



In the first example, the passive is formed incorrectly because the past participle *painted* should be used rather than the present participle *painting*. In the second example, the verb *be* has not been included, and some form of *be* is necessary for a passive verb. The verb in the second sentence should be *will be finished*.

The following chart outlines the way to form the passive correctly:

THE FORM OF THE PASSIVE		
BE	+	past participle (BY + object)

**EXERCISE 37:** Each of the following sentences has a passive meaning. Underline twice the verbs that should be passive. Then indicate if the sentences are correct (C) or incorrect (I).

- I 1. The boy had never be stung by a bee.
- C 2. The suits were hung in the closet when they were returned from the cleaners.
- \_\_\_ 3. Money is lending by the credit union to those who want to buy homes.
- \_\_\_ 4. The record had been chose by dancers near the jukebox.
- \_\_\_ 5. The topic for your research paper should have been approved by your advisor.
- \_\_\_ 6. That song has been playing over and over again by Steve.
- \_\_\_ 7. Their utility bills have been increased again and again.
- \_\_\_ 8. The patients who are too sick to sit up are being assisted by the orderlies.
- \_\_\_ 9. The offices were thoroughly clean last evening by the night crew.
- \_\_\_ 10. The car that was struck in the intersection yesterday is being repaired today.

### SKILL 38: RECOGNIZE ACTIVE AND PASSIVE MEANINGS

When there is no object (with or without *by*) after a verb, you must look at the meaning of the sentence to determine if the verb should be active or passive. Sentences with an incorrect passive verb and no *by + object* to tell you that the verb should be passive are the most difficult passive errors to recognize on the TOEFL test. Study the examples:

- We mailed *the package* at the post office.
- The letter was mailed *by us* today before noon.
- The letter was mailed today before noon.
- The letter mailed\* today before noon.

The first three examples above are correct. The first example has the active verb *mailed* used with the object *package*; the second example has the passive verb *was mailed* used with *by us*; the third sentence has the passive verb *was mailed* used without an object.