Passive and Active Voices of Present Simple and Past Simple

	Present Simple			Past Simple		
	routine, fact, habit			completed action in the past		
	Affirmative (+)	**Negative (-)**	**Question (?)**	**Affirmative (+)**	**Negative (-)**	**Question (?)**
Active (subject=agent)	**he/she/it +V1** *The shop accepts Visa card.* **(verb ending with –ch, sh, ss: V1+es)** *This company publishes books.* **I/you/they/we +V1** *These wires connect the CPU with peripherals.* **Exception استثناء** **Verb to be: agent + am/ is/ are** *She is a teacher in Riffa School.* *I am awake now.* *They are late for class today.*	**he/she/it + does not + V1** *The shop does not accept Visa card.* *This company does not publish books.* **I/you/they/we + do not + V1** *These wires do not connect the CPU with peripherals.* **Exception استثناء** **Verb to be: agent+ am/ is/ are + *not*** *She is not a teacher in Riffa School.* *I not am sleeping now.* *They are not late for class today.*	**Does he/she/it + V1….?** *Does the company publish books?* **Do I/you/they/we + V1….?** *Do your parents own a shop?* *What do your parents own?* **Exception استثناء** **Verb to be: am/ is/ are + agent** *Is she a teacher?* *Why are you late again?*	**Subject +V2** We launched a new company last year. He discovered a new virus in 2007. I backed up the data five days ago. **Exception استثناء** **Verb to be: was/ were** *She was a teacher when she was young.* *I was awake when she called.* *They were late yesterday.*	**Subject + did not + V1** We did not launch a new company last year. He did not discover any new viruses in 2007. I did not back up the data three days ago. **Exception استثناء** **Verb to be: agent+ was/ were + not** *She was not a teacher when she was young.* *I was was awake when she called.* *They were not late yesterday.*	**Did + subject + V1….?** Did you launch a new company last year? When did you launch a new company? What did he discover in 2007? When did you back up the data? **Exception استثناء** **Verb to be: was/are+ agent** Was she a teacher when she was young? Were you awake when I called last night? Were they late yesterday?

	Affirmative (+)	Negative (-)	Question (?)	Affirmative (+)	Negative (-)	Question (?)
Passive (Subject NOT agent)	**Patient + am/is/are + V3** The webpage is designed by Ali. I am allowed to stay here. Khalid is invited to the party. All the letters are sent to the manager. The cake is cut into halves. Information is processed by a computer.	**Patient + am/is/are + not + V3** The webpage is not designed by Samar. I am not allowed to go in. Khalid is not invited to the party. Some of the letters are not sent to the manager. The cake is not cut. Information is not processed by a mouse.	**am/is/are + patient + V3….?** Is the webpage designed by Fatima? Am I allowed to go in? Is Khalid invited to the party? Where are all the letters sent to? Is the cake cut? By what is information processed?	**Patient + was/were + V3** The mouse was connected to the computer. The company was launched in 1966. The exercise was written on the board yesterday. Many mistakes were found in his project. This machine was invented by a young man many years ago. The eggs were beaten with a fork.	**Patient + was/were + not+ V3** The mouse was not connected to the computer. The company was not launched in 2015. The exercise was not written on the board yesterday. Not many mistakes were found in his project. This machine was not invented by an old man many years ago. The eggs were not beaten with a whisker.	**was/were Patient + V3…?** What was connected to the computer? When was the company launched? Where was the exercise written? Were any mistakes found in his project? What was invented by this man? With what were the eggs beaten?

Agent الفاعل الفعلي = the one/thing that really performing the action or making a change (e.g. **_Ahmed and Ali_** sent a long letter. A long letter was sent by **_Ahmed and Ali_**.)

Patient المفعول به الفعلي= the one/thing that undergoes the action or change (e.g. Ahmed sent **_a long letter_**. **_A long letter_** was sent by Ahmed.)

V1 = verb in its base form without any changes or additions (e.g. go, buy, live, send, write, help, check, … .)

V2= verb in the past simple tense. Most only take –ed (lived, helped, checked, … .) Plus there are irregular verbs (e.g. went, bought, sent, wrote, … .)

V3= Past participle. Most only take –ed (lived, helped, checked, … .) Plus there are irregular verbs (e.g. gone, bought, sent, written, … .)