1 VERB TENSES, VERB MOODS, AND VOICE OF VERBS

2 TENSE

• Relates to the time expressed by the verb.
• Three main tenses: past, present, and future.

3 TENSE

Four main aspects:

• simple
• continuous
• perfect
• perfect continuous.

4 MOOD

Mood can be:

• declarative (indicative)
• imperative
• interrogative
• subjunctive.

5

I like that cat.
Do you like that cat?

6

Be kind to that cat!
If I were that cat, I would think myself lucky.

8  SUBJUNCTIVE MOOD
   • Used for something that might happen, could happen, should happen, or that the subject wishes would happen.

9  SUBJUNCTIVE MOOD
   If only it were so.
   If I were you.
   Long live the Queen.

10 SUBJUNCTIVE MOOD
   We recommend that the department reform its financial systems.
   It is imperative that the copywriter be able to…

11 VOICE
   • Voice is the property of a verb that tells whether the subject acts or is acted upon.
   • A verb is active when its subject is the doer of the act.
   I wrote a book.

12 PASSIVE VOICE
   • A verb is passive when its subject is acted upon.
   • Passive voice puts the object of a transitive verb as the grammatical subject of the sentence.
• It will always consist of a part of the verb ‘to be’ and a past participle.

13 Passive Voice

• Look out for the hidden actor if you think a verb is passive.
• If you can put ‘by goblins’ after the verb, it is passive.
  The magic was woven (by the grammar goblins).
• Check whether the passive verb can be converted into the active voice.

14 Impersonal Passive

It was decided.

It was agreed.

It is felt that your proposal is not able to be funded.

15 Double Passive

Athletes who are found to have taken drugs will be dropped from the squad.

16 Passive Voice

It has been decided that your report needs to be re-worked and re-submitted.

17 Exonerative Passive

‘Do you know if Signor La Capra is living in the palazzo now?’
‘Yes, he is. In fact, he’s called us in a few times to take care of details that were overlooked in the last weeks of work.’

Ah, Brunetti thought, the ever-useful passive voice: the details had been ‘overlooked’; Scattalon’s workmen had not overlooked them. What a wondrous thing was language.

Acqua Alta by Donna Leon