The Passive Voice

Passive voice is usually used as a way of shifting the focus of the sentence to the object.

We keep the butter here. => The butter is kept here.

We do not mention the agent (subject) because:

- It is unknown (His car has been stolen. *(by someone)*);
- Unimportant (I was told to remain silent. *(in general)*);
- Obvious (Linda has been arrested. *(the police)*);
- People in general (Bicycles are widely used in China. *(by people who live there)*);
- To conceal the agent or distance yourself from the action (The original has been destroyed. *(by someone you do not know or do not want to reveal)*)

Ditransitive verbs *(two objects)* such as promise, sell, tell, bring, lend, pass, pay, give, teach, show, etc. form passive in two ways:

Active: He gave the receptionist the key.

Passive 1: The receptionist was given the key. *(Indirect object)*

Passive 2: The key was given to the receptionist. *(Direct object)*

*It is usually the indirect object that becomes the subject of the passive sentence.*

Building passive:

- Present simple: am, is, are + past participle (Homework is done *(by me)*.)
- Present continuous: am, is, are + being + pp (Homework is being done.)
- Present perfect: have, has + been + pp (Homework has been done.)
- Simple past: was, were + pp (Homework was done.)
- Past simple continuous: was, were + being + pp (Homework was being done.)
- Past perfect: had + been + pp (Homework had been done.)
- Past perfect continuous: had + been + being + pp (Homework had been being done.)
- Future simple: will be + pp (Homework will be done.)
- Modals: can, must + be (Homework must be done.)
Conditional Clauses

If clause is a subordinate clause in a complex sentence. If clause states the condition that must be fulfilled before main clause may be true. Classification is based on:

- Time
- The possibility of fulfillment of the condition

Type I refers to present or future, condition can be fulfilled (If we catch the train, we will get there on time. If you have not tried it, you cannot imagine how it is.).

Type II refers to present or future, condition more or less cannot be fulfilled (If we caught the train, we would get there on time. – it is still possible; If I came into a fortune, I would give up working. – imaginary; If I were you, I would tell her. – contrary to a fact – I am not you.).

Type III refers to past, condition cannot be fulfilled (If we had caught the train, we would have gotten there on time. – contrary to a past fact, they never were able to catch the train).

Type 0 (cause and effect) – statements of universal truth (If you heat ice, it melts) if = when, same tense in both clauses (If you don’t water plants, they die.).

Other conjunctions:

- A child can learn fast, provided he is not pressured.
- He would not have come unless you had invited him.
- He would have married her even if she had been poor.
- You can come with us, as long as you keep quiet.
- Suppose you told him the truth, what would he do about it?
- You can borrow it on condition/provided that you return it tomorrow.

Reported Speech

If a reporting word is in one of the PAST tenses (said, told, whispered, shouted, mentioned), reported verbs undergo a backshift (go back “in time” – change to a corresponding past tense).

Past perfect, subjunctive, and Type 2 conditionals do not change.

<table>
<thead>
<tr>
<th>Direct Speech</th>
<th>Reported Speech</th>
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<tbody>
<tr>
<td>Present (Simple &amp; Continuous)</td>
<td>Past (Simple &amp; Continuous)</td>
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<tr>
<td>Past (Simple &amp; Continuous)</td>
<td>Past Perfect (Simple &amp; Continuous)</td>
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<td>Present Perfect (Simple &amp; Continuous)</td>
<td>Past Perfect (Simple &amp; Continuous)</td>
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<tr>
<td>Future (Simple &amp; Continuous)</td>
<td>Would + bare infinitive</td>
</tr>
<tr>
<td>Future Perfect (Simple &amp; Continuous)</td>
<td>Would have + bare infinitive</td>
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</table>
Other words that change in reported speech:
- can and may to could and might;
- could, when it implies possibility, changes to had been able to;
- must, when implying obligation, changes to had to;
- this => that; these => those; yesterday => the day before, the previous day; tomorrow =>
  the next day/the following day; next week => the next/following week; ago => before.

Subjunctive
Several different phrases can be used to introduce a fanciful/unfulfilled wish: if only, I wish, it
is about time, I would rather.

- They are used with PAST tense (was/were) to express a wish unfulfilled in the
  PRESENT. (I wish you were here. (now); If only she were working in the office next
door.; It is about time you stopped doing that.; It is about time I went home. (It is time for
me to go.); I would rather you dealt with the matter. I would rather she came back than
stayed in New York.)

- PAST PERFECT is used for unfulfilled wishes relating to the PAST. (I wish she had
  not gone to Minneapolis yesterday. If only she had stayed here. (but she did not); I would
  rather you had gone away last week.)

- For wishes that we hope will be fulfilled in the FUTURE (often related to something
  you find irritating or unsatisfactory, and would like to change in the future) we use
  present conditional – would + infinitive (If only she would come back. I wish my
  friends would not call me when I am asleep.)