

# Active & Passive Voice

Let's know more about active and passive voice.

## Active Voice

In active voice, the subject always performs the action related by the verb.

Likewise:

- (a) Mohan flies kite.
- (b) He has drunk whole milk.
- (c) You are writing a nice novel.

Here, Mohan, He, you are subjects and flies, drunk, writing are action related by the verb.

## Passive Voice

In passive voice, the subject always receives the action related by the verb.

Likewise;

- (a) Kite is flown by Mohan.
- (b) Whole milk has been drunk by him.
- (c) A nice novel is being written by you.

Here, kite, whole milk, a nice novel are objects and flown, drunk and written are action related by the verb.

A. Change of subject of active sentence into object of passive is done as per the following table.

ActiveVoice	PassiveVoice	ActiveVoice	PassiveVoice
I	me	we	us
he	him	they	them
she	her	it	it
you	you	who	whom

→ Only transitive verbs (those take objects) can be transformed into passive voice.

Tense	Verb (Active)	Verb (Passive) To be form + V-III
Simple present	do/does	am/is/are
Simple past	did	was/were
Simple future	shall/will	shall be/will be
Present continuous	is/am/are	is/am/are being
Past continuous	was/were	was/were being
Present perfect	has/have	has/have been
Past perfect	had	had been
Future perfect	will/shall have	will/shall have been

## Rules to Make a Passive Voice

- (1) The passive voice of an active voice is formed by using the verb 'to be'. However, the original active verb must be converted into past participle.
- (2) Object may be placed before the verb in passive expression.
- (3) The construction of these sentences may be represented as follows
  - I. Subject + Transitive verb + Object [Active voice]
  - II. Object + to be + PP of Transitive verb + Subject [Passive voice]
  - III. Subject + Intransitive verb [Active voice]

### Use of the verb 'To be'

1. As an auxiliary verb it is used with other verbs both in active and passive voice.
2. As an ordinary verb it is used in 'No verb' sentences.

Forms of 'to be'	Related Tenses	Forms of Verb in 'to be' Passive Voice
To be	Infinitive, Modals, Future Indefinite	PP (Past Participle)
is, am, are	Present Indefinite	
was/were been	Past Indefinite, Perfect (Present, Past, Future)	
Being	Continuous (Present, Past), Participle	

The use of 'to be' is made in the passive sentences.

- (1) Infinitive,
    - (a) She doesn't like to be insulted.
    - (b) All the students should be taught English.
    - (c) He will be punished for his misbehaviour.
  - (2) Modals,
  - (3) Future Indefinite
    - (a) She doesn't like to be insulted.
    - (b) All the students should be taught English.
    - (c) He will be punished for his misbehaviour.
  - (4) Present Indefinite Is, am, are
    - (a) FIFA World cup is held every four years.
    - (b) I am invited to attend party by my friend.
  - (5) Past Indefinite Was, were
    - (a) Shalini was punished for her negligence.
    - (b) Both the friends were selected for senior badminton team.
  - (6) Perfect (Present, Past, Future) Been
    - (a) Rawat has been elected as a member of the committee.
    - (b) She had already been admitted to hospital.
    - (c) Her friend will have been married by now.
  - (7) Continuous (Present, Past)
  - (8) Participle Being
    - (a) The match is being telecast live .
    - (b) Nobody likes being robbed.
- Future continuous and perfect continuous tenses do not admit of passive voice expressions.

### Rules to Change the Voice

To change a sentence from active to passive voice the following steps are involved.

- (1) To change the object into a subject if object is the pronoun change it as follows

Me	I
You	you
Her	she
Us	we
Him	he
It	it
Whom	who

- (2) Change the subject into object by using 'by'

I	by me
We	by us
You	by you
He	by him
She	by her
It	by it
They	by them
Who	by whom

- (3) The verb is changed according to the tense
- Present Indefinite Tense  
(Change into – Is/ Am/ Are + Past Participle of Verb)
  - Present Continuous Tense  
(Change into – Is/ Am/ Are + Being + Past Participle of Verb)
  - Present Perfect Tense  
(Change into – Has/ Have + Been + Past Participle of Verb)
  - Past Indefinite Tense  
(Change into – Was/ Were + Past Participle of Verb)
  - Past Continuous Tense  
(Change into – Was/ Were + Being + Past Participle of Verb)
  - Past Perfect Tense  
(Change into – Had + Been+ Past Participle of verb)
  - Future Indefinite Tense  
(Change into – Shall be/ Will be + Past Participle of Verb)
  - Future Perfect Tense  
(Change into – Shall have been/ Will have been + Past Participle of Verb)
  - Verb Followed by Modals  
In those sentences which carry modals like can, could, should, would, must etc., ‘be’ is used between the modal and the third form of verb the passive voice.
  - Imperative sentence  
In changing imperative sentence to passive voice the following rules are observed
    - Let + new object + be/ not be + 3<sup>rd</sup> form of verb
    - According to the idea of the sentence we use phrases like you are requested to/ advised to/ ordered to etc.
    - Words such as kindly or please are deleted.

## Exercise

**Directions :** In the following questions, a sentence has been given in Active/Passive Voice. Out of the four alternatives suggested, select the one which best expresses the same sentence in Passive/ Active Voice and mark your answer in the Answer Sheet.

- Our task had been completed before sunset.
  - We completed our task before sunset.
  - We have completed our task before sunset.
  - We complete our task before sunset.
  - We had completed our task before sunset.
- The boy laughed at the beggar.
  - The beggar was laughed by the boy.
  - The beggar was being laughed by the boy.
  - The beggar was being laughed at by the boy.
  - The beggar was laughed at by the boy.
- The government has launched a massive tribal welfare programme in Jharkhand.
  - A massive tribal welfare programme is launched by the government in Jharkhand.
  - A massive tribal welfare programme has been launched by the government in Jharkhand.
  - Jharkhand government has launched a massive tribal welfare programme.
  - The government in Jharkhand has launched a massive tribal welfare programme.
- The boys were playing cricket.
  - Cricket had been played by the boys.
  - Cricket has been played by the boys.
  - Cricket was played by the boys.
  - Cricket was being played by the boys.

5. They drew a circle in the morning.
  - (a) A circle was being drawn by them in the morning.
  - (b) A circle was drawn by them in the morning.
  - (c) In the morning a circle have been drawn by them.
  - (d) A circle has been drawing since morning.
6. They will demolish the entire block.
  - (a) The entire block is being demolished.
  - (b) The block may be demolished entirely.
  - (c) The entire block will have to be demolished by them.
  - (d) The entire block will be demolished by them.
7. The burglar destroyed several items in the room. Even the carpet has been torn.
  - (a) Several items destroyed in the room by the burglar. Even the carpet he has torn.
  - (b) Several items in the room were destroyed by the burglar. He has torn even the carpet.
  - (c) Including the carpet, several items in the room have been torn by the burglar.
  - (d) The burglar, being destroyed several items in the room, also carpet has torn.
8. We must respect the elders.
  - (a) The elders deserve respect from us.
  - (b) The elders must be respected.
  - (c) The elders must be respected by us.
  - (d) Respect the elders we must.
9. We have warned you.
  - (a) You have been warned.
  - (b) We have you warned.
  - (c) Warned you have been.
  - (d) Have you been warned.
10. Has anybody answered your question?
  - (a) Your question has been answered?
  - (b) Anybody has answered your question?
  - (c) Has your question been answered?
  - (d) Have you answered your question?
11. The shopkeeper lowered the prices.
  - (a) The prices lowered the shopkeeper
  - (b) The prices were lowered by the shopkeeper.
  - (c) Down went the prices.
  - (d) The shopkeeper got down the prices.
12. One must keep one's promises.
  - (a) One's promises are kept.
  - (b) One's promises must kept.
  - (c) One's promises were kept.
  - (d) One's promises must be kept.
13. The government has not approved the new drug for sale.
  - (a) The government approval for the sale of the new drug has not been given.
  - (b) The new drug has not been approved for sale by the government.
  - (c) For the sale of the new drug we have not been given the approval.
  - (d) The new drug was not approved by the government.
14. They have published all the details of the invention.
  - (a) All the details of the invention have been published by them.
  - (b) The publication of the details of invention was done by them.
  - (c) All the details have been invented by the publishers.
  - (d) All the inventions have been detailed by them.
15. He teaches us grammar.
  - (a) Grammar was taught to us by him.
  - (b) We are taught grammar by him.
  - (c) Grammar will be taught to us by him.
  - (d) We were teached grammar by hint.

16. The manager could not accept the union leader's proposals.  
(a) The union leader's proposals could not be accepted by the manager.  
(b) The union leader's proposals were not accepted by the manager.  
(c) The union leader's proposals will not be accepted by the manager.  
(d) The union leader's proposals would not be accepted by the manager.
17. Prepare yourself for the worst.  
(a) You be prepared for the worst. (b) The worst should be prepared by yourself.  
(c) Be prepared for the worst. (d) For the worst, preparation should be made by you.
18. Please shut the door and go to sleep.  
(a) The door is to be shut and you are to go to sleep.  
(b) Let the door be shut and you be asleep.  
(c) You are requested to shut the door and go to sleep.  
(d) The door is to be shut and you are requested to sleep.
19. It is impossible to do this.  
(a) Doing this is impossible. (b) This is impossible to be done.  
(c) This must not be done. (d) This can't be done.
20. We must take care of all living species on Earth.  
(a) All living species on Earth are taken care of by us.  
(b) All living species on Earth must be taken care of by us.  
(c) All living species on Earth had been taken care of by us.  
(d) All living species on Earth will be taken care of by us.
21. He gently tapped on my hand.  
(a) I was gently tapped on my hand by him.  
(b) It was my hand that was gently tapped by him.  
(c) My hand had been gently tapped by him.  
(d) Gently was my hand being tapped by him.
22. Amit was nominated by my cousin for the post.  
(a) My cousin nominated Amit for the post.  
(b) My Cousin has nominated Amit for the post.  
(c) My Cousin nominates Amit for the post.  
(d) My Cousin is nominating Amit for the post.
23. Do not inform the police about the robbery.  
(a) The police do not be informed about the robbery.  
(b) Let not the police be informed about the robbery.  
(c) Let the police be informed about the robbery.  
(d) The police need to be informed by the robbery.
24. Grandfather was digging the flowerbeds.  
(a) The flowerbeds were digging grandfather.  
(b) The flowerbeds were being dug by grandfather.  
(c) Grandfather's flowerbeds were being dug.  
(d) The grandfather was digging flowerbeds.
25. Who taught you grammar?  
(a) By whom you were taught grammar?



- (b) By whom were you taught grammar?
  - (c) By whom was grammar you taught?
  - (d) By whom were grammar taught to you?
26. The lightning caused a serious forest fire and damaged many nearby houses.
- (a) A serious forest fire has been caused by lightning and many nearby houses have been damaged.
  - (b) A serious forest fire was caused by lightning and many houses are damaged.
  - (c) A serious forest fire had been caused by lightning and many nearby houses had been damaged.
  - (d) A serious forest fire was caused by lightning and many nearby houses were damaged.
27. This unexpected news surprised me a great deal.
- (a) I was surprised a great deal by this unexpected news
  - (b) I am surprised a great deal by this unexpected news
  - (c) I have been surprised a great deal by this unexpected news
  - (d) I had been surprised a great deal by this unexpected news
28. We saw him steal
- (a) He was seen to steal by me.
  - (b) He was seen to steal.
  - (c) He were seen to steal by us.
  - (d) He was seen to steal by us.
29. Have you been shown what to do?
- (a) Have anybody been shown by you what to do?
  - (b) Have anybody been showing you-what to do?
  - (c) Has you been shown what to do?
  - (d) Has anybody shown you what to do?
30. We expect all our students to do well
- (a) All our students to do well is expect by us.
  - (b) All are students is expecting by us to do well.
  - (c) All our students to do well is to be expected by us.
  - (d) All our students to do well is expected by us.
31. I am trying to contact him.
- (a) He is being tried to contact by me.
  - (b) Contacting him is being tried by me.
  - (c) He tried to contact me.
  - (d) He is being contacting me.
32. The teacher may punish you.
- (a) You should be punished by the teacher
  - (b) You shall have been punished by the teacher
  - (c) You will be punished by the teacher
  - (d) You may be punished by the teacher
33. All your needs will be taken care of at our institute, Pinnacle.
- (a) Our institute, Pinnacle will take care of all your needs.
  - (b) Our institute, Pinnacle will be taking care of all your needs.
  - (c) Our institute, Pinnacle will have taken care of all your needs.
  - (d) Our institute, Pinnacle will have cared for all your needs.

34. Please shut the door and go to sleep.  
(a) The door is to be shut and you are to go to sleep.  
(b) Let the door be shut and you be asleep.  
(c) You are requested to shut the door and go to sleep.  
(d) The door is to be shut and you are requested to sleep
35. Citrus peel tastes bitter.  
(a) Citrus peel is bitter when it is tasted.  
(b) Citrus peel is bitter when tasted.  
(c) Citrus peel has a bitter taste.  
(d) Citrus peel is tasted bitterly.
36. Deforestation has reduced rainfall in the tropical lands.  
(a) Rainfall has been reduced and caused deforestation  
(b) Reduced rainfall deforested the tropical lands.  
(c) Rainfall has been reduced due to deforestation in tropical lands.  
(d) Tropical lands have been reduced by rainfall.
37. Did everybody miss the first bus?  
(a) The first bus was missed by everybody?  
(b) Was the first bus missed by everybody?  
(c) Everybody missed the first bus?  
(d) Had the first bus been missed by everybody?
38. A letter has been written by me.  
(a) I have been writing a letter.  
(b) I has written a letter.  
(c) I had written a letter.  
(d) I have written a letter.
39. The doctor advised me to give up sweets.  
(a) To me give up sweets was advised by doctor.  
(b) The doctor advised to give up sweets me.  
(c) I was advised by the doctor to give up sweets.  
(d) I was advised to give up eat sweets by the doctor.
40. The storm has destroyed twelve houses.  
(a) Twelve houses had been destroyed by the storm.  
(b) Twelve houses have been destroyed by the storm.  
(c) Twelve houses were destroyed by the storm.  
(d) Twelve houses have been stormed.
41. It interests me.  
(a) I am interested in it. (b) I was interested in it.  
(c) I will be interested in it. (d) I have been interested in it.
42. The boy has rung the bell.  
(a) The bell has been rung by the boy.  
(b) The bell was being rung by the boy.  
(c) The bell was rung by the boy.  
(d) The bell has been being rung by the boy.

43. The gardener ought to water the plants daily.  
 (a) The plants have been watered daily by the gardener.  
 (b) The plants ought to water daily by the gardener.  
 (c) The plants are ought to water daily by the gardener  
 (d) The plants ought to be watered daily by the gardener.
44. She has preserved all the old letters of her dead lover.  
 (a) All the old letters of her dead lover have been preserved by her.  
 (b) All the old letters of her dead lover has been preserved by her.  
 (c) All the old letters have been preserved.  
 (d) The letters of her old lover have been preserved
45. Champagne is drunk on New Year's Eve.  
 (a) People drink champagne on New Year's Eve.  
 (b) Let us drink champagne on New Year's Eve.  
 (c) They will drink champagne on New Year's Eve.  
 (d) People always drink champagne on New Year's Eve.
46. I am going to bring him here.  
 (a) He is going to bring here by me. (b) He is being brought here by me.  
 (c) He is going to be brought here by me. (d) He is being gone to be brought here by me.
47. Who asked you to draft this letter?  
 (a) By who you are asked to draft this letter.  
 (b) By who have you been asked to draft this letter.  
 (c) By whom were you asked lo draft this, letter?  
 (d) By whom you were asked to draft this letter.
48. The terrorists should be hanged.  
 (a) They should have hanged the terrorists. (b) They will hang the terrorists.  
 (c) One should hang the terrorists. (d) They hanged the terrorists.
49. Our Almighty will bless wise men.  
 (a) Wise men will be blessed by our Almighty.  
 (b) Wise men should be blessed by our Almighty.  
 (c) Wise men have been blessed by our Almighty.  
 (d) Wise men would be blessed by our Almighty.
50. The Swiss regarded him as an imposter and called him a Villain.  
 (a) He was regarded as an imposter and was called a Villain by the Swiss.  
 (b) He is regarded as an imposter and was called a Villain by the Swiss.  
 (c) He was regarded as an imposter and is called a Villain by the Swiss.  
 (d) He has been regarded as an imposter and called a Villain by the Swiss.
51. She is reading a novel.  
 (a) A novel is being read by her. (b) A novel has been read by her.  
 (c) A novel is read by her. (d) A novel was being read by her.
52. They fund schools for girls.  
 (a) Schools for girls was funded by them. (b) Schools for girls will be funded by them.  
 (c) Schools for girls are funded by them (d) Schools for girls are being funded by them.



53. The security guards had blocked every exit.  
(a) Every exit had been blocked by the security guards.  
(b) Every exit has been blocked by the security guards.  
(c) Every exit was blocked by the security guards.  
(d) Every exit was being blocked by the security guards.
54. My mother bakes cakes.  
(a) A cake was baked by my mother.  
(b) My mother is baking a cake.  
(c) A cake is being baked by my mother.  
(d) Cakes are baked by my mother.
55. The accountant took the money from the customer.  
(a) The money is taken from the customer by the accountant.  
(b) The money was taken from the customer by the accountant.  
(c) The customer was taken the money by the accountant.  
(d) The money had been taken from the customer by the accountant.
56. Not a word was spoken by the criminal in self-defense.  
(a) The criminal spoke not a word in self-defense.  
(b) The criminal in self-defense spoke no word.  
(c) The criminal did not speak a word in self-defense.  
(d) The criminal spoke in self-defense not a word.
57. Bipin was not told about the meeting.  
(a) Somebody did not tell Bipin about the meeting.  
(b) There was nobody who could tell Bipin about the meeting.  
(c) Nobody told Bipin about the meeting.  
(d) The meeting was not told about to Bipin.
58. I have to do my homework.  
(a) My homework has to be done by me.  
(b) My homework to be done.  
(c) My homework has been done by me.  
(d) My homework has been done.
59. The driver was blowing the horn.  
(a) The horn was blown by the driver.  
(b) The horn was being blown by the driver.  
(c) The horn has been blown by the driver.  
(d) The horn is being blown by the driver.
60. I bought a new dress last month.  
(a) Last month a new dress was bought by I.  
(b) Last month a new dress was bought by me.  
(c) Last month a new dress is bought by me.  
(d) Last month a new dress had been bought by me.

## Solutions

1.	d	2.	d	3.	b	4.	d	5.	b
6.	d	7.	b	8.	c	9.	a	10.	c
11.	b	12.	d	13.	b	14.	a	15.	b
16.	a	17.	c	18.	c	19.	b	20.	b
21.	a	22.	a	23.	b	24.	b	25.	b
26.	d	27.	a	28.	d	29.	d	30.	b
31.	a	32.	d	33.	a	34.	c	35.	a
36.	c	37.	b	38.	d	39.	c	40.	b
41.	a	42.	a	43.	d	44.	a	45.	a
46.	c	47.	c	48.	c	49.	a	50.	a
51.	a	52.	c	53.	a	54.	d	55.	b
56.	c	57.	c	58.	a	59.	b	60.	b

