**The passive and the active voice**

-The passive voice in English is used to express what is done to someone or something. Here are a few examples:

*The company was sold for $5 million.  
That novel was written by Jack Smith in 1912.*

In each of these sentences, the subject of the sentences does nothing. Rather, something is done to the subject of the sentence. In each case, the focus is on the object of an action. These sentences could also be written in the active voice.

-The passive of an active tense is formed by putting the verb “to be” into the same tense as the active verb and adding the past participle of the active voice

-The subject of the active verb becomes the” agent “of the passive verb

-The agent is very often not mentioned it is preceded by “by” and placed at the end of the clause

*Active*: Microsoft offers a service called Microsoft my phone

*Passive*: a service called Microsoft my phone is offered b Microsoft

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| **tense** | **Active voice** | **Passive voice** |
| Present simple | Computer processes data | Data are processed by computer |
| Past simple | Computer processed data | Data were processed by computer |
| Future simple | Computer will process data | Data will be processed by computer |
| Present continuous | Computer is processing data | Data are being processed by computer |
| Past continuous | Computer was processing data | Data were being processed by computer |
| Going to | Computer is going to process data | Data are going to be processed by computer |
| Present perfect | Computer has processed data | Data have been processed by computer |
| Past perfect | Computer had processed data | Data had been processed by computer |
| Infinitive | Computer has to process data | Data have to be processed by computer |
| Modals | Computer must process data | Data must be processed by computer |