

1- Passive Voice

Tense	Active voice	Passive voice
Simple present	<p>Verb form: V1 or V1+s</p> <p>People speak Arabic in Yemen.</p> <p>He cleans the rooms every day.</p>	<p>Verb form: is/am/are + V3</p> <p>Arabic <u>is spoken</u> in Yemen.</p> <p>The rooms <u>are cleaned</u> every day by him.</p>
Simple past	<p>Verb form: V2</p> <p>I wrote a letter.</p> <p>The boy broke two dishes.</p>	<p>Verb form: was/were + V3</p> <p>A letter <u>was written</u> by me.</p> <p>Two dishes <u>were broken</u> by the boy.</p>
Present progressive	<p>Verb form: am/is/are + V-ing</p> <p>She is cooking dinner.</p> <p>They are interviewing Saleh.</p> <p>I am making some mistakes.</p>	<p>Verb form: is/am/are + being + V3</p> <p>Dinner <u>is being cooked</u> by her.</p> <p>Saleh <u>is being interviewed</u> by them.</p> <p>Some mistakes <u>are being made</u> by me.</p>
Past progressive	<p>Verb form: was/were + V-ing</p> <p>Sami was repairing my TV.</p> <p>They were building bridges.</p>	<p>Verb form: was/were + being + V3</p> <p>My TV <u>was being repaired</u> by Sami.</p> <p>Bridges <u>were being built</u> by them.</p>
present perfect	<p>Verb form: has/have + V3</p> <p>I have edited a story.</p> <p>She has finished the tasks.</p>	<p>Verb form: has/have + been + V3</p> <p>A story <u>has been edited</u> by me.</p> <p>The tasks <u>have been finished</u> by her.</p>
<ul style="list-style-type: none"> • Simple future • Modals 	<p>Verb form: will + V1</p> <p>I will do the job.</p> <p>I'm going to do the job.</p> <p>She can/should solve the problem.</p>	<p>Verb form: will + be + V3</p> <p>The job <u>will be done</u> by me.</p> <p>The job <u>is going to be done</u> by me.</p> <p>The problem <u>can/should be</u> solved by her.</p>

To form the negative, we add **NOT** to the helping verb. to make a question, we place the helping verb before the subject.

ACTIVE: They have completed their duty.

PASSIVE: Their duty has been completed.

NEGATIVE: Their duty has not been completed.

QUESTION: Has their duty been completed?

BE CAREFUL: Do not use the helping verb (**DO**) to make negatives and questions in the simple past and present passive. Use verb (**BE**) instead.

ACTIVE/NEGATIVE: Farmers don't grow rice in this area.

PASSIVE/ NEGATIVE: Rice isn't grown in this area.

ACTIVE/QUESTION: Did the burglar steal everything?

PASSIVE/QUESTION: Was everything stolen by the burglar?

2- Relative Clauses

People	<i>Subject: who – that</i>	That is the man who/that won the contest.
	<i>Object: who(m) – that – X</i>	Is this the person who(m)/that/X you saw last night?
Things	<i>Subject: that – which</i>	I work for a company that/which makes mobiles.
	<i>Object: that – which – X</i>	Let me show you the device that/which/X I bought.
Possessive	whose	Those are the teachers whose offices are upstairs.
Place	where	Jubail is the city where I was born.
Time (day/year)	when – that – X	I can still remember the day when/that/X I met him.
Reason	why – that – X	Let me tell you the reason why/that/X I learn English.

(X) means no word is needed.

Complete these sentences using relative clauses:

- 1- What's the name of the player that.....
- 2- He's a man whose
- 3- The reason
- 4- June 20th was the date
- 5- A museum is a building
- 6- A surgeon is someone
- 7- A dishwasher is a machine
- 8- An atlas is a book