

# Active And Passive Voice

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## When to use Active Voice:

When the focus is on an agent, the sentence is used in active mode. Sentences in which the subject performs the action and the object receive it, are said to be in the Active Voice.

The sentences in which the subject receives the action, the object is placed in the position of the subject and the verb is in the passive form, are said to be in the passive voice.

Voice refers to the form of a verb that indicates whether the doer of the action in a sentence is the subject or the object.

Change of voice involves three major changes:

1. It changes the functions of the subject and the object.
2. It changes the position of the subject and the object.
3. It changes the form of the verb.

## Remember:

- The meaning of the sentence remains unchanged.
- The tense of the verb remains unchanged.
- The passive voice is used when the agent or doer is unknown or obvious.
- Passive voice is used in journalistic, scientific, or legal writing.
- In the active sentence, the focus is on the doer of the action. Therefore, it is in the Active Voice.
- In the passive sentence, the focus is on the receiver of the action. Therefore, it is in the Passive Voice.

## The Active Voice

The active voice is more direct than the passive.

Example:

- The girl kicks the ball.
- The subject (the girl) + an active verb (kicks) + an object (the ball).
- Sentences in the active voice are generally clearer and more direct than those in the passive voice.

## The Passive Voice

1. The passive voice calls attention to the receiver of the action rather than the performer. Example:

- The dog was hit by a stone.

2. The passive voice points out the receiver of the action when the performer is unknown or unimportant. Example:

- The signs will be posted.

3. It avoids calling attention to the performer of the action (known as the 'institutional passive'). Example:

- The fines will be collected on Monday.

| Active Voice          | Passive Voice                  |
|-----------------------|--------------------------------|
| He flies a kite.      | A kite is flown by him.        |
| He is flying a kite.  | A kite is being flown by him.  |
| He has flown a kite.  | A kite has been flown by him.  |
| He flew a kite.       | A kite was flown by him.       |
| He was flying a kite. | A kite was being flown by him. |
| He had flown a kite.  | A kite had been flown by him.  |
| He will fly a kite.   | A kite will be flown by him.   |

## Active And Passive Voice Exercises Solved Examples

Change the voice of the following sentences from active to passive.

### Question 1.

- I see the moon.
- You stitch clothes in that shop.
- She loves burgers.

- (d) He visits us every day.
- (e) I drank plenty of water.
- (f) Did you hear the sound of a moving car?
- (g) I liked reading.
- (h) You have parked the car in the lane.
- (i) I don't like apples.
- (j) She was celebrating her birthday with the senior citizens in the ashram.
- (k) People are enjoying the match.
- (l) Who has broken the cup?
- (m) How did he manage the trick?

**Answer:**

- (a) The moon is seen by me. '
  - (b) Clothes are stitched by you in that shop.
  - (c) Burgers are loved by her.
  - (d) We are visited by him every day.
  - (e) Plenty of water was drunk by me.
  - (f) Was the sound of a moving car heard by you?
  - (g) Reading was liked by me.
  - (h) The car has been parked by you in the lane.
  - (i) Apples are not liked by me. '
    - (j) Her birthday was being celebrated by her with the senior citizens in the ashram.
    - (k) The match is being enjoyed by the people.
    - (l) By whom has the cup been broken?
    - (m) How was the trick managed by him?

**Present indefinite Tense**

**Question 2.**

Change the voice of the following sentences from active to passive.

- (a) They celebrate Holi every year.
- (b) Mohan does not make excuses.
- (c) Sheetal writes a letter.
- (d) Mona does eat apples. (e) Hari repairs watch.
- (f) She washes clothes. ,
- (g) Mohan reads a novel every day.
- (h) Where do you throw the waste papers?
- (i) They don't follow the rules.

**Answer:**

- (a) Holi is celebrated by them every year.
- (b) Excuses are not made by Mohan.

- (c) A letter is written by Sheetal.
- (d) Apples are eaten by Mona.
- (e) 'Watches are repaired by Han.
- (f) Clothes are washed by her.
- (g) A novel is read by Mohan every day.
- (h) Where are the waste papers thrown by you? (i) Rules are not followed by them.

**Question 3.**

Change the voice of the following sentences from passive to active, (a) Cars are repaired here by us.

- (b) The sweets are distributed on Sunday by them.
- (c) A meeting is held on every Sunday by them.
- (d) My sister is always helped by Mona.
- (e) Holi is celebrated by all.
- (f) Rules of the school are always followed by students.
- (g) Tea is prepared by her.
- (h) Clothes are washed by us on every Sunday.
- (i) My birthday is celebrated on 2 October.
- (j) Is she always welcomed by them?

**Answer:**

- (a) We repair cars here.
- (b) They distribute sweets on Sunday.
- (c) They hold a meeting on every Sunday.
- (d) Mona always helps my sister.
- (e) Everybody celebrates Hou.
- (f) Students always follow rules of the school.
- (g) She prepares the tea.
- (h) We wash clothes on every Sunday.
- (i) I celebrate my birthday on 2 October. (j) Do they always welcome her? .

**Question 4.**

Change the voice of the following sentences from active to passive.

- (a) Rohan is playing cricket.
- (b) Ramesh is singing a song.
- (c) Uma is writing a letter.
- (d) They are watching TV.
- (e) The workers are making a wall.
- (f) The PWD is constructing this building.
- (g) She is eating a banana.
- (h) Are you reading this novel?

- (i) When are they sending the gift?
- (j) Who is chasing them?

**Answer:**

- (a) Cricket is being played by Rohan.
- (b) A song is being sung by Ramesh.
- (c) A letter is being written by Urna.
- (d) TV is being watched by them.
- (e) A wall is being made by the workers.
- (f) This building is being constructed by PWD.
- (g) A banana is being eaten by her. (h) Is this novel being read by you?
- (i) When is the gift being sent by them? (j) Who are they being chased by?

**Question 5.**

Change the voice of the following sentences from passive to active.

- (a) I am being disturbed by you.
- (b) He is not being teased by them.
- (c) Are you being trained by him?
- (d) Sixes after sixes are being hit by Viraat Kohli.
- (e) A lot of time is being wasted by them.
- (f) Wide balls are being bowled by Ishant Sharma.
- (g) Are they being chased by anybody?
- (h) Holi is being celebrated by all.
- (i) A letter is being written to the President of India by them.
- (j) Who is being given the charge by them?

**Answer:**

- (a) You are- disturbing me.
- (b) They are not teasing him.
- (c) Is he training you?
- (d) Virat Kohli is hitting sixes after sixes.
- (e) They are wasting a lot of time.
- (f) Ishant Sharma is bowling wide balls.
- (g) Is anybody chasing them?
- (h) All are celebrating Hou.
- (i) They are writing a letter to the President of India. (j) Who are they giving the charge to?

**Present Perfect Tense**

**Question 6.**

Change the voice of the following sentences from active to passive.

- (a) They have bought school uniform.
- (b) The doctors have operated upon him. A'
- (c) Ali has made peace with his friends.
- (d) Pratima has visited the doctor. .
- (e) Measles has infected Parul.
- (f) I have brought lots of sweets.
- (g) She has finished her work.
- (h) Mohan has invited Shobha.
- (i) They have not prepared the project.
- (j) Have they completed the task?

**Answer:**

- (a) School uniform has been bought by them, (b) He has been operated upon by the doctors.
- (c) Peace has been made by Ali with his friends.
- (d) The doctor has been visited by Pratima.
- (e) Parul has been infected by measles.
- (f) Lots of sweets have been brought by me.
- (g) Her work has been finished by her.
- (h) Shobha has been invited by Mohan.
- (j) The project has not been prepared by them. (j) Has the task been completed by them?

**Question 7.**

Change the voice of the following sentences from passive to active.

- (a) The violin has been played by me.
- (b) Homework has been done by me.
- (c) Lunch has been eaten by the children. (d) The car has been cleaned by them.
- (e) The shoes have been polished by me.
- (f) Justice has been done to victims.
- (g) This has been known to me for a long time.
- (h) A beautiful dress has been purchased by me.
- (I) Has a safari been experienced by you?
- (j) The movie has been seen by them on Monday.

**Answer:**

Ans.

- (a) I have played the violin.
- (b) I have done homework.
- (c) The children have eaten lunch.
- (d) They have cleaned the car.
- (e) I have polished the shoes.

- (f) Victims have been done justice.
- (g) I have known this for a long time.
- (h) I have purchased a beautiful dress.
- (j) Have you experienced a safari?
- (j) They have seen the movie on Monday.

**Question 8.**

Change the voice of the following sentences from active to passive.

- (a) I ate my dinner alone.
- (b) I needed a break from work.
- (c) Rina took the train.
- (d) I used the subway, to cross the road. A' (e) I saw them going towards the temple.
- (f) Rani cleaned the entire floor.
- (g) I planted these trees.
- (h) She drank the whole glass of milk.
- (i) He booked a seat for me last week.
- (j) Why did you not help him?

**Answer:**

- (a) Dinner was eaten by me alone.
- (b) A break from work was needed by me.
- (c) The train was taken by Rina.
- (d) The subway was used by me to cross the road.
- (e) They were seen by me going towards the temple.
- (f) The entire floor was cleaned by Rani.
- (g) These trees were planted by me.
- (h) The whole glass of milk was drunk by her.
- (i) A seat was booked for me last week by him. (j) Why was he not helped by you?

**Question 9.**

Change the voice of the following sentences from passive to active.

- (a) The plants were watered by the gardener.
- (b) Dinner was eaten by me.
- (c) The song was sung by me.
- (d) The painting was made by him.
- (e) He was praised by his father.
- (f) Yoga was learnt by the students.
- (g) The secret was known to my mother.
- (h) The poem was written by Byron.
- (i) I was shouted at by the neighbours.
- (j) The facts were denied by the witnesses in the court.

**Answer:**

- (a) Gardener watered the plants.
- (b) I ate dinner.
- (c) I sang the song.
- (d) He made the painting.
- (e) His father praised him.
- (f) The students learnt Yoga.
- (g) My mother knew the secret.
- (h) Byron wrote the poem.
- (i) The neighbours shouted at me.
- (j) The witnesses denied the facts in the court.

### **Past Continuous Tense**

#### **Question 10.**

Change the voice of the following sentences from active to passive.

- (a) Vidit was taking all the prescribed medicines.
- (b) The tourists were visiting the beautiful city.
- (c) They were playing the match fairly.
- (d) I was watching the match.
- (e) Mother was cooking vegetables.
- (f) I was enjoying the day.
- (g) The birds were building a nest in the oak tree.
- (h) I was riding the horse.
- (i) Saina was playing golf.
- (j) I was learning swimming.

#### **Answer:**

- (a) All the prescribed medicines were being taken by Vidit.
- (b) The beautiful city was being visited by tourists.
- (c) The match was being played fairly by them.
- (d) The match was being watched by me.
- (e) Vegetables were being cooked by the mother.
- (f) The day was being enjoyed by me.
- (g) A nest was being built by the birds in the oak tree.
- (h) The horse was being ridden by me.
- (i) Golf was being played by Saina.
- (j) Swimming was being learnt by me.

#### **Question 11.**

Change the voice of the following sentences from passive to active.

- (a) Vidit was being praised by me.

- (b) A meeting was being attended by father.
- (c) I was being punished for talking in the class by the teacher.
- (d) The peon was being called by the principal.
- (e) He was being given a full account of the day by Naina.
- (f) The orders of the class captain were being carried out by Raj at.
- (g) Football was being played by the boys.
- (h) Dinner was being eaten by aunt.
- (i) Rahul was being called by me.
- (j) By whom was the door being knocked at?

**Answer:**

- (a) I was praising Vidit.
- (b) Father was attending a meeting.
- (c) The teacher was punishing me for talking in the class.
- (d) The principal was calling the peon.' (e) Naina was giving him a full account of the day.
- (f) Rajat was carrying out the orders of the class captain.
- (g) The boys were playing football.
- (h) The aunt was eating dinner.
- (i) I was calling Rahul.
- (j) Who was knocking at the door?

**Past Perfect Tense**

**Question 12.**

Change the voice of the following sentences from active to passive.

- (a) She had finished her homework.
- (b) We had seen the eclipse.
- (c) The group had created the noise.
- (d) Ravi had played cricket.
- (e) She had designed the dress.
- (f) Shivangi had bought new furniture.
- (g) The gardener had cut the grass.
- (h) I had brought this gift for my uncle.
- (i) Sam had paid a fine of t 500.
- (j) I had visited the fair last weekend.

**Answer:**

- (a) Her homework had been finished by her.
- (b) The eclipse had been seen by us.
- (c) The noise had been created by the group.
- (d) Cricket had been played by Ravi.
- (e) The dress had been designed by her.

- (f) New furniture had been bought by Shivangi.
- (g) The grass had been cut by the gardener.
- (h) This gift had been brought by me for my uncle.
- (i) A fine of? 500 had been paid by Sam.
- (j) The fair had been visited by me last weekend.

**Question 13.**

Change the voice of the following sentences from passive to active.

- (a) This work had been done by Tina.
- (b) The attack had been planned by the terrorists.
- (c) The sheets had been changed by the maid.
- (d) The game had been played well by both the teams.
- (e) The tax had been paid by Lata.
- (f) The music had been stopped by an uncle.
- (g) The bicycle had been ridden by me.
- (h) The ground had been damaged by the rain.
- (i) Dust had been cleaned by me.
- (j) The pizza had been ordered by me.

**Answer:**

- (a) Tina had done this work.
- (b) The terrorists had planned the attack.
- (c) The maid had changed the sheets. (d) Both the teams had played the game well, (e) Lata had paid the tax.
- (f) Uncle had stopped the music.
- (g) I had ridden the bicycle.
- (h) The rain had damaged the ground.
- (i) I had cleaned the dust.
- (j) I had ordered the pizza.

**Future Indefinite Tense**

**Question 14.**

Change the voice of the following sentences from active to passive.

- (a) Children will start the play soon.
- (b) They will award her a trophy.
- (c) Gulshan will bring home a cake for the party.
- (d) The dog will learn manners soon.
- (e) We will celebrate Christmas this year.
- (f) We will donate our old clothes to poor people.
- (g) We will receive gifts during the holidays.

- (h) They will bring good news tomorrow.
- (i) I will make eggs tonight.
- (j) Mother will observe fast tomorrow.

**Answer:**

- (a) Soon, the play will be started by children. Or The play will be started by children soon.
- (b) A trophy will be awarded to her by them. She will be awarded a trophy.
- (c) A cake will be brought home by Gulshan for the party.
- (d) Manners will be learned by the dog soon.
- (e) This year Christmas will be celebrated by us.
- (f) Our old clothes will be donated to poor people.
- (g) Gifts will be received by us during the holidays.
- (h) Good news will be brought by them tomorrow.
- (i) Eggs will be made by me tonight.
- (j) Fast will be observed by the mother tomorrow.

**Question 15.**

Change the voice of the following sentences from passive to active.

- (a) The festival of Diwali will be celebrated tomorrow.
- (b) The shrine will be visited by us.
- (c) You will be taught English by me./English will be taught to you by me.
- (d) Your number will be remembered by me.
- (e) French will be learned by me.
- (f) The dinner will be cooked by my sister.
- (g) Money will be distributed by people.
- (h) The Gita will be read by the pandit.
- (i) A taxi will be taken by tourist.
- (j) The taxes will be paid by him on time.

**Answer:**

- (a) Children will celebrate the festival of Diwali tomorrow.
- (b) We will visit the shrine.
- (c) I will teach you English.
- (d) I will remember your number. (e) I will learn French.
- (f) My sister will cook the dinner.
- (g) People will distribute the money.
- (h) Good news will be brought by them tomorrow.
- (i) The tourist will take the taxi.
- (j) He will pay the taxes on time.

**Future Perfect Tense**

**Question 16.**

Change the voice of the following sentences from active to passive.

- (a) I will have returned your book by tomorrow.
- (b) They will have attended the function.
- (c) The rabbit will have eaten the carrots by now. (d) She will have brought the tickets for the train.
- (e) They will have sent Tina home. (f) They will have closed the shop.
- (g) Sarita will have written the letter.
- (h) The judge will have passed the judgment.
- (i) She will have helped the children.
- (j) Jughead will have eaten the cake.

**Answer:**

- (a) By tomorrow, your book will have been returned by me.

Or

Your book will have been returned by me by tomorrow.

- (b) The function will have been attended by them.
- (c) The carrots shall have been eaten by the rabbit by now.
- (d) The tickets for the train shall have been bought by her.
- (e) Tina will have been sent home by them.
- (f) The shop will have been close by them.
- (g) The letter will have been written by Sarita.
- (h) The judgment will have been passed by the judge.
- (i) The children shall have been helped by her. (j) The cake will have been eaten by Jughead.

**Question 17.**

Change the voice of the following sentences from passive to active.

- (a) She will have been tired by the work.
- (b) The letter will have been delivered by the postman.
- (c) The criminal will have been caught by the police.
- (d) The house will have been painted by the painters.
- (e) Homework will have been completed by Shoma.
- (f) The movie will have been seen by me before next Sunday.
- (g) The chair will have been made by the carpenter.
- (h) The furniture will have been polished by Kirti.
- (i) A good job will have been done by me.
- (j) The locket will have been found by us.

**Answer:**

- (a) The work will have tired her.
- (b) The postman will have delivered the letter.
- (c) The police will have caught the criminal.

- (d) The painters will have painted the house.
- (e) Shoma will have completed the homework. (f) I will have seen the movie before next Sunday, (g) The carpenter will have made the chair.
- (h) Kirti will have polished the furniture.
- (i) I will have done a good job.
- (j) I will have found the locket.

**Question 18.**

Read the following instructions for obtaining sugar from sugarcane. Complete the paragraph that follows. The first blank is filled for you.

- (a) Crush the sugarcane to get the sugar cane juice.
- (b) Then bleach the juice using chemicals.
- (c) Concentrate the clear sugar cane juice by heating.
- (d) Further, bleach these concentrated brown crystals of sugar to get white sugar. The sugar cane is crushed to get the sugar cane juice. This juice (a) ..... using chemicals. Then this clear juice (b) ..... by heating. These concentrated brown crystals of sugar (c) ..... to get white sugar.

**Answer:**

- (a) is bleached by
- (b) is concentrated (c) are further bleached

**Question 19.**

Given below are some instructions to prepare fudge. Use these to complete the description of the process. The first one has been done as an example.

- (a) Place sugar, milk, cocoa, and butter in a large saucepan.
- (b) Bring them to a boil stirring all the time.
- (c) When boiling hard, reduce the heat to low and boil for 5 minutes.
- (d) Place the saucepan in cold water and beat with a wooden spoon until thick.
- (e) Pour the mixture into a buttered dish.

Sugar, milk, cocoa, and butter are placed in a saucepan. They (a) ..... When it boils, the heat (b) ..... The saucepan (c) ..... and the mixture is beaten with a wooden spoon until thick. Finally, the mixture is poured into a buttered dish.

**Answer:**

- (a) are brought to a boil, stirring constantly (b) is reduced to low and boiled for 5 minutes (c) is placed in cold water.

**Question 20.**

Given below are some instructions for studying the effect of heat on ice. Complete the following paragraph which describes how ice melts and freezes. The first one has been done as an example.

- (a) Take out a tray of ice.
- (b) Heat it on an electric stove.
- (c) Ice melts into clear water.
- (d) leave it for some time.
- (e) Place the tray back into the freezer.
- (f) Notice how water again freezes to ice.

A tray of ice is taken from the refrigerator. If this tray of ice is kept on an electric stove, the-ice

(a) ..... to melt into clear water. It (b) ..... for some time. The tray (c) ..... in the freezer. It is noticed how water again freezes into ice. **Answer:**

- (a) begins
- (b) is left outside (c) is placed back

**Question 21.**

Fill in the blanks to complete the process of washing clothes in a machine. Use the passive form of the verbs given in brackets.

Dirty clothes are ..... (take) for washing. Clothes are ..... (separate) on the basis of texture, colour, etc., and ..... (make) into piles. Each pile is ..... (put) in the washing machine tub. Then the detergent powder is ..... (add) and the required program is ..... (set). Once the washing is over the clothes are ..... (remove) from the tub and (hang) for drying. **Answer:** taken; separated; made; put; added; set; removed; hanged

**Question 22.**

Expand the News Headlines into three to four sentences of a short article. Use\* passive voice wherever it is required. [NCERT Workbook]

- (a) Mumbai Flooded With Rain Water

**Answer:**

Yesterday Mumbai was hit by incessant rain. The city is flooded with rainwater now. Water is being pumped out from the roads. The residents are requested by the Municipal Corporation to remain indoors.

- (b) The Fire Caused By Crackers **Answer:**

Last night, the fire was caused in a building by the crackers. People were immediately rescued by the rescue team. Fire brigade was able to control the fire without any major damage. No lives were lost.

**Question 23.**

Look at the newspaper items below. Then use the information in the headlines to complete the paragraph.

(a) Up Elections To Begin In March

General Assembly elections ..... in march as per the notification of the election commission of India.

(b) School Boys Find Treasure

Boys of a Delhi school, who were on a picnic at Lodhi Garden .....

(c) Kala Shiksha Niketan Recognised As University

According to a press release by the Ministry of Education .....

(d) Heart Attacks Decline After Smoking Ban

A city ban on smoking at public places ..... heart attacks.

(e) Us Cuts Long Wait For Visa Appointments

A long waiting time for visa appointments .....

(f) Storm Claims 20 Lives

Twenty ..... that lashed West Bengal's Midnapore district.

(g) Religious Schools Shut Down

A bomb threat ..... in Jammu and Kashmir.

**Answer:**

(a) in UP will begin

(b) found a treasure in some bushes

(c) Kala Shiksha Niketan has been recognized as a university.

(d) has led to a decline in

(e) has been cut by the US

(f) people lost their lives in the storm

(g) caused religious schools to shut down

