

Tense	Active	Passive
Simple Present	I make a cake	A cake is made (by me)
Present Continuous	I am making a cake	A cake is being made (by me)
Simple Past	I made a cake	A cake was made (by me)
Past Continuous	I was making a cake	A cake was being made (by me)
Present Perfect	I have made a cake	A cake has been made (by me)
Present Perfect Continuous	I have been making a Cake	A cake has been being made (by me)
Past Perfect	I had made a cake.	A cake had been made (by me)
Future Simple	I will make a cake	A cake will be made (by me)
Future Perfect	I will have made a Cake	A cake will have been made (by me).

(Taken from: www.perfect-english-grammar.com)

As cited in Swam (1980:167), there are several steps in changing Active into Passive Voice:

1. Place the object of the Active sentence at the beginning of the Passive sentence

Example

Active: Amy makes satay

S V1 O

Passive: Satay is made by Amy

S be V3