

Active and Passive Voice

According to 'Voice' sentences are of two types 'active voice' and 'passive voice'.

Active Voice

Sentence starts with 'subject' who is active and does the action.

e.g. (i) Rohan calls me.

(ii) She is beating him.

Subject + Helping verb + verb + object.

Passive Voice

Sentence starts with 'object' who is passive and action is done upon him.

e.g. (i) I am called by Rohan.

(ii) He is being beaten by her.

Object + Helping verb + Verb³ + by + subject.

Interchange of Voices

While changing an active voice into passive voice following changes are introduced

(i) Change of subject and object

'Subject' is put in place of object and object is put in place of subject.

Active	Passive
I	Me
We	Us
You	You
They	Them
He	Him
She	Her
Name	Name

(ii) Preposition 'by' is used before the subject.

(iii) In passive, always 'verb³' is used after helping verb.

(iv) Tense of active sentence is modified in passive sentence as per rule.

Tense or Modal + Base	Active Voice	Passive Voice
1. Simple Tense		
Present	beat/beats	am/is/are beaten
Past	beat	was/were beaten
Future	shall/will beat	shall/will be beaten

2. Continuous Tense

Present	am/is/are beating	am/is/are being beaten
Past	was/were beating	was/were being beaten
Future	shall/will beating	Not applicable

3. Perfect Tense

Present	has/have beaten	have/has been beaten
Past	had beaten	had been beaten
Future	shall/will have beaten	shall/will have been beaten

4. Modals

Can, could may, must etc.	can beat	can be beaten
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Examples Using the Given Rules

- (i) Naresh **writes** a story. (Simple present 'writes')
A story **is written** by Naresh.

- (ii) We **were teaching** him.

(Past continuous 'were teaching')

He **was being taught** by us.

- (iii) The children **have thrown** the ball.

(Present perfect 'have thrown').

The ball **has been thrown** by the children.

Imperative Sentence

Active-Verb¹ + object

Passive -Let + Object + be + Verb³ + by you.

e.g.

- (i) Drink water.

Let water be drunk by you.

- (ii) Do not touch me.

Let me not be touched by you.

Sentence starting with please

- (i) Please write my name.

You are requested to write my name.

- (ii) Please do not run on the road.

You are requested not to run on the road.

Practice Exercise

Directions (Q. Nos. 1-10)

Change the given sentences using the passive voice and keeping the same tense as given in the example. Choose from the given options.

1. They make these tractors in Germany.

- (a) These tractors are being made in Germany by them.
(b) These tractors are made in Germany by them.
(c) These tractors were made in Germany by them.
(d) These tractors have been made in Germany by them.

2. You must not drop garbage on the road.

- (a) Garbage must not be dropped on the road by you.
(b) Garbage is not to be dropped on the road by you.
(c) Garbage will not be dropped on the road by you.
(d) Garbage is not supposed to be dropped on the road by you.

3. He broke my bedroom window last night.

- (a) My bedroom window was broken last night by him.
(b) My bedroom window had been broken last night by him.
(c) My bedroom window was being broken last night by him.
(d) My bedroom window has been broken last night by him.

4. The mechanic has already repaired the TV set.

- (a) The TV set has already been repaired by the mechanic.
(b) The TV set was already been repaired by the mechanic.
(c) The TV set will have already been repaired by the mechanic.
(d) The TV set had already been repaired by the mechanic.

5. People will need public transport.
 - (a) Public transport is needed by the people.
 - (b) Public transport was needed by the people.
 - (c) Public transport will be needed by people.
 - (d) public transport would be needed by the people.
6. The workmen are plastering the wall.
 - (a) The wall is being plastered by the workmen.
 - (b) The wall was been plastered by the workmen.
 - (c) The wall has been plastered by the workmen.
 - (d) The wall is getting plastered by the workmen.
7. You should not replace the sofa set.
 - (a) The sofa set is not to be replaced by you.
 - (b) The sofa set should not be replaced by you.
 - (c) The sofa set will not be replaced by you.
 - (d) The sofa set should not be getting replaced by you.
8. They are spending more money this year on food.
 - (a) More money will be spent this year on food by them.
 - (b) More money was being spent this year on food by them.
 - (c) More money is being spent this year on food by them.
 - (d) More money has been spent this year on food by them.
9. People speak Portuguese in Brazil.
 - (a) Portuguese is spoken in Brazil.
 - (b) Portuguese in being spoken in Brazil.
 - (c) Portuguese was spoken in Brazil.
 - (d) Portuguese has been spoken in Brazil.
10. She must have stolen my purse.
 - (a) My purse is being stolen by she.
 - (b) My purse must have been stolen by her.
 - (c) My purse was stolen by her.
 - (d) My purse may have been stolen by her.

Directions (Q. Nos. 11-20) *In this exercise, the first sentence is in the active voice. Choose the most correct way of writing the same thing in the passive form the given options.*

11. They were interviewing her for the job.
She for the job.
 - (a) was being interviewed
 - (b) was interviewed
 - (c) has been interviewed
 - (d) been interviewed
12. Tom is writing the letter.
The letter by Tom.
 - (a) is written
 - (b) is being written
 - (c) was written
 - (d) was being written
13. Everyone understands English.
English by everyone.
 - (a) was understood
 - (b) has been understood
 - (c) is understood
 - (d) is understand
14. The employees brought up this issue during the meeting.
This issue by the employees during the meeting.
 - (a) has been brought up
 - (b) is brought up
 - (c) was brought up
 - (d) had been brought up
15. The professor told him not to talk in class.
He by the professor not to talk in the class.
 - (a) was told
 - (b) was being told
 - (c) has been told
 - (d) had been told
16. They say that women are smarter than men.
Women to be smarter than men.
 - (a) were being said
 - (b) are said
 - (c) were said
 - (d) had been said
17. She would have told you about the deal.
You by her about the deal.
 - (a) would have been told
 - (b) would be told
 - (c) were being told
 - (d) will have been told

18. The fire has destroyed the house.

The house by the fire.

- (a) was being destroyed
- (b) is destroyed
- (c) has been destroyed
- (d) was been destroyed

19. She will reject this offer.

This offer rejected by her.

- (a) will be
- (b) has been
- (c) is being
- (d) would be

20. We could buy these houses.

These houses by us.

- (a) would be bought
- (b) could bought
- (c) could be bought
- (d) could be buy

Directions (Q. Nos. 21-30) Fill in the blanks with suitable active or passive verb forms using the correct options.

21. This house in 1970 by my grandmother.

- (a) built
- (b) was built
- (c) were built
- (d) has built

22. The robbers by the police.

- (a) have arrested
- (b) have been arrested
- (c) was arrested
- (d) had arrested

23. We for the examinations.

- (a) have preparing
- (b) are preparing
- (c) had preparing
- (d) has been preparing

24. It since yesterday.

- (a) is raining
- (b) has been raining
- (c) have been raining
- (d) will be raining

25. The students to submit their reports by the end of this week.

- (a) have been asked
- (b) are asked
- (c) has asked
- (d) are asking

26. She for a while.

- (a) are ailing
- (b) is been ailing
- (c) has been ailing
- (d) have been ailing

27. The students by the teacher for stealing in the class.

- (a) has been punished
- (b) were being punished
- (c) were been punished
- (d) are punished

28. As the patient could not walk, he home in a wheel chair.

- (a) has carried
- (b) has being carried
- (c) was carried
- (d) was carrying

29. The injured to the hospital.

- (a) were taking
- (b) was taking
- (c) were taken
- (d) have taken

30. The inmates of the juvenile home well by their caretakers.

- (a) were not being treated
- (b) were not treating
- (c) have not being treated
- (d) was not being treated

Answers

1	(b)	2	(a)	3	(a)	4	(a)	5	(c)	6	(a)	7	(b)	8	(c)	9	(a)	10	(b)
11	(a)	12	(b)	13	(c)	14	(c)	15	(a)	16	(b)	17	(a)	18	(c)	19	(a)	20	(c)
21	(b)	22	(b)	23	(b)	24	(a)	25	(a)	26	(c)	27	(d)	28	(c)	29	(c)	30	(a)