

Active and Passive Voice in Every Tense

There is not a separate rule for each tense. There is one rule. Move the object to the front, put be into the tense the verb was already in, add the third form, then decide whether the doer is worth keeping. Read down a column and only the tense changes. Read across a row and only the voice changes.

write the report	Active	Passive
Past Simple	She wrote the report.	The report was written.
Past Continuous	She was writing the report.	The report was being written.
Past Perfect	She had written the report.	The report had been written.
Past Perfect continuous	She had been writing the report.	not used in practice rewrite the sentence instead
Present Simple	She writes the report.	The report is written.
Present Continuous	She is writing the report.	The report is being written.
Present Perfect	She has written the report.	The report has been written.
Present Perfect continuous	She has been writing the report.	not used in practice rewrite the sentence instead
Future Simple	She will write the report.	The report will be written.
Future Continuous	She will be writing the report.	not used in practice rewrite the sentence instead
Future Perfect	She will have written the report.	The report will have been written.
Future Perfect continuous	She will have been writing the report.	not used in practice rewrite the sentence instead

Only be moves. Put be into the tense the verb was already in, then add the third form.

THE FOUR STEPS, IN THIS ORDER

1. Find the object. Say the verb and ask what.
2. Move the object to the front of the sentence.
3. Put be into the same tense, then add the third form of the verb.
4. Keep the doer after by only if it is worth keeping.

Only a verb that carries an object can be turned. If nothing answers the question what, there is no passive.

Fill In the Passive Column Yourself

A different sentence, so this is practice and not recall. The active side is given.

Free worksheets with answers

Page one used write, wrote, written. This one uses take, took, taken, so you have to work the rule rather than remember the sentence. Fill in the passive column, then check it against page three, which is the answer to this page. Four rows are marked as not used in practice, and leaving those alone is the correct answer rather than a gap.

take the photograph	Active	Passive
Past Simple	He took the photograph.	
Past Continuous	He was taking the photograph.	
Past Perfect	He had taken the photograph.	
Past Perfect continuous	He had been taking the photograph.	not used in practice rewrite the sentence instead
Present Simple	He takes the photograph.	
Present Continuous	He is taking the photograph.	
Present Perfect	He has taken the photograph.	
Present Perfect continuous	He has been taking the photograph.	not used in practice rewrite the sentence instead
Future Simple	He will take the photograph.	
Future Continuous	He will be taking the photograph.	not used in practice rewrite the sentence instead
Future Perfect	He will have taken the photograph.	
Future Perfect continuous	He will have been taking the photograph.	not used in practice rewrite the sentence instead

SENTENCES WORTH TRYING IN THE BLANK COLUMN

Rule keepers, where the third form just takes -ed: the council repairs the road, the school announces the results.
Rule breakers, where the third form is its own word: she writes the report, they break the window, somebody steals the bicycle.

The rule breakers cost the marks, because the third form only ever appears after a be form or after have, has or had.

The Answers to Page Two, and How They Are Built

Same sentence as page two, filled in, with the pattern underneath.

Free worksheets with answers

take the photograph	Active	Passive
Past Simple	He took the photograph.	The photograph was taken.
Past Continuous	He was taking the photograph.	The photograph was being taken.
Past Perfect	He had taken the photograph.	The photograph had been taken.
Past Perfect continuous	He had been taking the photograph.	not used in practice rewrite the sentence instead
Present Simple	He takes the photograph.	The photograph is taken.
Present Continuous	He is taking the photograph.	The photograph is being taken.
Present Perfect	He has taken the photograph.	The photograph has been taken.
Present Perfect continuous	He has been taking the photograph.	not used in practice rewrite the sentence instead
Future Simple	He will take the photograph.	The photograph will be taken.
Future Continuous	He will be taking the photograph.	not used in practice rewrite the sentence instead
Future Perfect	He will have taken the photograph.	The photograph will have been taken.
Future Perfect continuous	He will have been taking the photograph.	not used in practice rewrite the sentence instead

Tense	How the passive is built	Worth knowing
Present simple	is or are plus V3	The everyday reporting form.
Present continuous	is or are being plus V3	Being is the word students drop.
Present perfect	has or have been plus V3	Been, not being. One letter, one mark.
Past simple	was or were plus V3	The commonest passive of all.
Past continuous	was or were being plus V3	Same trap as above.
Past perfect	had been plus V3	For the earlier of two past events.
Future simple	will be plus V3	Never will been.
Future perfect	will have been plus V3	All four rungs of the helper ladder.
Any modal	modal plus be plus V3	must be written, can be seen, should be checked.

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