

A.II.69

Basic skills – Business communication: Speaking

Practising the passive voice – Grammatiktraining kompakt

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Das Passiv wird im Englischen wie im Deutschen vornehmlich in der Schriftsprache verwendet. Doch auch mündlich kann sein Einsatz hilfreich sein, wenn man zum Beispiel die Perspektive im Satz wechseln möchte. So liegt bei Sätzen im Passiv die Betonung stets auf dem, was passiert, während die Person, die die Handlung ausführt, in den Hintergrund rückt. Wie genau Sätze im Passiv und die darin vorhandenen Tempora gebildet werden, wird in dieser Unterrichtseinheit Schritt für Schritt gezeigt. Die Übungen sind in das Thema „Cybercrime“ eingebettet.

KOMPETENZPROFIL

Niveau/Lernjahr:	A2/B1; 2./3. Lernjahr
Umfang:	4 Übungsmaterialien, Test
Kompetenzen:	1. Grammatik: Passivformen in der Gegenwart, Vergangenheit und Zukunft verwenden; 2. Sprechen: Ein Gespräch über Internetkriminalität führen
Thematische Bereiche:	<i>grammar, passive voice, cybercrime</i>



Auf einen Blick



Alle Aufgaben liegen zusätzlich auch digital in *LearningApps* vor.

Checkliste und Regelblatt

Checklist	Where am I and how was it? Checkliste für die Lernenden zum Abhaken und Evaluieren der Aufgaben
Rule sheet	The passive voice in English – The rules Regelblatt mit einer Übersicht über alle relevanten Regeln zum Thema „passive voice“

Übungsmaterial 1



Exercise 1 **Basic: Cybercrime is committed by hackers – The passive voice in the simple present**
<https://learningapps.org/display?v=p83gwa2mc24>



Exercise 1 **Intermediate: Cybercrime is committed by hackers – The passive voice in the simple present**
<https://learningapps.org/display?v=p02qtqb7n24>

Übungsmaterial 2



Exercise 2 **Basic: My Internet account was hacked! – Past tenses in the passive voice**
<https://learningapps.org/display?v=p2td3fo6j24>



Exercise 2 **Intermediate: My Internet account was hacked! – Past tenses in the passive voice**
<https://learningapps.org/display?v=pxi8j1ksa24>

Übungsmaterial 3



Exercise 3 **Basic: What will be done against cybercrime? – Future tenses in the passive voice**
<https://learningapps.org/display?v=prmz93hw324>



Exercise 3 **Intermediate: What will be done against cybercrime? – Future tenses in the passive voice**
<https://learningapps.org/display?v=pkmniwcbj24>

Übungsmaterial 4

Exercise 4 Basic: What can be done against cybercrime? – The passive voice with modal verbs

<https://learningapps.org/display?v=pz6gs4hht24>



Exercise 4 Intermediate: What can be done against cybercrime? – The passive voice with modal verbs

<https://learningapps.org/display?v=pbtp2ncav24>



Test

Test What do you remember?

<https://learningapps.org/display?v=p2n9zofrt24>



Zusätzlich im Online-Archiv bzw. in der ZIP-Datei

- ZM 1 Introduction to cybercrime – Describing and analysing a cartoon
Material zu einem Cartoon zum Einstieg in das Thema „Cybercrime“
- ZM 2 A crime has been committed – A role play
Material für ein Rollenspiel zum Abschluss der Übungsreihe



VORSCHAU

The passive voice in English – The rules

Rule sheet



The rules

When do you use the passive voice?

The passive voice is used to emphasise what happens to people or things. This way the focus in the sentence is changed from who did something to what happened to somebody or something. Sometimes we don't want to say or we don't know who did something. And by using the passive voice we can then start the sentence with the most important information.

How to form a sentence in the passive voice:

The passive voice is formed by using a form of the auxiliary verb "to be" followed by the past participle of the main verb.

Example: The bank **was robbed** yesterday.

If you want to say who did something you add "by + object"

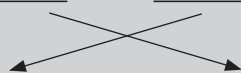
Example: The bank was robbed **by three men** yesterday.

How to transform a sentence from the active to the passive voice:

If you want to transfer a sentence from the active voice to the passive voice, subject and object are exchanged. You have to identify the tense used in the active sentence and turn the auxiliary verb "to be" into this tense. Then you turn the main verb of the active sentence into the past participle.

Example:

Three men **robbed** the bank yesterday.



The bank **was robbed** by three men yesterday.

Caution: Almost every verb can be changed into the passive voice. However, to change a sentence from the active voice to the passive voice the sentence in the active voice needs a direct object that can become the subject of the sentence.

TIP: Watch the video and become smarter than everybody else!

<https://raabe.click/active&passive-voice>



Exercise 1



Basic: Cybercrime is committed by hackers – The passive voice in the simple present

You can also do the tasks in *LearningApps*: <https://learningapps.org/watch?v=p83gwa2mc24>

Task 1

Fill in the correct form of the passive voice in the simple present. The verb is already given.

1. Computers are attacked (to attack) by bad people.
2. Important details _____ (to take) by thieves online.
3. Websites _____ (to break into) by hackers.
4. E-mails _____ (to send) to trick people.
5. Often, passwords _____ (to guess) by criminals.
6. Security measures _____ (to update) constantly to protect against cyberattacks.
7. Frequently, personal information _____ (to steal) through online scams.

Task 2

Fill in the correct form of the passive voice in the present progressive. The main verb has already been written down in the correct form.

1. Computers are being attacked by criminals right now.
2. At the moment, money _____ stolen through fake websites.
3. Personal photos _____ taken without permission right now.
4. Have you heard that viruses _____ put into computers to cause harm?
5. Currently, sensitive information _____ stolen by strangers.
6. Have you heard? Scary messages _____ sent to scare people.
My grandma got one, too.



TIP: Remember: You use the *simple present* for things that happens regularly, frequently, often, seldom or never. The *present progressive* describes actions that are taking place at the moment of speaking or at present and have not yet been completed.

Exercise 4



Basic: What can be done against cybercrime – The passive voice with modal verbs

You can also do the tasks in *LearningApps*: <https://learningapps.org/watch?v=pz6qs4hht24>

Task 1

What can, must or shall be done to fight against cybercrime? Fill in the forms.

1. Strong passwords can be created to protect accounts. (can; to create)
2. Children _____ about online safety at school. (must; to teach)
3. Regular software updates _____ to prevent hacking. (shall; to do)
4. Personal information _____ private to avoid identity theft. (must; to keep)
5. Cybersecurity training _____ for employees in companies. (must; to provide)
6. Suspicious emails _____ to stop scams. (can; to report)
7. Firewalls and antivirus software _____ on all computers. (shall; to install)
8. Awareness campaigns about cyber threats _____ regularly. (can; to publish)

Task 2

What if? What could have been done? Fill in the correct forms. Here the future perfect is formed with modal verbs. Modal verb and auxiliary verb have already been given.

1. Strong passwords could have been created by many users to enhance security if they had been educated about the importance of password strength. (could; to create)
2. Children _____ about online safety by schools if the curriculum had included comprehensive digital literacy programmes. (could; to educate)
3. Regular software updates _____ to protect against cyber threats if users had understood the risks of outdated software. (should; to complete)
4. Personal information _____ more effectively to prevent identity theft if people had been made aware of how to protect their data. (could; to secure)



TIP: You can also form the passive voice with modal verbs. In this case the passive voice is formed like this: *modal verb + be + past participle*.

Example: An account can be recovered if you have enough data left to prove that you own it.

If you want to use a modal verb to form the future perfect in the passive voice, it works like this: *modal verb in the past + have been + past participle*.

Example: The account could have been recovered if she had remembered the password of her second account.

Test



What do you remember?

You can also do the tasks in *LearningApps*: <https://learningapps.org/watch?v=p2n9zofrt24>

Task

Fill in the correct forms of the tenses in the passive voice.

Last year, Sarah's computer _____ (to attack) by a virus. Her important files _____ (to encrypt), and _____ (could; to open) anymore. A fake email _____ (to send) by a hacker, which _____ (to open) by Sarah. This way, the virus _____ (to transfer). What happened to Sarah _____ (to call) cybercrime. It can happen to anybody. Cybercrime is a crime that _____ (to carry out) using computers and the Internet. This includes hacking, where computers _____ (to access) without permission, and phishing, where personal information _____ (to steal) through deception. The spread of viruses and conducting online fraud are also forms of cybercrime. Cybercrime can occur in various ways. Often, emails or messages that look genuine _____ (to send) by criminals. If someone clicks on a link in such a message, a virus _____ (can; to install). Cybercrime can also arise from using insecure passwords and sharing personal information. To protect against cybercrime, various measures _____ (to take). Strong passwords _____ (must; to create) and _____ (to change, must) regularly. Important software updates _____ (should; to do) regularly. Caution when opening emails and sharing personal information is also crucial. A good antivirus programme _____ (can; to install) to protect the computer. If you become a victim of cybercrime, there are important steps that _____ (should; to take). First, the device _____ (must; to disconnect) from the Internet immediately to stop the spread of viruses. Then, a backup of all important files _____ (should; to make) if available. The police _____ (should; to call) and the incident _____ (should; to report). Passwords _____ (must; to change) immediately. Cybercrime is a serious issue that can affect anyone, just as it happened to Sarah. However, by being cautious and implementing good security measures, the risk _____ (can; to reduce). Everyone _____ (should; to inform) about the dangers and know what to do if they become a victim. Ultimately, a conscious approach to using the Internet can help protect oneself and one's data.

Total: _____ / 25 points

Grade: _____