TIME AND TENSE

Read the following sentences:-

(1) Roop Singh **works** as a guard.
(2) Roop Singh **worked** as a guard.
(3) Roop Singh **will work** as a guard.

works ⟶ worked ⟶ will work

The different forms of the verb **'work'** indicate their tense forms. Tense denotes
(a) time of an event, and
(b) the stage of progress or completeness of an event.

There are three tenses according to time.

Tense

Correspondences between the form of the verb and the concept of time.

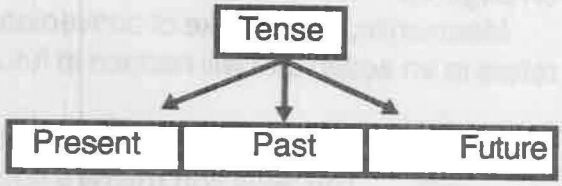
Work ⟶ Present

Worked ⟶ Past

Will work ⟶ Future

USES OF TENSE

(1) Present Tense
(2) Past Tense
(3) Future Tense



Present Tense

Present tense refers to an action that happens in present time.

(1) Gavaskar **writes** about his experience.
(2) The facts **throw** a flood of light.
(3) I **go** to the ground.
(4) He **is** an educated person.
(5) There **are** four guards at his residence.
(6) He **cuts** an apple.

Past Tense

Past Tense refers to an action that happened in the past.

(1) Gavaskar **wrote** about his experiences.
(2) The facts **threw** a flood of light.
(3) I **went** to the ground.
(4) He **was** an educated person.
(5) There **were** four guards at his residence.
(6) He **cut** an apple.

Future Tense

It is important to note that in English there is no obvious Future Tense. There are several constructions to denote Future Time. These are discussed on page 13.

Meanwhile, for the sake of convenience, you can say that Future Tense refers to an action that will happen in future time.

(1) Gavaskar **will write** about his experiences.
(2) The facts **will throw** a flood of light.
(3) I **will go** to the ground.
(4) He **will be** an educated person.
(5) There **will be** four guards at his residence.
(6) He **will cut** an apple.

PRESENT	PAST	FUTURE
work	worked	will work
throw	threw	will throw
write	wrote	will write
go	went	will go
is / are	was / were	will
cut	cut	will cut

Will is a modal auxiliary verb that helps a verb to denote future time. Unlike Present and Past forms of a verb that is V and V+ed forms, Future has no grammatical form. It has to be expressed with **shall, can, could** etc.

FUTURE TIME THROUGH DIFFERENT FORMS

These are the different ways to change the verb from one form to another:-

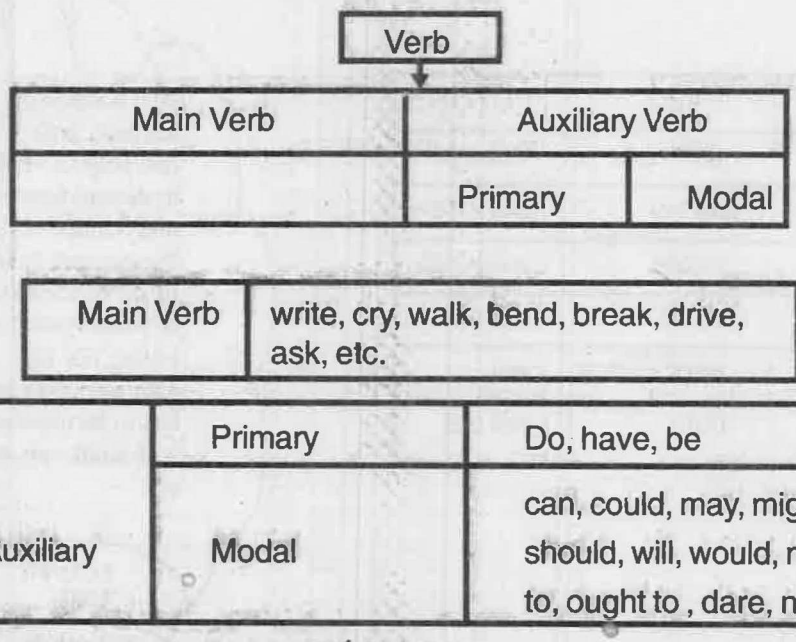
Present	**Past**	**Future**
(1) play →	-ed →	will + V
(2) work →	-ed →	will + V
(3) attack →	-ed →	will + V
(4) write →	wrote →	will + V
(5) go →	went →	will + V
(6) cut →	cut →	will + V

Verbs can be regular and irregular. Regular verbs take '-ed' in the past form whereas irregular verbs do not follow any definite pattern.

Want, work, act, play are some of the regular verbs.

Break, drink, cut, meet are some of the irregular verbs.

Verbs can be classified in another way :-



Auxiliary verbs are used as helping verbs:

(1) He **is** reading a book.
(2) He **has** been reading a book.
(3) I **am** reading.
(4) I **have** bought a pen.
(5) He **has** eaten his food.

Auxiliary verbs are of two types. They are:

(1) Primary Auxiliary Verbs: do, be and have.
(2) Modal Auxiliary: can, could, will, would, may, might, etc.

List of Auxiliary Verbs:

Present	-	**Past**
is/are/am	-	was/were
has	-	had
have	-	had
can	-	could
will	-	would
shall	-	should
may	-	might
must	-	had to

Auxiliary Verbs are combined with the word **'not'** to form the negative, like,

could + not → could not ,

do + not → do not.

The negative form can be used in a short form like

could → could not → couldn't

The two words are combined and 'o' is replaced by an apostrophe (').

Auxiliary	Negative	Short Form
do	do not	don't
does	does not	doesn't
did	did not	didn't
have	have not	haven't
has	has not	hasn't
had	had not	hadn't
am	am not	aren't, ain't (colloquial)
is	is not	isn't
are	are not	aren't, ain't (colloquial)
was	was not	wasn't
were	were not	weren't
being	-	-
MODAL AUXILIARY		
can	cannot	can't
could	could not	couldn't
shall	shall not	shan't
should	should not	shouldn't
will	will not	won't
would	would not	wouldn't
need	need not	needn't
dare	dare not	daren't

may	may not	mayn't
must	must not	mustn't
ought	ought not	oughtn't

Regular Lexical Verbs form the past tense by adding **-ed** or **-t** to the base form as in the examples below-

Work- worked
Play- played
Bend-bent
Walk—walked

Irregular Verbs do not have the **–ed** forms.
They change their forms differently. Let us consider the followings Verb forms:-

	V_1		V_2		V_3
(1)	cut	-	cut	-	cut
(2)	shut	-	shut	-	shut
(3)	meet	-	met	-	met
(4)	speak	-	spoke	-	spoken
(5)	break	-	broke	-	broken

'- s' and '- ing' form of regular and irregular verbs are the same and so they are predictable. But the past '-ed' and past participle '–en' vary and so they are not predictable. List below

All tense forms of the verbs in (1) and (2) are identical. The tense forms of verb in (3) has two parts identical. (4) & (5) have all the forms that are different.

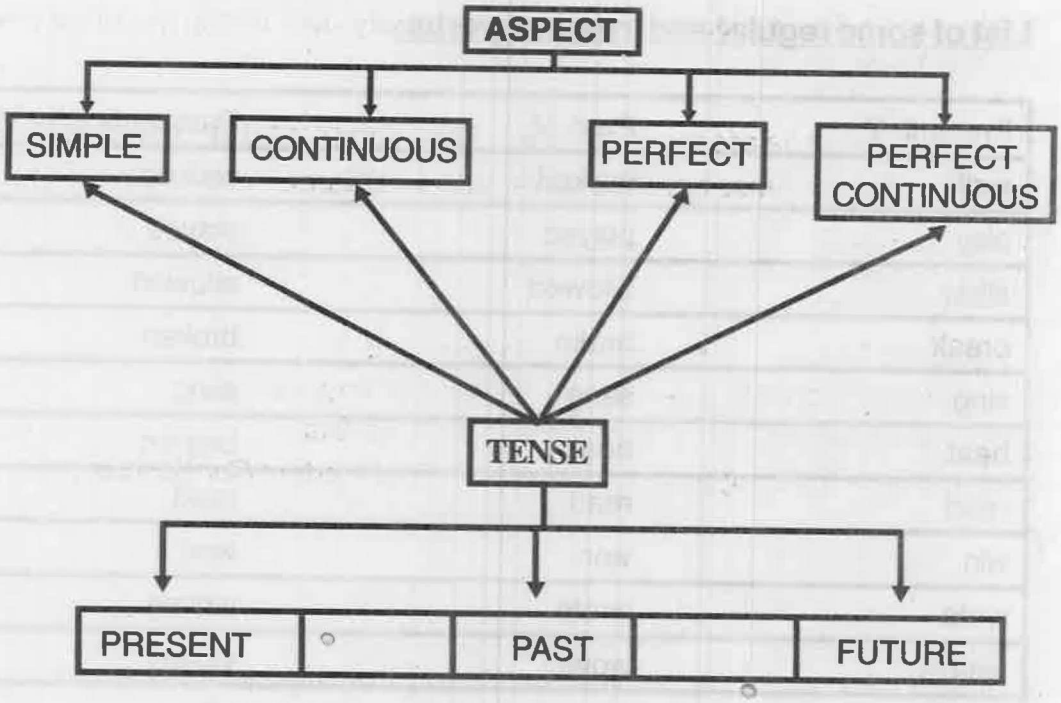
The important verb forms

V_1	-	Base	-	Present + Plural	-	go, come, write, dance,
V_2	-	Past Form	-	- ed	-	went, came, wrote, danced
V_3	-	Past Participle or -en Form	-	-en	-	gone, come, played
V_4	-	Present Participle or -ing Form	-	-ing	-	going, coming, writing, dancing

List of some regular and irregular verbs:

Present- V_1	Past- V_2	Past participle- V_3
walk	walked	walked
play	played	played
allow	allowed	allowed
break	broke	broken
sing	sang	sung
beat	beat	beaten
read	read	read
win	won	won
write	wrote	written
weave	wove	woven
hit	hit	hit
bet	bet	bet
cut	cut	cut
let	let	let
hurt	hurt	hurt
meet	met	met
fall	fell	fallen

On the basis of the stages of progress or completeness of the action represented by the verb, Tenses can further be categorised into four parts known as 'aspect' :-



1. He **acts** well. — SIMPLE
2. He **is acting** well. — CONTINUOUS
3. He **has acted** well. — PERFECT
4. He **has been acting** well. — PERFECT CONTINUOUS

Sentence 1- is in simple Present Tense form. Here, the action is mentioned simply. Whether the action is complete or incomplete is not indicated by this form.
Sentence 2- is in Present Tense Continuous form. The action mentioned is incomplete or continuous or going on.

Sentence 3 – The action mentioned is complete, finished or perfect with respect to a point of time.

Sentence 4 – The action is going on continuously over a long period of time and is yet to finish.

These are the four forms of **PRESENT TENSE**. Similarly, Past Tense and Future Tense have the same number of form.

PAST TENSE

1. He **acted** well. ——— *Simple Past*
2. He **was acting** well. ——— *Past Continuous*
3. He **had acted** well. ——— *Past Perfect*
4. He **had been acting** well. ——— *Past Perfect Continuous*

FUTURE TENSE

1. He **will act** well. ——— *Simple Future*
2. He **will be acting** well. ——— *Future Continuous*
3. He **will have acted** well. ——— *Future Perfect*
4. He **will have been acting** well. ——— *Future Perfect Continuous*

	Simple	*Continuous*	*Perfect*	*Perfect Continuous*
Present	I write.	I am writing.	I have written.	I have been writing.
Past	I wrote.	I was writing.	I had written.	I had been writing.
Future	I shall write.	I shall be writing.	I shall have written.	I shall have been writing.

The table for '*write*' may be used for any verb as shown below.

	Simple	*Continuous*	*Perfect*	*Perfect Continuous*
Present	I + V_1	I + am + V_4	I + have + V_3	I + have been + V_4
Past	I + V_2	I + was + V_4	I + had + V_3	I + had been + V_4
Future	I + shall + V_1	I + shall be + V_4	I + shall + have + V_3	I shall have been + V_4

Uses of Tense

Simple Present Tense

Simple Present Tense can be used to express:

1. A ***regular action***.
   (a) He **takes** a bath every day.
   (b) He **goes** to temple every morning.
   (c) She **loves** to drink hot coffee.

2. It also expresses **universal truth.**
   (a) The earth **moves** round the sun.
   (b) Two plus two **makes** four.
   (c) The boiling point of water **is** 100°C.
   (d) A cow **is** a four-footed animal.

3. Simple Present Tense is used **in quotations**.
   (a) Shelley **says**, "If winter comes can spring be far behind?".
   (b) J.B.S Haldane **says**, "Science affects the average man and woman in two ways".

4. Simple Present Tense is used **in sports commentaries**.
   (a) Gavaskar flicks the ball towards the long-on boundary.

5. To express **a future action that is scheduled:**
   (a) She **leaves** for Delhi tomorrow.

Present Continuous Tense

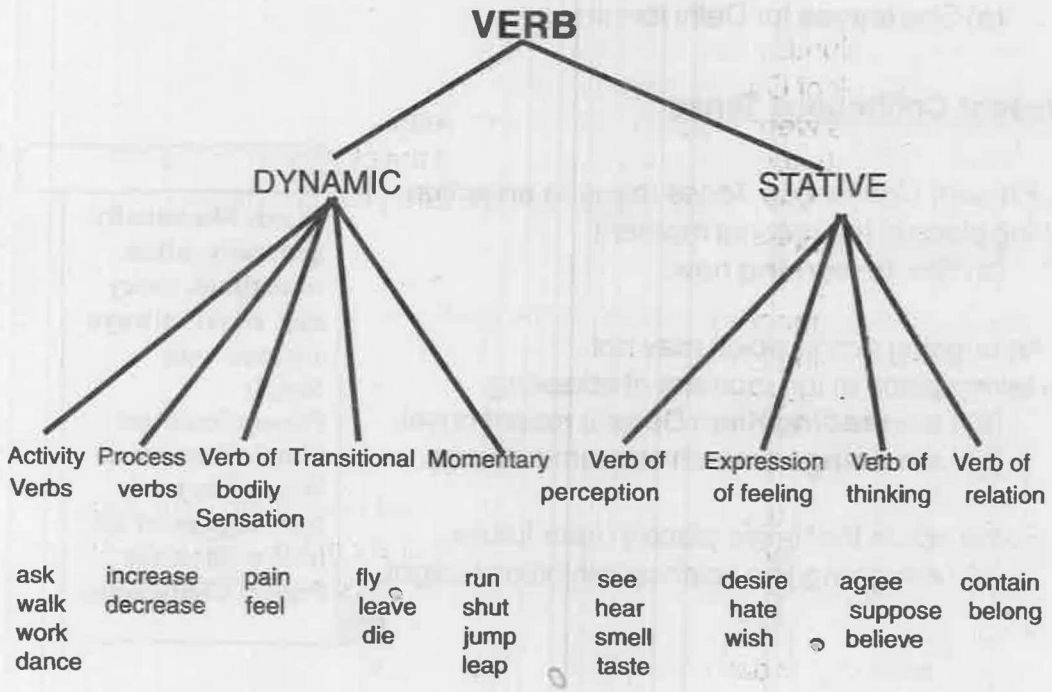
1. *Present Continuous Tense* refers to an action taking place in the present moment.
   (a) She **is working** now.

2. An ongoing action which may not be taking place at the moment of speaking.
   (a) I **am reading** Kiran Desai's recent novel.
   (b) I **am doing** research on atomic energy.

3. Some action that takes place in near future.
   (a) I **am going** to a science exhibition tonight.

Words like **usually, generally, often, sometimes, every day, never, always** are used with Simple PresentTense and Simple Past Tense. Words like **now, just, at present** are used to show the Present Continuous.

Few verbs like **see, hear, abhor, think, suppose, remember** are usually not used in the continuous form. These are **stative verbs.**
Another form of verb is the **dynamic** form. This may have the progressive form.



Some of the stative verbs are used as progressive verbs with a change in meaning : I am seeing things. She is hearing strange noises.

Present Perfect Tense

1. The Present Perfect refers to an event that has just happened.
   (a) He **has** just **passed** his medical test.
   (b) The bus **has** just **left** for Hajipur.

2. Referring to an event that has no definite time.
   (a) He **has seen** the hanging bridge.

3. Referring to any such event that comes from the past and continues in the present.
   (a) I **have worked** on the project for two years.

Like the Present Tense, the Past Tense and its forms also have some specific uses.

(a) She **went** to Mumbai last Monday.
(b) I **read** the book of Gandhi a week ago.
(c) Sunita Williams **went** to space earlier this year.

Past Tense in the above sentences indicates that the events are complete. Adverbs of time such as **last, a week ago, earlier this year, yesterday,** etc. are used with such sentences.

Sentences below suggest some habit in the past.

(a) We **loved** listening to music.
(b) I **loved** eating ice-creams.
(c) She **talked** a lot.

Past Continuous is used to denote an action that was going on in the past or it may refer to two action going on simultaneously in the past or also indicate that when one action was taking place another action also happened.

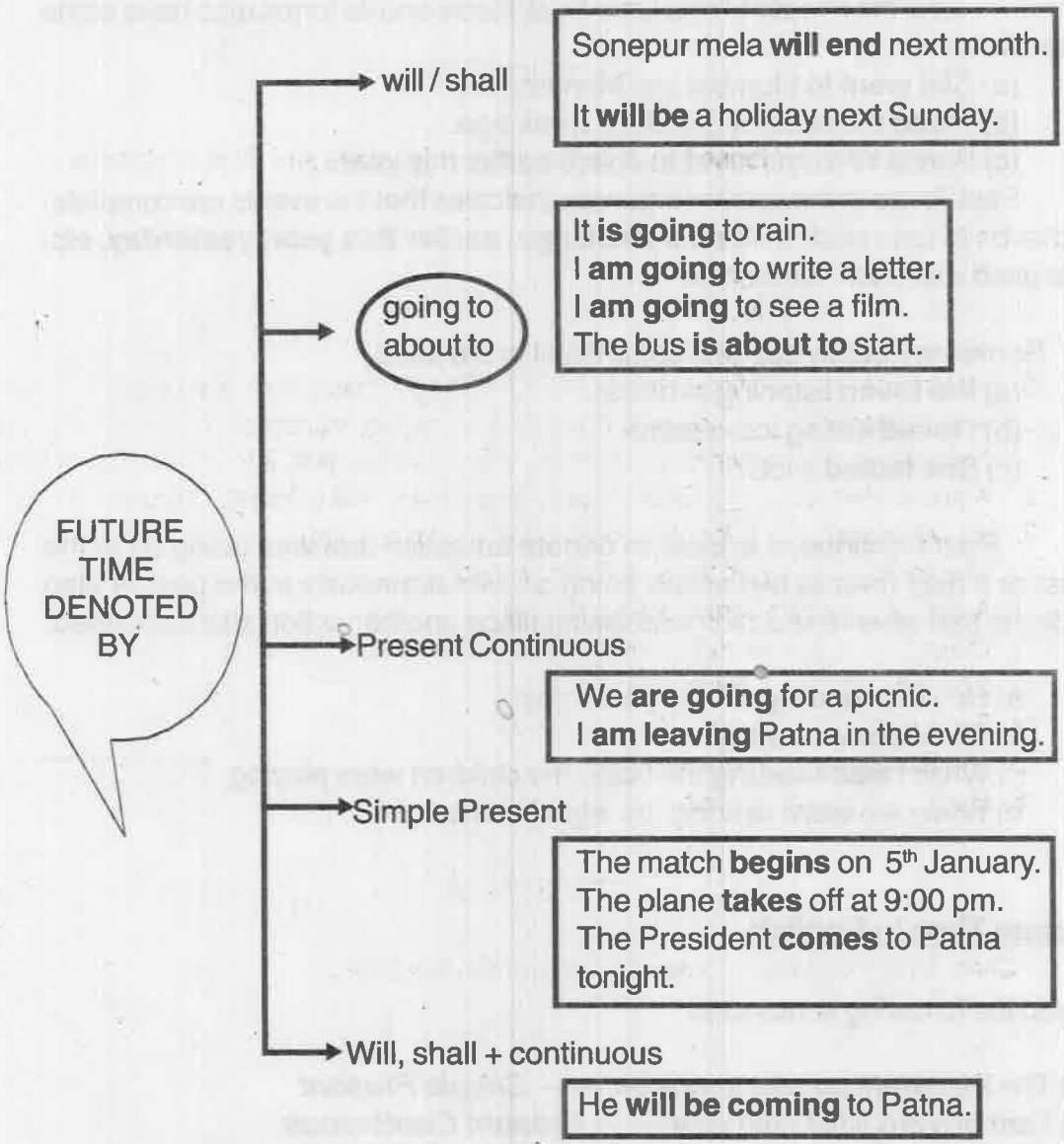
a) He **was reading** all day yesterday.
b) We **were working.**
c) While I **was reading** the book, my children were playing.
d) When we **were driving** the wheel came out.

Future Time In English

Read the following sentences:

(1) The President **comes** tomorrow. —— ***Simple Present***
(2) I **am buying** a flat next year. —— ***Present Continuous***
(3) She **is going** to London. —— ***Present Continuous***
(4) It **is going** to be six o'clock. —— ***going to + V_1***
(5) The match **is** about to begin. —— ***about to + V_1***

The verbs in sentences above are in the present form but they denote future time.


FUTURE TIME DENOTED BY
will / shall
Sonepur mela **will end** next month.
It **will be** a holiday next Sunday.
going to
about to
It **is going** to rain.
I **am going** to write a letter.
I **am going** to see a film.
The bus **is about to** start.
Present Continuous
We **are going** for a picnic.
I **am leaving** Patna in the evening.
Simple Present
The match **begins** on 5th January.
The plane **takes** off at 9:00 pm.
The President **comes** to Patna tonight.
Will, shall + continuous
He **will be coming** to Patna.

Exercise – 1

Choose the correct tense forms of the verbs in brackets and fill in the blanks :

1. He _____ reading. (loves, is loving)
2. I _____ some runs. (get, am get)
3. Dhoni _____ for India. (playing, plays)
4. Stars _____ at night. (shining, shine)
5. Nationalism _____ different things at different times. (has meaning, means)
6. A baby monkey _____ to come down. (will managing, manages)
7. Nalanda _____ the symbol of the most glorious period. (will, is)
8. A snake charmer _____ Cobra, a poisonous snake. (will catching, catches)
9. An old beggar _____ for alms at the gate. (begging, begs)
10. The earth _____ round the sun. (goes, will go)
11. A lion _____ a carnivorous animal. (is, will)
12. Often I _____ a letter to the news editor. (written, write)
13. Science _____ our opinion. (is affect, affects)
14. Sania Mirza _____ tennis. (playing, plays)
15. The Ganga _____ a holy river. (are, is)
16. Man _____ mortal. (is, was)

Exercise – 2

Change the following sentences into past and future tenses :

1. He is an educated person.
2. She drinks tea every morning.
3. My father teaches me English.
4. She rings the bell.
5. The stars shine brightly.
6. He reads science magazines.
7. The train reaches at time.
8. Girls drive efficiently.
9. Children are an asset to the country.
10. The cat climbs the tree.

11. The dog chases the thief.
12. Trees are important for life.
13. Oxygen is essential for life.
14. We learn to appreciate nature in Wordsworth's poetry.
15. A mother loves her children.

Exercise – 3

Identify the tense in the following sentences (i.e. simple present, simple past etc.) :

1. She gets up early in the morning.
2. We will win the cricket series.
3. The sun rises in the east.
4. The Children are playing in the park.
5. The train arrived late.
6. The boys had been playing all day.
7. She has thrown the ball.
8. Jawaharlal Nehru spent some years at Dehra Dun.
9. The winter had denuded almost all the trees of their leaves.
10. Spring is very pleasant.
11. Snow falls in winter.
12. Someone broke the glass.
13. It will be a warm summer next year.
14. She takes a heavy lunch.
15. Overeating is harmful.
16. She has learnt English properly.
17. The Indians have been playing good cricket.
18. We shall work hard.
19. He jumped over the fence.
20. I was reading a newspaper.

Exercise – 4

Change the sentences into past tense :-

1. Children like chocolates.
2. The teacher teaches English regularly.

3. The thief steals the precious diamond necklace.
4. The dog tears the mat.
5. The driver drives the car.
6. She celebrates her birthday every year.
7. She loves playing guitar.
8. We go to see the exhibition on Madhubani painting.
9. My friends will visit Nalanda.
10. A mad man jumps in the tiger's cage.
11. We will enjoy a trip to Vaishali.
12. Everyone loves to read the detective novels of Sherlock Holmes.
13. I love to read religious books.
14. The girl plucks a flower.
15. Uncle Podger hangs a picture on the wall.
16. She swims for fitness.
17. We make plans to visit Sanjay Gandhi Zoological Park.
18. The birds fly high in the sky.
19. The Ganga river flows calmly.
20. The player hurts his leg due to carelessness.

Exercise – 5

Fill up the blanks with correct tense forms of the verbs given in brackets :-

1. Children _____ to school everyday. (go, goes)
2. The angry tiger _____ on the youth. (pounce, pounced)
3. The President _____ tomorrow. (arrives, arriving)
4. He always _____ in the class (sleeps, sleeping)
5. It is _____ now. (rain , raining)
6. The doctor _____ you if you go to him. (treat, will treat)
7. She _____ a sweet song yesterday. (sang, singing)
8. He is _____ today. (comes, coming)
9. She _____the station after the train had left.(reached, reach).
10. He was _____ to jail for stealing. (send, sent)
11. The patient _____ before the doctor came.(dies,died)
12. Yesterday I _____a good family movie on television. (watching,watched)
13. When she _____ her speech we left the hall. (finishes,finished)

Exercise – 6

Change the following sentences into past continuous.

1. I (knit) a sweater when he came in.
2. He (paint) the wall when it began to rain.
3. The old man (sit) on the bench for the whole day.
4. Everyone (sleep) when there was an earthquake.
5. My mother (prepare) pizza last evening.
6. I (read) when he came in.
7. The old hermit (dig) when the king came there.
8. He (sleep) when the thief entered the house.
9. She (cook) meal when we were playing in the garden.
10. The girl (dance) when her friends studied.

ACTIVE AND PASSIVE VOICES

A. Read the following sentences:

(1). Emperor Ashoka enlarged the Samadhi of Sariputra.

(2). The Samadhi of Sariputra was enlarged by Emperor Ashoka.

The sentences given above have similar meaning, but the point of focus is greatly changed. In the first sentence, the point of focus is on Emperor Ashoka whereas in the second sentence it is the samadhi of Sariputra which becomes the point of focus.

If you read these sentences carefully, you will find that in the first sentence the subject 'Emperor Ashoka' is doing the action (the agent), but in the second sentence the subject 'The Samadhi of Sariputra' is not the agent (is not doing the action). It is the thing the action is directed at. The first sentence is in the **Active Voice** whereas the second is in the **Passive Voice**.

We can, therefore, say that a sentence can be either in the active or passive voice. In an active sentence, the subject performs the action. In a passive sentence, the subject receives the action.

Changing the Voice of a Sentence:

The change of voice of a given sentence entails certain structural changes. You have already observed that the subject of the **Active Voice** becomes the object of the **Passive Voice** and the object of the **Passive Voice** becomes the subject of the **Active Voice**.

Passive Voice of Simple Present and Simple Past

C. Now mark other structural changes in the sentences given below:

(a) I write a letter = A letter is written by me.

(b) I receive letters = Letters are received by me.

You see that in both the sentences the objects in the Active Voice become the subjects in the Passive Voice. They both take auxiliary verbs depending on their number: 'A letter' being singular takes 'is' (sentence 'a') 'letters' being plural takes 'are' (sentence 'b').

You also see that the main (Principal) verbs in both the cases are in the past participle form: 'written' (sentence 'a') and 'received' (sentence 'b'). The subject of the Active Voice which now becomes object is used in the objective case: 'me' for 'I'. It is also preceded by 'by'.

These changes are applicable to sentences in other tense forms as well.

D. Read the following sentences:

(a) *The boy elaborated the statistics. = The statistics was elaborated by the boy.*
(b) She gave a coin to the beggar. = The beggar was given a coin by her. Or,
A coin was given to the beggar by her.

Mark how the choice of an auxiliary verb in the Passive Voice is governed by the tense forms. In section 'C' we used 'is' and 'are' as auxiliary verbs in the passive voice , but in this section we have used 'was'. Another important thing is that sentence (b) in this section has been changed into Passive Voice in two ways: first, by making 'The beggar' as the subject and the second, by making 'a coin' as the subject. This is because the sentence in the Active Voice has two objects: 'a coin' (direct object) and 'the beggar' (indirect object).

Note: We can omit 'by + agent' in the Passive Voice, if the agent is understood, unimportant or indefinite.

E. Look at some more examples:

(a) **Active**: A good student respects a teacher.
Passive: A teacher is respected by a good student.
(b) **Active**: Thomson discovered electrons.
Passive: Electrons were discovered by Thomson.

Mark the structural changes in the Active and the Passive Voice of the Simple Present and the Simple Past:

Tense	Active Voice	Passive Voice
Simple Present	**NP_1(Subject) +V_1 /V_5 + NP_2 (Object)** e.g. Science affects the average man and woman	**NP_2 + is/am/are + V_3+ by + NP_1** e.g. The average man and woman are affected by science.
Simple Past	**NP_1 +V_2 + NP_2** e.g. He insulted my guest.	**NP_2 + was/ were + V_3+ by + NP_1** e.g. My guest was insulted by him.

Passive Voice of Present Continuous/Progressive and Past Continuous/ Progressive

F. Read the following sentences:

1. *The mason is building the wall. = The wall is being built by the mason.*
2. *The mason was building the wall. = The wall was being built by the mason.*
3. *We are baking the bread. = The bread is being baked by us.*
4. *We were baking the bread. = The bread was being baked by us.*

You see that the auxiliary verb in the Active Voice is made to agree with the new subject in the Passive Voice: 'is' and 'was' in sentence 1 and sentence 2 are retained, as they agree with the new subject 'the wall' but in sentence 3 and 4 sentence, 'are' and 'were' are replaced by 'is' and 'was' respectively to agree with the new subject 'the bread'.

Again, 'being' is inserted between auxiliary verb and main verb (V3). All other changes are as in the preceding section. The changes in the structure can be presented in through the following table:

Tense	Active Voice	Passive Voice
Present Continuous/ Progressive	**NP_1(Subject) + is/am/ are + V_4 + NP_2 (Object)** e.g. The government is considering several new proposals.	**NP_2 + is/am/are + being + V_3+ by + NP_1** e.g. Several new proposals are being considered by the government.

Past Continuous/ Progressive	**NP_1 + was/were+ V_4 + NP_2** e.g. The government was considering several new proposals.	**NP_2 + was/ were + being + V_3 + by + NP_1** e.g. Several new proposals were being considered by the government.

Passive Voice of Present Perfect/Non-Progressive and Past Perfect/ Non-Progressive

G. Read the following sentences:

1. *Different countries have adopted different animals as symbols of their ambition or character.*
   = Different animals have been adopted by different countries as symbols of their ambition or character.
2. *Different countries had adopted different animals as symbols of their ambition or character.*
   = Different animals had been adopted by different countries as symbols of their ambition or character.
3. *The government has announced some new schemes.*
   = Some new schemes have been announced by the government.
4. *The government had announced some new schemes.*
   = Some new schemes had been announced by the government.

You mark that the **Active Voice** sentences in Present Perfect undergo all the changes in the structure as noticed in earlier sections, except that auxiliary verb 'have' in sentence 1 and 'has' in sentence 3 are replaced by 'had' in the **Passive Voice**. Similar is the case with the **Active Voice** sentences in Past Perfect except that the auxiliary verb 'had' is retained in the **Passive Voice**. In both the cases, 'been' is inserted between auxiliary verb (have, 'had') and the main verb (V_3). The changes in the structure can be presented through the following table:

Tense	Active Voice	Passive Voice
Present Perfect	**NP_1 + have /has + V_3 + NP_2** e.g. The company has ordered new equipments.	**NP_2 + have/has + been + V_3+ by + NP_1** e.g. New equipments have been ordered by the company.
Past Perfect	**NP_1 + had + V_3 + NP_2** e.g. The company had ordered new equipments.	**NP_2 + had + been + V_3+ by + NP_1** e.g. New equipments had been ordered by the company.

Passive Voice of the sentences with modals

G. Read the following sentences:

1. *The manager should sign these contracts today.*
   = These contracts should be signed by the manger today.
2. *The officer will help me.*
   = I shall/will be helped by the officer.

Mark how the a modal is usually retained in the passive voice and 'be' is inserted between the modal and the main verb (V_3).

H. Now look at these sentences:

(a) Somebody should have called the President this morning.
= The president should have been called this morning.
(b) They will have completed the renovation by 2015.
= By 2015, the renovation will have been completed.

Note how 'should have' and 'will have' (modal + perfect) are retained in the passive voice. Also note how 'been' is inserted between the 'modal + perfect' and the main verb (V_3).

The changes in the structure can be presented in through the following table:

	Active Voice	Passive Voice
Modal	**NP_1 + modal + V_1 + NP_2** e.g. Sania Mirza can win the tournament.	**NP_2 + modal + be + V_3 + by + NP_1** e.g. The tournament can be won by Sania Mirza.
Modal + Perfect	**NP_1 + modal + have + V_3 + NP_2** e.g. Sania Mirza should have won the tournament.	**NP_2 + modal + have + been + V_3 + by + NP_1** e.g. The tournament should have been won by Sania Mirza.

Exercise- 1

Change the following sentences from Active to Passive voice:

1. Somebody calls me everyday.
2. John is calling all the other members.
3. The officer was delivering the documents to the department.
4. The other members have repealed the amendment.
5. The delegates had received the information.
6. The teacher should buy the book.
7. Somebody will call her tonight.
8. The fire had caused a considerable damage
9. The company had a new policy before the bankruptcy.
10. He will have received the papers by tomorrow.

1. Place the object at the place of the subject of the active sentence.
2. If there is any auxiliary verb in the active sentence, place it immediately after the new subject agreeing in number and person with the subject.
3. Insert the verb 'be' after the auxiliary verb in the same form as the main verb in the active sentence.
4. Place the main verb from the active sentence after auxiliary verb and 'be' in the past participle.
5. Place the subject of the active sentence after the verb in the passive sentence preceded by the preposition 'by'.
   Note: 'By + agent' can be omitted if it is not important or is understood.)

(I) Passive Voice of the sentences with Causative Verbs (have, get, make)

Causative verbs are used to indicate that one person causes a second person to do something for the first person. Actually one causes somebody to do something for him or her by asking, forcing or paying. Causative verbs are: have, get and make.

(A) Have / Get

Read the following sentences:

1. Sohan had Rohan wash the car. = Sohan had the car washed by Rohan.
2. Sohan got Rohan to wash the car. = Sohan got the car washed by Rohan.

B. Make

'Make' can be followed only by a clause in the active voice. It is stronger than 'have' or 'get'. It is used to mean to force.

1. The Manager made the salesman attend the conference.
   = The salesman was made to attend the conference by the manager.
2. The teacher always makes the students stay in the class.
   = The students are always made to stay in the class by the teacher.
3. Ratan made his son cry in the theatre.
   = His son was made to cry in the theatre by Ratan.
4. The robber made the teller give him the money.
   = The teller was made to give him the money by the robber.

(j) The Passive and the agent

Look at the following sentences:

The car must be bought by my friend.
The car was stolen.

In a passive sentence, we sometimes mention the agent only if it is important for the meaning of the sentence otherwise we leave it.

Following are the cases where we do not need to mention the agent.

(1) We do not mention the agent **if it is not important.**

The streets are cleaned everyday.
A new government has been formed.
***Hamlet** was written in 1601.

(2) We do not mention the agent **if it does not add any new information.**

A man was arrested last night.
My car was stolen.
We do not need to say that car was stolen by 'a thief' or the man was arrested by 'the police'.

(3) We do not mention the agent **when it is difficult to say who the agent is**:
This kind of mobile is considered very fashionable these days.

Verb Form	Active	Passive
To-infinitive	(to+ V_1), to play	{to + be+ V_3) to be played
Perfect To-infinitive	(to have+ V_3), to have played	{to +.have +been+ V_3) to have been played
Gerund	V_4, playing	being+ V_3, being played
Perfect gerund	having + V_3 having played	having + been played

Use of Passive

We can use the passive in both speech and writing, but it is more common in writing. We can see it specially in text books and reports. We use it to describe objectives or processes in the industry, official rules and procedures, science and technology and, historical and social processes.

1. Bananas are exported to many countries.
2. Payment can be made at any time.
3. A number of political prisoners have been released.
4. Talks will be held in Delhi next week.
5. If sulphur is heated, a number of changes can be seen.
6. Thousands of new houses have been built.
7. This book must be returned to the library by the date above.

Exercise- 2

Change the following sentences into passive :-

1. The old lady takes snuff.
2. All love him.
3. The boy makes a mistake
4. The cat drank the milk.
5. The dog chased the little boy.
6. His parents passed him.
7. My cousins love stories.
8. Sita will bring the suitcase.
9. Somebody has put out the light.
10. A cruel man killed the bird.
11. People will soon forget the incident.
12. We prohibit drinking.
13. The farmer has gathered the information.
14. The scorer added runs in my name.

Exercise- 3

Change the following sentences into passive :-

1. Sohan throws the stone.
2. His behaviour shocked me.
3. A policeman caught the thief.
4. They opened the theatre only last month.
5. The recitation pleased the inspector.
6. All of you can win the race.
7. He keeps the students waiting.
8. They found him guilty of murder.
9. One should keep one's promises.
10. She is watching you very carefully.
11. The boy is climbing the tree.
12. I will conquer you.
13. Her singular appearance struck me.
14. I saw her and her old parents.
15. One cannot pump the ocean dry.
16. We saw him cross the river.