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**Institute of Urban Techniques Management Module: English**

**2. Passive Voice: Past Simple Tense**

Active sentences in the simple past tense have the following structure:  
**Subject + past tense form of the verb + object**  
Passive sentences in the simple past tense have the following structure:  
**Object of the active sentence + was/were + past participle form of the verb + by + subject of the active sentence**

**Changing an assertive sentence into the passive**

Active: He **wrote** a letter.  
Passive: A letter **was written** by him.  
Active: They **knew** it.  
Passive: It **was known**to them.  
Active: She **sang** a song.  
Passive: A song **was sung** by her.  
Active: He **loved** his friends very much.  
Passive: His friends **were loved** very much by him.