

Simple Past Tense

How do we make the Simple Past Tense?

To make the simple past tense, we use:

past form only

or

auxiliary did + base form

Here you can see examples of the past form and base form for irregular verbs and regular verbs:

Examples

V1

base

V2

past

V3

past participle

regular verb work

explode

like worked

exploded

liked workedexplodedliked The past form for all regular verbs ends in -ed.

irregular verb go

see

sing went

saw

sang goneseensung The past form for irregular verbs is variable. You need to learn it by heart.

. You do not need the past participle form to make the simple past tense. It is shown here for completeness only.

The structure for positive sentences in the simple past tense is:

Simple Past Tense Structure

subject + main verb

past

The structure for negative sentences in the simple past tense is:

Examples

subject + auxiliary verb + not + main verb

did base

The structure for question sentences in the simple past tense is:

Examples

auxiliary verb + subject + main verb

did base

The auxiliary verb did is not conjugated. It is the same for all persons (I did, you did, he did etc). And the base form and past form do not change. Look at these examples with the main verbs go and work:

Examples

subject	auxiliary verb		main verb
+ I		went	to school
+ You		worked	very hard
She	did not	go	with me
We	did not	work	yesterday
?	Did you	go	to London?
?	Did they	work	at home?

Exception! The verb to be is different. We conjugate the verb to be (I was, you were, he/she/it was, we were, they were); and we do not use an auxiliary for negative and question sentences. To make a question, we exchange the subject and verb. Look at these examples:

Examples

subject main verb

+ I, he/she/it was here.

+ You, we, they were in London.

I, he/she/it was not there.

You, we, they were not happy.

? Was I, he/she/it right?

? Were you, we, they late?

How do we use the Simple Past Tense?

We use the simple past tense to talk about an action or a situation—an event—in the past. The event can be short or long.

Here are some short events with the simple past tense:

Examples

The car exploded at 9.30am yesterday.

She went to the door.

We did not hear the telephone.

Did you see that car?

past present future

The action is in the past.

Here are some long events with the simple past tense:

Examples

I lived in Bangkok for 10 years.

The Jurassic period lasted about 62 million years.

We did not sing at the concert.

Did you watch TV last night?

past present future

The action is in the past.

Notice that it does not matter how long ago the event is: it can be a few minutes or seconds in the past, or millions of years in the past. Also it does not matter how long the event is. It can be a few milliseconds (car explosion) or millions of years (Jurassic period). We use the simple past tense when:

the event is in the past

the event is completely finished

we say (or understand) the time and/or place of the event

In general, if we say the time or place of the event, we must use the simple past tense; we cannot use the present perfect.

Here are some more examples:

I lived in that house when I was young.

He didn't like the movie.

What did you eat for dinner?

John drove to London on Monday.

Mary did not go to work yesterday.

Did you play tennis last week?

I was at work yesterday.

We were not late (for the train).

Were you angry?

Note that when we tell a story, we usually use the simple past tense. We may use the past continuous tense to "set the scene", but we almost always use the simple past tense for the action. Look at this example of the beginning of a story: "The wind was howling around the hotel and the rain was pouring down. It was cold. The door opened and James Bond entered. He took off his coat, which was very wet, and ordered a drink at the bar. He sat down in the corner of the lounge and quietly drank his..."

This page shows the use of the simple past tense to talk about past events. But note that there are some other uses for the simple past tense, for example in conditional or if sentences.

Past Continuous Tense

The past continuous tense is an important tense in English. We use it to say what we were in the middle of doing at a particular moment in the past.

How do we make the Past Continuous Tense?

The structure of the past continuous tense is:

Past Continuous Tense Structure

subject + auxiliary verb BE + main verb
conjugated in simple past tense present participle

was

were

base + ing

For negative sentences in the past continuous tense, we insert not between the auxiliary verb and main verb. For question sentences, we exchange the subject and auxiliary verb. Look at these example sentences with the past continuous tense:

Examples

subject	auxillary verb		main verb	
+	I	was	watching	TV
+	You	were	workinghard	

He, she, it was not helping Mary

We were not joking

? Were you being silly?

? Were they playing football?

How do we use the Past Continuous Tense?

The past continuous tense expresses action at a particular moment in the past. The action started before that moment but has not finished at that moment. For example, yesterday I watched a film on TV. The film started at 7pm and finished at 9pm.

Examples

At 8pm, I was in the middle of watching TV .

past present future

At 8pm yesterday, I was watching TV.

When we use the past continuous tense, our listener usually knows or understands what time we are talking about. Look at these examples:

I was working at 10pm last night.

They were not playing football at 9am this morning.

What were you doing at 10pm last night?

What were you doing when he arrived?

She was cooking when I telephoned her.

We were having dinner when it started to rain.

Ram went home early because it was snowing.

Some verbs cannot be used in

continuous/progressive tenses.

We often use the past continuous tense to "set the scene" in stories. We use it to describe the background situation at the moment when the action begins. Often, the story starts with the past continuous tense and then moves into the simple past tense. Here is an example:

" James Bond was driving through town. It was raining. The wind was blowing hard. Nobody was walking in the streets. Suddenly, Bond saw the killer in a telephone box..."

Past Continuous Tense + Simple Past Tense

We often use the past continuous tense with the simple past tense. We use the past continuous tense to express a long action. And we use the simple past tense to express a short action that happens in the middle of the long action. We can join the two ideas with when or while.

In the following example, we have two actions:

1. long action (watching TV), expressed with past continuous tense
2. short action (telephoned), expressed with simple past tense

We can join these two actions with when:

I was watching TV when you telephoned.

(Notice that "when you telephoned" is also a way of defining the time [8pm].)

We use:

when + short action (simple past tense)

while + long action (past continuous tense)

There are four basic combinations:

Examples

I was walking past the car when it exploded.

when the car exploded I was walking past it.

The car exploded while I was walking past it.

While I was walking past the car it exploded.

Notice that the long action and short action are relative.

Notice that the long action and short action are relative.

"Walking past the car" took a few seconds. "Exploded" took a few milliseconds

Past Perfect Tense

The past perfect tense is quite an easy tense to understand and to use. This tense talks about the "past in the past".

How do we make the Past Perfect Tense?

The structure of the past perfect tense is:

Past Perfect Tense Structure

subject + auxiliary verb HAVE + main verb

conjugated in simple past tense past participle

had V3

For negative sentences in the past perfect tense, we insert not. between the auxiliary verb and main verb. For question sentences, we exchange the subject and auxiliary verb. Look at these example sentences with the past perfect tense:

Examples

subject auxiliary verb main verb

+ I had finished my work

+ You had stopped before me

- She had not gone to school

- We had not left

? Had you arrived?

? Had they eaten dinner

When speaking with the past perfect tense, we often contract the subject and auxiliary verb:

Examples

I had I'd

you had you'd

he had

she had

it had

he'd

she'd

it'd

we had we'd

they had they'd

The 'd contraction is also used for the auxiliary verb would. For example, we'd can mean:

We had

or

We would

But usually the main verb is in a different form, for example:

We had arrived (past participle)

We would arrive (base)

It is always clear from the context.

How do we use the Past Perfect Tense?

The past perfect tense expresses action in the past before another action in the past. This is the past in the past For example:

The train left at 9am. We arrived at 9.15am. When we arrived, the train had left.

Examples

The train had left when we arrived.

past present future

Train leaves in past at 9am.

9

We arrive in past at 9.15am.

Look at some more examples:

I wasn't hungry. I had just eaten.

They were hungry. They had not eaten for five hours.

I didn't know who he was. I had never seen him before.

"Mary wasn't at home when I arrived."

"Really? Where had she gone?"

You can sometimes think of the past perfect tense like the present perfect tense, but instead of the time being now the time is past.

Examples

past perfect tense

present perfect tense

had

done

have

done

>

past now future past now future

For example, imagine that you arrive at the station at 9.15am. The stationmaster says to you:

"You are too late. The train has left."

Later, you tell your friends:

"We were too late. The train had left."

We often use the past perfect tense in reported speech after verbs like said, told, asked, thought, wondered:

Look at these examples:

He told us that the train had left

I thought I had met her before, but I was wrong.

He explained that he had closed the window because of the rain.

I wondered if I had been there before.

I asked them why they had not finished.

Simple Present Tense

How do we make the Simple Present Tense?

Simple Present Tense Structure

subject + auxillary verb + main verb

do - base

There are three important exceptions:

1. For positive sentences, we do not normally use the auxiliary.
2. For the 3rd person singular (he, she, it), we add s to the main verb or es to the auxiliary.
3. For the verb to be, we do not use an auxiliary, even for questions and negatives.

Look at these examples with the main verb like:

Examples

subject	auxillary verb	main verb
+ I, you, we, they		like coffee.
He, she, it		likes coffee.
- I, you, we, they	do	not like coffee.
He, she, it	does	not like coffee.
? Do	I, you, we, they	like coffee?
Does	he, she, it	like coffee?

Look at these examples with the main verb be. Notice that there is no auxiliary:

Examples

subject	main verb
+ I	am French
You, we, they	are French
He, she, it	is French
- I	am not old
You, we, they	are not old
He, she, it	is not old
? Am	I late?

Are you, we, they late?

Is he, she, it late?

How do we use the Simple Present Tense?

We use the simple present tense when:

the action is general

the action happens all the time, or habitually, in the past, present and future

the action is not only happening now

the statement is always true

Examples

John drives a taxi.

past present future

It is John's job to drive a taxi. He does it every day. Past, present and future

Look at these examples:

I live in New York.

The Moon goes round the Earth.

John drives a taxi.

He does not drive a bus.

We do not work at night.

Do you play football?

Present Continuous Tense

We often use the present continuous tense in English. It is very different from the simple present tense, both in structure and in use.

How do we make the Present Continuous Tense?

The structure of the present continuous tense is:

Present Continuous Tense Structure

subject + auxiliary verb + main verb
be base + ing

Look at these examples:

Examples

	subject	auxiliary verb		main verb	
+	I	am		speaking	to you.
+	You	are		reading this	
-	She	is	not	staying	in London.
-	We	are	not	playing	football.
?	Is	he		watching	TV?
?	Are	they		waiting for	John?

How do we use the Present Continuous Tense?

We use the present continuous tense to talk about:

action happening now

action in the future

Present continuous tense for action happening now

a) for action happening exactly now

Examples

I am eating my lunch.

past present future

The action is happening now.

Look at these examples. Right now you are looking at this screen and at the same time...

Examples

...the pages are turning. ...the candle is burning. ...the numbers are spinning.

b) for action happening around now

The action may not be happening exactly now, but it is happening just before and just after now, and it is not permanent or habitual.

Look at these examples:

Muriel is learning to drive.

I am living with my sister until I find an apartment.

Present continuous tense for the future

We can also use the present continuous tense to talk about the future—if we add a future word!! We must add (or understand from the context) a future word. "Future words" include, for example, tomorrow, next year, in June, at Christmas etc. We only use the present continuous tense to talk about the future when we have planned to do something before we speak. We have already made a decision and a plan before speaking.

Examples

I am taking my exam next month.

past present future

. !!!

A firm plan or programme exists now. The action is in the future.

Look at these examples:

We're eating in a restaurant tonight. We've already booked the table..

They can play tennis with you tomorrow. They're not working.

When are you starting your new job?

In these examples, we have a firm plan or programme before speaking. The decision and plan were made before speaking.

Present Perfect Tense

The present perfect tense is a rather important tense in English, but it gives speakers of some languages a difficult time. That is because it uses concepts or ideas that do not exist in those languages. In fact, the structure of the present perfect tense is very simple. The problems come with the use of the tense. In addition, there are some differences in usage between British and American English.

How do we make the Present Perfect Tense?

The structure of the present perfect tense is:

Present Perfect Tense Structure

subject + auxiliary verb + main verb

have past participle

Here are some examples of the present perfect tense:

Examples

	subject	auxiliary verb		main verb	
+	I	have		seen	ET.
+	You	have		eaten	mine
	She	has	not	been	to Rome
	We	have	not	played	football
?	Have	you		finished?	
?	Have	they		done	it?

Contractions with the present perfect tense

When we use the present perfect tense in speaking, we usually contract the subject and auxiliary verb. We also sometimes do this when we write.

He's or he's??? Be careful! The 's contraction is used for the auxiliary verbs have and be. For example, "It's eaten" can mean:

It has eaten. [present perfect tense, active voice]

It is eaten. [present tense, passive voice]

It is usually clear from the context.

Examples

I have I've

You have You've

He has

She has

It has

John has

The car has

He's

She's

It's

John's

The car's

We have We've

They have They've

Here are some examples:

I've finished my work.

John's seen ET.

They've gone home.

How do we use the Present Perfect Tense?

This tense is called the present perfect tense. There is always a connection with the past and with the present. There are basically three uses for the present perfect tense:

experience

change

continuing situation

Simple Future Tense

The simple future tense is often called will, because we make the simple future tense with the modal auxiliary will.

>How do we make the Simple Future Tense?

The structure of the simple future tense is:

Simple Future Tense Structure

subject + auxiliary verb WILL + main verb
invariable base
will V1

For negative sentences in the simple future tense, we insert not between the auxiliary verb and main verb. For question sentences, we exchange the subject and auxiliary verb. Look at these example sentences with the simple future tense:

Examples

..

	subject	auxillary verb		main verb	
+	I	will		open	the door
+	You	will		finish	before me
	She	will	not	be	at school tomorrow
	We	will	not	leave	yet.
?	Will	you		arrive	on time?
?	Will	they		want	dinner?

When we use the simple future tense in speaking, we often contract the subject and auxiliary verb:

Examples

I will I'll
you will you'll
he will
she will

it will
he'll
she'll

it'll

we will we'll

they will they'll

For negative sentences in the simple future tense, we contract with won't, like this:

Examples

I will not I won't

you will not you won't

he will not

she will not

it will not

he won't

she won't

it won't

we will not we won't

they will not they won't

>How do we use the Simple Future Tense?

>No Plan

We use the simple future tense when there is no plan or decision to do something before we speak. We make the decision spontaneously at the time of speaking. Look at these examples:

Hold on. I'll get a pen.

We will see what we can do to help you.

Maybe we 'll stay in and watch television tonight.

In these examples, we had no firm plan before speaking. The decision is made at the time of speaking.

We often use the simple future tense with the verb to think before it:

I think I'll go to the gym tomorrow.

I think I will have a holiday next year.

I don't think I'll buy that car.

>Prediction

We often use the simple future tense to make a prediction about the future. Again, there is no firm plan. We are saying what we think will happen. Here are some examples:

It will rain tomorrow.

People won't go to Jupiter before the 22nd century.

Who do you think will get the job

>Be

When the main verb is be, we can use the simple future tense even if we have a firm plan or decision before speaking. Examples:

I'll be in London tomorrow.

I'm going shopping. won't be very long.

Will you be at work tomorrow?

Future Continuous Tense

How do we make the Future Continuous Tense?

The structure of the future continuous tense is:

Future Continuous Tense Structure

subject + auxiliary verb WILL + auxiliary verb BE + main verb

invariable invariable present participle
 will be base + ing

For negative sentences in the future continuous tense, we insert not between will and be. For question sentences, we exchange the subject and will. Look at these example sentences with the future continuous tense:

Examples

	subject	auxiliary verb		auxiliary verb	main verb	
+	I	will		be	working	at 10am.
+	You	will		be	lying	on a beach tomorrow
-	She	will	not	be	using	the car.
-	We	will	not	be	having	dinner at home
?	Will	you		be	playing	football?
?	Will	they		be	watching	TV?

When we use the future continuous tense in speaking, we often contract the subject and will:

Examples

I will I'll
 you will you'll

 he will

 she will

 it will

 he'll

 she'll

it'll

we will we'll

they will they'll

For spoken negative sentences in the future continuous tense, we contract with won't, like this:

Examples

I will not I won't

you will not you won't

he will not

she will not

it will not

he won't

she won't

it won't

we will not we won't

they will not they won't

We sometimes use shall instead of will, especially for I and we.

How do we use the Future Continuous Tense?

The future continuous tense expresses action at a particular moment in the future. The action will start before that moment but it will not have finished at that moment. For example, tomorrow I will start work at 2pm and stop work at 6pm:

Examples

At 4pm tomorrow, I will be working.

past present future

4 pm

At 4pm, I will be in the middle of working.

When we use the future continuous tense, our listener usually knows or understands what time we are talking about. Look at these examples:

I will be playing tennis at 10am tomorrow.

They won't be watching TV at 9pm tonight.

What will you be doing at 10pm tonight?

What will you be doing when I arrive?

She will not be sleeping when you telephone her.

We 'll be having dinner when the film starts.

Take your umbrella. It will be raining when you return.

Future Perfect Tense

The future perfect tense is quite an easy tense to understand and use. The future perfect tense talks about the past in the future.

How do we make the Future Perfect Tense?

The structure of the future perfect tense is:

Future Perfect Tense Structure

subject + auxiliary verb WILL + auxiliary verb HAVE + main verb

. invariable . invariable . past participle

will have V3

Look at these example sentences in the future perfect tense:

Examples

.	subject	auxiliary verb	.	auxiliary verb	main verb	.
+	I	will	.	have	finished	by 10am.
+	You	will	.	have	forgotten	me by then
-	She	will	not	have	gone	to school.
-	We	will	not	have	left	.
?	Will	you	.	have	arrived?	.
?	Will	they	.	have	received	it?

In speaking with the future perfect tense, we often contract the subject and will. Sometimes, we contract the subject, will and have all together:

Examples

I will have I'll have I'll've
you will have you'll have you'll've

he will have

she will have

it will have

he'll have

she'll have

it'll have

he'll've

she'll've

it'll've

we will have we'll have we'll've

they will have they'll have they'll've

We sometimes use shall instead of will, especially for I and we.

How do we use the Future Perfect Tense?

The future perfect tense expresses action in the future before another action in the future. This is the past in the future. For example:

The train will leave the station at 9am. You will arrive at the station at 9.15am. When you arrive, the train will have left.

Examples

The train will have left when you arrive.

past present future

. . Train leaves in future at 9am.

9 . 9.15

. . You arrive in future at 9.15am.

Look at some more examples:

You can call me at work at 8am. I will have arrived at the office by 8.

They will be tired when they arrive. They will not have slept for a long time.

"Mary won't be at home when you arrive."

"Really? Where will she have gone?"

You can sometimes think of the future perfect tense like the present perfect tense, but instead of your viewpoint being in the present, it is in the future:

Examples

present perfect tense . future perfect tense

.

have

bone

. . . .

will

have

done

. . .

past now future . past now future

Forms of verbs

There are two special forms for verbs called voice:

Active voice

Passive voice

The active voice is the "normal" voice. This is the voice that we use most of the time. You are probably already familiar with the active voice. In the active voice, the object receives the action of the verb:

Example

active subject verb object

>

Cats eat fish.

The passive voice is less usual. In the passive voice, the subject receives the action of the verb:

Example

passive subject verb object

<

Fish are eaten by cats.

The object of the active verb becomes the subject of the passive verb:

Example

subject verb object

active Everybody drinks water.

passive Water is drunk by everybody.

Passive Voice

Use of Passive

Passive voice is used when the focus is on the action. It is not important or not known, however, who or what is performing the action.

Example: My bike was stolen.

In the example above, the focus is on the fact that my bike was stolen. I do not know, however, who did it.

Sometimes a statement in passive is more polite than active voice, as the following example shows:

Example: A mistake was made.

In this case, I focus on the fact that a mistake was made, but I do not blame anyone (e.g. You have made a mistake.).

Form of Passive

Subject + finite form of to be + Past Participle (3rd column of irregular verbs)

Example: A letter was written.

When rewriting active sentences in passive voice, note the following:

the object of the active sentence becomes the subject of the passive sentence

the finite form of the verb is changed (to be + past participle)

the subject of the active sentence becomes the object of the passive sentence (or is dropped)

Examples of Passive

Tense Subject Verb Object

Simple Present Active: Rita writes a letter.

Passive: A letter is written by Rita.

Simple Past Active: Rita wrote a letter.

Passive: A letter was written by Rita.

Present Perfect Active: Rita has written a letter.

Passive: A letter has been written by Rita.

Future I Active: Rita will write a letter.

Passive: A letter will be written by Rita.

Hilfsverben Active: Rita can write a letter.

Passive: A letter can be written by Rita.

Examples of Passive

Tense Subject Verb Object

Present Progressive Active: Rita is writing a letter.

Passive: A letter is being written by Rita.

Past Progressive Active: Rita was writing a letter.

Passive: A letter was being written by Rita.

Past Perfect Active: Rita had written a letter.

Passive: A letter had been written by Rita.

Future II Active: Rita will have written a letter.

Passive: A letter will have been written by Rita.

Conditional I Active: Rita would write a letter.

Passive: A letter would be written by Rita.

Conditional II Active: Rita would have written a letter.

Passive: A letter would have been written by Rita.

Passive Sentences with Two Objects

Rewriting an active sentence with two objects in passive voice means that one of the two objects becomes the subject, the other one remains an object. Which object to transform into a subject depends on what you want to put the focus on.

Examples of Passive

Subject Verb Object 1 Object 2

Active: Rita wrote a letter to me.

Passive: A letter was written to me by Rita.

Passive: I was written a letter by Rita.

As you can see in the examples, adding by Rita does not sound very elegant. That's why it is usually dropped.

Personal and Impersonal Passive

Personal Passive simply means that the object of the active sentence becomes the subject of the passive sentence. So every verb that needs an object (transitive verb) can form a personal passive.

Example: They build houses. - Houses are built.

Verbs without an object (intransitive verb) normally cannot form a personal passive sentence (as there is no object that can become the subject of the passive sentence). If you want to use an intransitive verb in passive voice, you need an impersonal construction - therefore this passive is called Impersonal Passive.

Example: he says - it is said

Impersonal Passive is not as common in English as in some other languages (e.g. German, Latin). In English, Impersonal Passive is only possible with verbs of perception (e. g. say, think, know).

Example: They say that women live longer than men. - It is said that women live longer than men.

Although Impersonal Passive is possible here, Personal Passive is more common.

Example: They say that women live longer than men. - Women are said to live longer than men.

The subject of the subordinate clause (women) goes to the beginning of the sentence; the verb of perception is put into passive voice. The rest of the sentence is added using an infinitive construction with 'to' (certain auxiliary verbs and that are dropped).

Sometimes the term Personal Passive is used in English lessons if the indirect object of an active sentence is to become the subject of the passive sentence.

Active/Passive Voice Rules Chart

The object of the verb takes the position of Subject. The Subject of the verb in the active voice becomes the object and is usually preceded by the preposition 'by'. The tense of the verb in the passive voice remains the same as in the active voice. In the passive voice, third form of the verb is used.

Active/Passive Voice Rules Chart

Tense Rules

Present Indefinite Tense is/am/are + V3

Present Continuous Tense is/am/are + being+V3;

Present Perfect Tense has/have + been + V3

Past Indefinite Tense was/were + V3

Past Continuous Tense was/were + being +V3

Past Perfect Tense had + been + V3;

Future Indefinite Tense ; will/shall + be + V3

Future Perfect Tense will/shall + have+been + V3

Modal Verb: will, shall, would should, can, could, may, might,must,ought to + V1 Modal Verb +
be + V3

Infinity: to + V1 to be + V3

I, We, He, She, They are changed into I, me, us, him, her, them

Take care of singular and plural nature of nouns or pronouns. Verb/helping verb requires to be adjusted accordingly.

Interrogative sentences beginning with 'wh' words like what, why, when etc. the question word is retained in the beginning of the sentence. An interrogative sentence in the active voice remains an interrogative in the passive form. An imperative sentence is a sentence showing order, or request. So, accordingly, in the passive voice, we say: You are requested/ordered/advised + infinitive with 'to'.

Sentences involving order/advice are preferably changed into passive by using the word 'let' or 'should'. Please close the door. You are requested to close the door. Save your soul. Your soul should be saved. Let your soul be saved. Do it. Let it be done. It should be done. In some sentence the subject is understood type. Here the subject has to be supplied according to the context while changing them into active form. The thief was arrested. (by the police.)

Preposition attached with the verbs in the active form continue to be attached with them even in the passive form. Please listen to him. You are requested to listen to him. He turned down my proposal. My proposal was turned down by him. In the case of a verb having two objects in Active Voice, either of them can be retained in the passive. Hari gave me an apple. I was given an apple by Hari. An apple was given to me by Hari.

Intransitive verbs do not have passive forms. I go to school. Go is intransitive verb. So no passive form. What is done, cannot be undone. What people do, they cannot undo.

Quasi Passive Verbs: The rose smells sweet. The rose is sweet when smelt. Quinine tastes bitter. Quinine is bitter when tasted. Lemons taste sour. Lemons are sour when tasted.

With some verbs, preposition 'by' is not used. Like know (to), surprise (at), annoy (with), contain (in), vex (with), please (with), displease (at), alarm (at), line (with), throng (with)

Instructor

B Examples of Passive

Tense		Subject	Verb	Object
Simple Present	Active:	Rita	writes	a letter.
	Passive:	A letter	is written	by Rita.
Simple Past	Active:	Rita	wrote	a letter.
	Passive:	A letter	was written	by Rita.
Present Perfect	Active:	Rita	has written	a letter.
	Passive:	A letter	has been written	by Rita.
Future I	Active:	Rita	will write	a letter.
	Passive:	A letter	will be written	by Rita.
Hilfsverben	Active:	Rita	can write	a letter.
	Passive:	A letter	can be written	by Rita.

Examples of Passive

Tense		Subject	Verb	Object
Present Progressive	Active:	Rita	is writing	a letter.
	Passive:	A letter	is being written	by Rita.
Past Progressive	Active:	Rita	was writing	a letter.
	Passive:	A letter	was being written	by Rita.
Past Perfect	Active:	Rita	had written	a letter.
	Passive:	A letter	had been written	by Rita.
Future II	Active:	Rita	will have written	a letter.
	Passive:	A letter	will have been written	by Rita.
Conditional I	Active:	Rita	would write	a letter.
	Passive:	A letter	would be written	by Rita.
Conditional II	Active:	Rita	would have written	a letter.
	Passive:	A letter	would have been written	by Rita.

Passive Sentences with Two Objects

Rewriting an active sentence with two objects in passive voice means that one of the two objects becomes the subject, the other one remains an object. Which object to transform into a subject depends on what you want to put the focus on.

Examples

	Subject	Verb	Object 1	Object 2
Active:	Rita	wrote	a letter	to me.
Passive:	A letter	was written	to me	by Rita.