We use the passive a lot in letter and report-writing, especially when the thing we do is more important than who does it or if the agent is unknown.

The passive is formed with *to be + past participle*

Example:

**ACTIVE**

We are cleaning the kitchen

**PASSIVE**

The kitchen *is being cleaned* (by us) ...... *está siendo*

It is also used in order to make a sentence impersonal. Compare:

I did the work.....

The work *was done*........ **“se hizo”**

### 1- Simple Passive:

1. We are painting our old furniture
2. They cannot open the door without the key
3. We have reduced prices by 5%
4. They are installing a new lift
5. We must do something soon
6. We have repaired our old car
7. We have sent you a current price list
8. We are going to discuss the problem at the meeting
9. They will pay the hotel invoice
10. They are painting the kitchen

### Indirect Object:

When the person is of more interest than the object:

e.g.  

**Active:** They sent Mary a letter

**Passive:** Mary was sent a letter  **(A Mary le enviaron una carta)**

**Put into the Passive:**

1. Somebody will give you the information
2. They have told me to wait here
3. They asked me a lot of questions
4. Somebody will meet you at the airport
5. They gave me a book for my birthday