Active and passive voice: rules and examples

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Passive verb form by tense

Tense	Passive verb	Example
Simple present	is/am/are + V3	Ravi writes a letter. → A letter is written by Ravi.
Present continuous	is/am/are being + V3	Ravi is writing a letter. → A letter is being written by Ravi.
Present perfect	has/have been + V3	Ravi has written a letter. → A letter has been written by Ravi.
Simple past	was/were + V3	Ravi wrote a letter. → A letter was written by Ravi.
Past continuous	was/were being + V3	Ravi was writing a letter. → A letter was being written by Ravi.
Past perfect	had been + V3	Ravi had written a letter. → A letter had been written by Ravi.
Simple future	will be + V3	Ravi will write a letter. → A letter will be written by Ravi.
Future perfect	will have been + V3	Ravi will have written a letter. → A letter will have been written by Ravi.
Modals	modal + be + V3	Ravi can write a letter. → A letter can be written by Ravi.

Pronoun changes

Subject	Object
I	me
we	us
you	you
he	him
she	her
it	it
they	them

Steps

- Make the object the new subject.
- Use the correct form of be for the tense, then V3.
- Put the old subject after 'by' (or leave it out if it is not important).
- Change pronouns: he → him, they → them.