

# **ACTIVE AND PASSIVE VOICE**

e.g. Sachin/plays cricket.	Active
Cricket/is played by Sachin.	Passive

In the active Voice the subject is doing something, i.e., the verb form shows the doer of an action; used when subject is to be shown importance.

In the passive voice, the object leans on to the subject, i.e., the verb form shows that something is done to the subject i.e., the subject goes through or receives some actions; used when the object is to be shown importance.

Some other rules of active & passive voice –

1. Only transitive verbs have can be changed into, active-passive, voices, because only transitive verbs have objects.
2. If there are two objects in a sentence the direct object (principal object) is more important in changing active to passive (generally asks the question what?).
3. The verb+preposition combination cannot be changed while changing the voices.
4. If, in a sentence, the IIIrd form of verb (M.V.) is coming after the helping verb (auxiliary) then it is in the passive voice.
5. The passive is sometimes not possible when the object is a clause, e.g.,
  - a) They have a nice house.  
A nice house is had by them.
  - b) My shoes don't fit me.

I am not fitted by my shoes. X

6. Newspaper headlines are generally in the passive voice , e.g.,
  - a) Terrorist arrested
7. Notices generally use passive, e.g.,
  - a) Tree cutters required.
  - b) All types of sewing jobs undertaken.
8. For reporting procedure, generally passive voice is used, e.g.,
  - a) The monitor, keyboard & printer were linked up.
  - b) The main cable was plugged in.
  - c) The monitor was switched on.
  - d) The disc is placed in drive A:
9. Statements generally use the passive voice, e.g.,
  - a) The Nile is believed to be the longest river in the world.
  - b) The Cheetah is known to be the fastest land animal.

The tenses used according to the active or passive voice, look at the chart

TENSE	ACTIVE VOICE	STRUCTURE	PASSIVE
Pr. Simple	They play the match.	Am/are/is+pst. Parti.	The match is played.
Pr. Continuous	They are playing the match.	Am/are/is+being+PP	The match is being played.
Pr. Perfect	They have played the match.	Have/has+been+PP	The match has been played.
Ps. Simple	They played the match.	Was/were+PP	The match was played.
Ps. Continuous	They were playing the match.	Was/were+being+PP	The match was being played.

Ps. Perfect	They had played the match.	Had+been+PP	The match had been played.
Fu. Simple	They will play the match.	Will+be+PP	The match will be played.
Fu. Perfect	They will have played the match.	Will+have been+PP	The match will have been played.
Going To	They are going to play the match.	Is/am/are+going to be+PP	The match is going to be played.

# VOICES

Voice is that form of a verb which tells us whether the subject does something or has something been done to it, e.g.,

Ram killed a tiger. (act)

A tiger was killed by Ram. (pasv)

The teacher punished the naughty boy. (act)

The naughty boy was punished by the teacher.(pasv)

A verb is in the active voice when the person or thing denoted by the subject is the doer of the action.

A verb is in the passive voice when the person or thing denoted by the subject is the receiver of the action.

Rules for changing the active voice to passive voice:

1. The object of the verb in the active voice becomes the subject in the passive voice.
2. The 3<sup>rd</sup> form of the main verb is used.(Past Participle).
3. Only transitive verbs can be changed into the passive voice.
4. Perfect Continuous of all tenses & the future continuous tense cannot be changed into passive form.
5. If active voice is in an interrogative sentence, then passive voice is also in an interrogative sentence.
6. If a transitive verb has two objects, either of them may be made the subject in the passive voice & the other remains unchanged.e.g.,
  - a) He forgave me my fault. (act).
  - b) I was forgiven for my faults by him. (pas).

To preserve meaning while changing the voices, following points also apply.

7. The verb in the passive voice is changed according to the subject in number and person.
8. The verb 'by' is put before the new object, e.g.,
  - a) He knows me. (act).
  - b) I am known to him. (pas).
  - c) I was surprised at it. (pas).

Active Pronouns

I

WE

THEY

HE

SHE

WHO

IT

Passive Pronouns

ME

THEM

THEM

HIM

HER

WHOM

IT

**Change of verb in Simple Present Tense**

1. Sudha writes a story. (act)  
A story is written by Sudha. (pas)
2. Do children love flowers? (act)  
Are flowers loved by children? (pas)

**Change of verb in Present Continuous Tense**

1. They are plucking some flowers. (act)  
Some flowers are being plucked by them. (pas)
2. The doctor is preparing medicine. (act)  
Medicine is being prepared by the doctor. (pas)

### **Change of verb in Present Perfect Tense**

1. She has cleaned the cups. (act)  
The cups have been cleaned by her. (pas)
2. The children have made the box. (act)  
The box has been made by the children. (pas)

### **Change of verb in Simple Past Tense**

1. The mad dog bit the beggar. (act)  
The beggar was bitten by the mad dog. (pas)
2. Did you answer all the questions? (act)  
Were all the questions answered by you? (pas)

### **Change of verb in Past Continuous Tense**

1. The girls were painting the box. (act)  
The box was being painted by the girls. (pas)
2. Was he catching birds? (act)  
Were birds caught by him? (pas)

### **Change of verb in Past Perfect Tense**

1. They had won the match. (act)  
The match had been won by them. (pas)
2. Had you broken the glass? (act)  
Had the glass broken by you? (pas)

### **Change of verb in Simple Future Tense**

1. Sudha will cook the food. (act)  
The food will be cooked by Sudha. (pas)
2. Will the postman deliver the letters? (act)  
Will the letter be delivered by the postman? (pas)

### **Change of verb in the Future Perfect Tense**

1. I shall have finished the work. (act)

The work will have been finished by me. (pas)

2. Raju will have helped Usha. (act)

Usha will have been helped by Raju? (pas)

### **Active to Passive of the Modal verbs**

1. A doctor should examine him. (act)

He should be examined by a doctor. (pas)

2. Even a rat may help a lion. (act)

A lion may be helped even by a rat. (pas)

### **Active to Passive in Imperative Sentences**

1. Put out the lamp. (act)

Let the lamp be put out. (pas)

2. Let him do this work. (act)

Let this work be done by him. (pas)

### **Active to Passive in the Infinitive Verb**

1. It is time to pay the fee. (act)

It is time for the fee to be paid. (pas)

2. She worked hard to win the game. (act)

She worked hard for the game to be won. (pas)

3. He is a man to admire. (act)

He is a man to be admired. (pas)

### **Change of Voice when The Sentence has two objects**

We refused them admission. (act)

They were refused admission by us. (pas)

My mother told me a story. (act)

A story was told to me by my mother. (pas)

**Change of Voice without using 'by'**

Lived, known, disgusted, annoyed, surprised, alarmed, satisfied, offended, contained, displeased, married, pleased,(use at/in/with/to) & not by :

1. The result surprised me. (act)

I am surprised at the result. (pas)

2. I know him. (act)

He is known to me. (pas)

3. The news pleased him. (act)

He was pleased with the news. (pas)

4. Deepak married to Deepak. (act)

Richa was married to Deepak. (pas)

5. This bottle contains ink. (act)

Ink is contained in the bottle. (pas)

6. Take this chair please. (act)

You are requested to take this chair. (pas)

7. Love the children. (act)

Children should be loved. (pas)

8. Close the door at once. (act)

Let the door be closed at once. (pas)

9. It is time to take tea. (act)

It is time for tea to be taken. (pas)

10. Inform the police of the accident. (act)

Let the police be informed of the accident. (pas)

11. How has he done it? (act)

How has it been done? (pas)

12. Duty must be done. (act)



One must do one's duty.	(pas)
13. Someone has picked my pocket.	(act)
My pocket has been picked.	(pas)
14. This water tastes sweet.	(act)
This water is sweet when tasted.	(pas)
15. Do help the poor.	(act)
The poor must be helped.	(pas)
16. They say that truth is God.	(act)
It is said that truth is God.	(pas)
17. Sit down.	(act)
You are ordered to sit down.	(pas)
18. People felt that the officers were corrupt.	(act)
It was felt that the officers were corrupt.	(pas)
The officers were felt to be corrupt.	(pas)
19. We can't take up this work now.	(act)
This work can't be taken up now.	(pas)
20. Take this medicine in time.	(act)
This medicine should be taken in time.	(pas)
21. Nobody has slept in the bed for 2 days.	(act)
The bed has not been slept in for 2 days.	(pas)
22. The police arrested the thief & sent him to jail.	(act)
The thief was arrested & sent to jail.	(pas)
23. How do they make coffee?	(act)
How is coffee made?	(pas)