

January 2025 Intermediate Workshop

Passive Voice



Active Voice

We use **active voice** or **passive voice** to organize the content of a sentence. The **active voice** is the usual word order with the subject first. It is more **direct** as the **subject does the action** of the verb in the sentence.

Example sentence

The airline **cancelled** my flight. (The focus is on the airline and the action it does)

Passive Voice

We use the **passive voice** to change the focus of a sentence. The person or thing that the action was done to **becomes the topic or theme**. The subject can be left out, or it can be placed at the end using “by + subject”.

Example sentence

My flight **was cancelled**. (The focus is on the flight and what happened to it)

Uses of the Passive

- to **change the focus of the sentence**, so it starts with the most important or most logical information.
 - when we prefer **not to mention who or what does the action** (e.g., it's not known, it's not important, it's obvious, or we don't want to say).
 - when we talk about **scientific processes** or **how something is done**.
 - in **formal or scientific writing**, such as technical papers, academic essays, or reports.
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How to make the passive

How to form the passive:

1. The passive is formed using the verb “**to be**” with a **past participle**.
2. The form of “to be” **changes** to make the **verb tense**.
3. The past participle stays **the same**.
4. The subject is **omitted** if it’s unnecessary.

Active: Someone **cleans** the windows. **Passive:** The windows **are cleaned**.

List of Active and Passive Forms for Each Verb Tense

Verbs in sentences can either be **active** or **passive** form.

The passive is formed with the verb **be + past participle** of the main verb.

Tense	Active	Passive
Present simple	I do the job.	The job is done .
Past simple	I did the job.	The job was done .
Present continuous	I am doing the job.	The job is being done .
Past continuous	I was doing the job.	The job was being done .
Future simple	I will do the job.	The job will be done .
Present perfect	I have done the job.	The job has been done .
Past perfect	I had done the job.	The job had been done .
Infinitive	I need to do the job.	The job needs to be done .
Modal	I must do the job.	The job must be done .

Examples of Passive Sentences 1

Present simple

The test data **is collected** during the experiment.

Our smartphone cameras **are checked** as we enter and leave the building.

Past Simple

Micron **was founded** in Boise in 1978.

The VIPs from Boise **were met** at the airport.

Present Continuous

The Capable ERG meeting **is being held** in the cafeteria.

Past Continuous

The accident happened while a new tool **was being installed**.

Examples of Passive Sentences 2

Future Simple

A lot of new employees **will be hired** next spring.

Present Perfect

A lot of Good Catch cases **have been submitted** to the Quality department.

Past Perfect

The excursion happened because the correct procedure **had not been followed**.

Infinitive

Posters in English need **to be checked** before they are displayed onsite.

Examples of Passive Sentences 3

Modal Verb

The reticle **must be delivered** by the Fab Need Date.

The deadline **can be met** if everyone works hard.

Modal Perfect

The tool **should have been checked** before they started production.

The excursion **could have been avoided** if he had read the SOP.

Workshop activity 1

Select the correct sentence
and then read it out loud.



Workshop activity 1

1.

- a) Department meetings are held at 9:00 a.m. every morning.
- b) Department meeting is held at 9:00 a.m. every morning.

2.

- a) They will be built a new factory in the US next year.
- b) A new factory will be built in the US next year.

3.

- a) An audit is being conducted in the clean room this morning.
- b) An audit is conducting in the clean room this morning.

4.

- a) Team members were told to hold the handrail when walking on the stairs.
- b) They were told the team members to hold the handrail when walking on the stairs.

Workshop activity 1

5.

- a) Some new equipment has being installed in the clean room.
- b) Some new equipment has been installed in the clean room.

6.

- a) We must be completed this project by the end of the month.
- b) This project must be completed by the end of the month.

7.

- a) We have been told to update the security on our smartphones.
- b) They have been told us to update the security on our smartphones.

8.

- a) This poster shouldn't have been checked at the English Helpdesk.
- b) This poster should have been checked at the English Helpdesk.

Workshop activity 1

9.

- a) It needs to be checked the tool after a new setting is applied.
- b) The tool needs to be checked after a new setting is applied.

10.

- a) Carbon emissions must be reduced to protect the environment.
- b) Carbon emissions must have been reduced to protect the environment.

11.

- a) We should have been followed the correct procedure to avoid the excursion.
- b) The correct procedure should have been followed to avoid the excursion.

12)

- a) When he received the email, he noticed that he had not been attached the report.
- a) When he received the email, he noticed that the report had not been attached.



Workshop activity 2

Change the active sentence into a passive sentence, and then read the passive sentence aloud.

Workshop Activity 2

1. The cleaners clean the offices in Fab 15 every day.
2. My boss told me not to come in to work tomorrow.
3. They are sending me to Boise for six months.
4. They will ask you many questions at the job interview.

Workshop Activity 2

5. The company has resolved the technical issues affecting their website.
6. Someone needs to complete this report by Friday.
7. I arrived at the event late and someone was putting away the chairs.
8. She told me that she had already completed the equipment maintenance.

Workshop Activity 2

9. Team members speak English in the global meetings at Micron.
10. Someone must have hacked into our computer system.
11. The vendor could have avoided the accident if he had followed the safety procedures.
12. We hope that someone will finally do something.

Workshop Activity 2

13. I feel that someone is not telling us the whole story.
14. I hope they will invite me to their team building event.
15. Someone could have explained the new procedure in more detail in the meeting.
16. They don't allow anyone to enter the clean room without permission.