

STANDARDS-BASED
DAILY LESSON OUTLINE

Unit Theme: passive voice and complex sentences I

Audience: adults

Time: 90 min

Objectives

By the end of this lesson, the learner should be able to

1. Know what is meant by the term passive voice
2. Know the purpose of passive voice and when to use it
3. Understand the difference between active and passive voice
4. Understand complex sentences
5. Form passive voice sentences in various tenses

Resources

- Blackboard Notebook/Pen
- Session 16 passive voice and complex sentences I Handouts
- Session 16 passive voice and complex sentences I Worksheet
- Session 16 passive voice and complex sentences I Homework Handouts
- Projector/laser pointer

Warm-up and prior knowledge

Welcome the students to today's class and tell them what they will be learning i.e. what is meant by the term passive voice, its purpose and when to use it. The students will also learn the difference between active and passive voice, complex sentences and formation of passive voice sentences in various tenses.

Lesson instructions

Start of the lesson by asking the students whether they have heard of the term, passive voice. Explain using the *passive voice and complex sentences I* handout and add on the content from the power point on *passive voice*. Go through the purpose of passive voice and its structure with the students and when it should be used on slide 4-6. Passive voice should be used when there is:

- Unknown or Unimportant Doer
- Focus on Action or Result
- Obvious Doer from Context
- Formal or Objective Tone

On the next slide, take the students through the differences between active and passive voice. Ask the students to construct sentences with the active voice and passive voice to get a better grasp.

From the *passive voice and complex sentences I* handout, introduce the concept of complex sentences. Teach the students how to form sentences using the passive voice by using the auxiliary verb “to be” (conjugated according to the tense) followed by the past participle of the main verb. The structure is: **[Subject] + [To be] + [Past Participle] + [By-phrase (optional)]**

Expound on the formation of the following:

- Present simple passive
- Past simple passive
- Present perfect passive
- Past perfect passive
- Future simple passive
- Modal verbs in passive

Use both the handout and PowerPoint to teach on this area. Make the class interactive by encouraging maximum participation through class involvement activities. Go further and help students construct passive sentences in various tenses such as:

- ✓ Simple past tense
- ✓ present continuous tense
- ✓ Past continuous tense
- ✓ Present perfect tense
- ✓ Past perfect tense
- ✓ Simple future tense
- ✓ Conditional past tense
- ✓ Conditional present tense

Allow students to form at least 5 sentences from each tense before moving to the next. Ask students for questions before winding up the lesson.

Activity

Have the students write 5 sentences using the passive voice from each of the following tenses.

The sentences should be original and not the ones learned in class.

- i. Simple past tense
- ii. present continuous tense
- iii. Past continuous tense
- iv. Present perfect tense
- v. Past perfect tense
- vi. Simple future tense
- vii. Conditional past tense
- viii. Conditional present tense

Independent working time/assignment

Session 16 passive voice and complex sentences I Worksheet.docx:

1. Convert the following active voice sentences into passive voice: (page 1)
2. Rewrite the following passive voice sentences into active voice: (page 1)
3. Fill in the blanks with the correct passive voice form of the verbs in parentheses.(page1)
4. Whether the following sentences are in active or passive voice. (page 1)
5. Convert the following active voice sentences into passive voice. (page 2)

Session 16 passive voice and complex sentences I Homework.docx:

Using past continuous example use the words in brackets to form the correct sentence (page 1)

1. Volley ball was (play) by Mary
2. A letter (write) by her
3. The bread (eat) by the kitten

4. Which of the following sentences is in passive voice? (Page 1)
5. in a passive voice sentence, the subject of the sentence: (Page 1)
6. Why might passive voice be used in writing? (Page 1-2)
7. Which of the following sentences is in passive voice? (Page 2)
8. Which of the following sentences is NOT in passive voice? (Page 2)
9. Which of the following sentences contains a correctly formed passive voice? (Page 2)