

Pui Kiu Primary School  
 Primary 6 General English  
 Unit 9&10 Saving the Rainforests - SLR p.3

Name: \_\_\_\_\_ ( ) Class: \_\_\_\_\_ Date: 17<sup>th</sup> March, 2020

**Part 1 Active and Passive Voice**

Passive voice is used when the **focus is on the action**. The one who does the action, however, is not important or not known. (The opposite: active voice focuses on the one who does an action.)

*Note: In an average English text, no more than 10 percent should be in passive voice. So do not use the passive voice too much. Instead, use more sentences in active voice.*

**Form of Passive**

Tense	Active	Passive	Form
Simple Present	Mr. Smith <b>writes</b> the delivery note.	The delivery note <b>is written</b> (by Mr. Smith).	<b>is / are + past participle</b>
	Mr. Smith <b>writes</b> the delivery notes.	The delivery notes <b>are written</b> (by Mr. Smith).	
Simple Past	Mr. Smith <b>wrote</b> the delivery note.	The delivery note <b>was written</b> (by Mr. Smith).	<b>was / were + past participle</b>
	Mr. Smith <b>wrote</b> the delivery notes.	The delivery notes <b>were written</b> (by Mr. Smith).	
Future	Mr. Smith <b>will write</b> the delivery notes.	The delivery notes <b>will be written</b> (by Mr. Smith).	<b>will be + past participle</b>
Auxiliary Verbs	Mr. Smith <b>must write</b> the delivery notes.	The delivery notes <b>must be written</b> (by Mr. Smith).	<b>must be + past participle</b>