The passive

To be + 3rd form (i.e. past participle)

Note the difference between:

Dogs chase cats.

Cats are chased by dogs.

The passive exists in many tenses:

Present simple

English **is** spoken all over the world.

Present continuous

The roads **are being** repaired this week.

Past simple

The text was translated into Chinese.

Past continuous

The room was being decorated when I entered.

Past perfect

He said the parcel **had** already **been** delivered.

Present perfect

The message has been sent today.

Future simple

The speech **will be** recorded.

Going to

Sarah is going to be promoted next week.

Compare:

The CEO made several people leave their jobs.

They were made TO leave.

He lets her choose what they are going to eat.

She is allowed to choose what they are going to eat.