have been left in the oven for too long.

Passive voice of a modal verb: <u>modal verb (+ not) + to be + past participle of</u> main verb.



The passive voice

In English, the both the *direct* and the <u>indirect</u> object from the active sentence can become the subject of the passive version. In some cases, this means there are two possible passive options.

Active voice	Passive voice
They asked me to take my shoes off.	I was asked to take my shoes off.
The judges gave <u>Amanda</u> first prize.	✓ Amanda was given first prize.✓ First prize was given to Amanda.
Their aunt gave the children a new kitten.	✓ The children were given a new kitten.✓ A new kitten was given to the children.

Two options: often with verbs like give, offer, buy, ...



Passive reporting verbs

- To talk about general feelings or beliefs
 - His company is thought to be worth almost three billion dollars.
- When we don't know (or we don't want to say) who made the statement originally
 - It was suggested that the factory should be closed.



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Passive reporting verbs

- Reporting verbs: believe, consider, expect, know, report, understand, say, state and think
- Two patterns:
 - It + passive verb + that clause
 - It is said that Ralph Lauren is the world's richest fashion designer
 - Subject + passive reporting verb + to + infinitive
 - The American team is expected to win.
- To talk about the past, we use the perfect infinitive:
 - The Romans are said to have built the town.

Passive reporting verbs

Supposed to, meant to

- Sth that was arranged or expected but didn't happen
 - He was supposed to phone me yesterday.
- We also use it for things we should or shouldn't do
 - You can't go in there. You're meant to wait outside.
- Can also describe a general belief
 - Try their lamb curry. It's supposed to be really good

