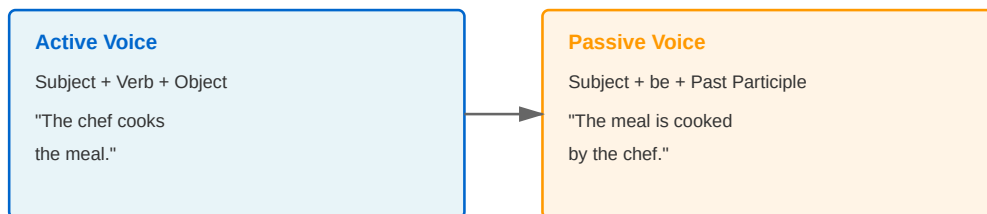


Passive Voice – Forming and Using

Past Perfect, Future, Progressive, and Infinitive Forms

The passive voice shifts focus from the person doing an action (agent) to the action itself or the person/thing affected by it. In this worksheet, you will learn to form and use the passive voice in different tenses and contexts. Work through all tasks carefully and write your answers in the spaces provided.



How the Passive Voice Works

- 1 The passive voice is formed with the auxiliary verb _____ in the appropriate tense plus the _____ of the main verb.
- 2 Explain the difference between active and passive voice. When is it useful to use the passive voice instead of the active voice? Give two reasons.

Task 1: Transform the following active sentences into passive voice. Pay attention to the tense of each sentence.

3 Transform these sentences into passive voice:

1. The architect designed the building.
2. They will announce the results tomorrow.
3. The students are studying the new grammar rules.
4. The company had completed the project before the deadline.
5. Someone stole the paintings from the museum.

Task 2: Complete the following sentences with the correct passive form of the verb in brackets. Choose from the tenses: simple past, present perfect, future, progressive, or past perfect.

- 4 1. The letter _____ (write) by Sarah yesterday.
2. The new shopping centre _____ (open) next month.
3. The homework _____ (complete) by the students right now.
4. The contract _____ (sign) before the meeting started.
5. The movie _____ (watch) by millions of people around the world.

Task 3: Read the following text about chocolate production and answer the questions.

How Chocolate is Made

Chocolate is produced from cacao beans, which are grown in tropical regions around the world. The beans are harvested from cacao pods and then dried in the sun for several days. After drying, the beans are transported to factories, where they are roasted at high temperatures. Once roasted, the beans are cracked and the shells are removed. The remaining pieces, called nibs, are ground into a paste. This paste is mixed with sugar and cocoa butter to create chocolate. The mixture is then heated and cooled in a process called tempering. Finally, the chocolate is poured into molds and allowed to harden. The finished products are packaged and sent to shops around the world.

5 According to the text, which of the following steps happens FIRST in chocolate production?

- ☐ The beans are roasted at high temperatures.
- ☐ The beans are harvested from cacao pods and dried in the sun.
- ☐ The nibs are ground into a paste.
- ☐ The mixture is heated and cooled through tempering.

6 Find three sentences in the text that use the passive voice and write them down. Then explain why the passive voice is appropriate in this context.

Task 4: Write three sentences in the passive voice about how something is made or produced. You can choose any product or process you know well (e.g., a smartphone, a pizza, a car, a book, etc.). Use different tenses in your sentences.

7 Write three sentences in the passive voice about how something is made or produced. Use at least two different tenses (e.g., simple present, simple past, future, present perfect, or progressive).

8

Decide whether each statement about the passive voice is true or false.

	richtig	falsch
The passive voice is always formed with 'is' or 'are' plus the past participle.	☐	☐
In the passive voice, the object of the active sentence becomes the subject.	☐	☐
The agent (the person doing the action) must always be mentioned in a passive sentence.	☐	☐
The passive voice can be used in different tenses, such as past perfect, future, and progressive.	☐	☐
'The book was read by the students' is an example of active voice.	☐	☐

Lösungen

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Aufgabe 1: be, past participle

Aufgabe 2: Active voice focuses on the person or thing doing the action (the agent), while passive voice focuses on the action itself or the person/thing affected by it. The passive voice is useful when: (1) the agent is unknown or unimportant – for example, 'The window was broken' (we don't know or don't care who broke it); (2) we want to emphasize the action or the object rather than the person doing it – for example, in formal or scientific writing, 'The experiment was done over three months' emphasizes the experiment rather than the researchers.

Aufgabe 3: 1. The building was designed by the architect.
2. The results will be announced tomorrow.
3. The new grammar rules are being studied by the students.
4. The project had been completed by the company before the deadline.
5. The paintings were stolen from the museum. (or: The paintings were stolen by someone from the museum.)

Aufgabe 4: was written, will be opened, is being completed, had been signed, has been watched

Aufgabe 5: The beans are harvested from cacao pods and dried in the sun.

Aufgabe 6: Three passive sentences from the text:

1. "The beans are harvested from cacao pods and then dried in the sun for several days."
2. "The beans are roasted at high temperatures."
3. "Finally, the chocolate is poured into molds and allowed to harden."

The passive voice is appropriate here because the text describes a manufacturing process where the focus is on the steps and actions performed on the product (chocolate/beans) rather than on who performs them. The passive voice emphasizes the sequence of actions and makes the description clearer and more formal, which is typical for instructional or technical texts.

Aufgabe 7: Example answer (will vary based on student choice):

If the student chooses pizza:

1. The dough is prepared by mixing flour, water, yeast, and salt. (present simple passive)
2. The pizza was baked in a hot oven for about 15 minutes yesterday. (simple past passive)
3. The finished pizzas will be delivered to customers within 30 minutes. (future passive)

Other acceptable answers include sentences about smartphones, cars, books, or any other product, as long as they:

- Use the passive voice correctly (be + past participle)
- Use at least two different tenses
- Describe a real manufacturing or production process
- Are grammatically correct and clear

Aufgabe 8: The passive voice is always formed with 'is' or 'are' plus the past participle. → **falsch**

In the passive voice, the object of the active sentence becomes the subject. → **richtig**

The agent (the person doing the action) must always be mentioned in a passive sentence. → **falsch**

The passive voice can be used in different tenses, such as past perfect, future, and progressive. → **richtig**

'The book was read by the students' is an example of active voice. → **falsch**



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