

Step 1 decide whether a fil is

transitive مُتَعَدِّي (needs someone or something)

or

intransitive لَازِم (needs nothing else )

Step 2 only if a fil is Transitive means that u can add someone or something after it then u can make passive past or present tense

Do when we see verbs and want to know whether they are transitive or not we add someone or something

So let's say we take Nasara

نَصَرَ

He helped

First we will decide whether the fil is transitive or intransitive

He helped someone or something

Which sounds ✓

Now we know Nasara is a transitive verb

So in active past tense we know who the doer is

Nasara is an active past tense fil

Because we know that Nasara is transitive meaning it needs someone or something then we can make its passive past tense fil

Nusira he was helped the doer is not known

Transitive and intransitive means whether the fil can have a detail (someone or something) or not

Transitive verbs have both

1. Active (means doer is known) past and present tense fils NASARA He helped

2. Passive (means doer is not known) past and present tense files NUSIRA he was helped

Intransitive Verbs only have

1. Active Active (means doer is known) past and present tense files zahaba he went

Intransitive verbs don't have passive past and present tense files