

ACTIVE VOICE & PASSIVE VOICE

Meaning Of Voice

The voice of a verb tells whether the subject of a sentence performs or received the action

Voices are two types

* Active Voice

* Passive Voice

Active Voice

In the active voice the subject performs the action expressed by the verb.

Eg Seetha ^o sings ^v a song ^o.

Here, Seetha is a subject, sings is a verb and song is a object.

The action singing is being done by the subject.

Subject + Verb + Object

Passive Voice

In the passive voice subject receives the action expressed by the verb.

A song ^o is ^{HV} sung ^{V₃} by Seetha ^o

Here song is a subject sung is a verb and Seetha is a entity who did the action of singing and song is the entity on whom action been done

Object + helping Verb + Verb₃ + by + Subject

Rules Of Active Voice Into Passive Voice

Active Voice

sub verb object
 Ram sings a song

Passive Voice

① A song ② is ③ sung ④ by ⑤ Ram.
 ob Verb₃ sub

- ⇒ The object in the active voice becomes the subject in the passive voice
- ⇒ The main verb of the active sentence changes into the past participle.
- ⇒ The form of the verb to be [am, is, are, was, were, being, been] is placed before the main verb according to tense.
- ⇒ Use 'by' in front of object in the passive voice Pronoun Changed

Change in Pronoun

Active	Passive
I	By me
We	By us
You	By you
He	By him
She	By her
It	By it
They	By them
Ram	By Ram
Sheela	By Sheela

Active		Passive
Simple Present Tense	Present	is / are
Future	Past	was / were
Continuous Tense	Future	will be
Perfect Tense	Continuous Tense	Being + V ₃
* Perfect Continuous	* Perfect Tense	been
		* No Passive form

Tense	Active Voice	Passive Voice
Simple Present	Subject + V ₁ / V ₁ (s/es) + Object I write a letter	Object + am / is / are + V ₃ + by + Sub A letter is written by me.
Simple Past	Subject + V ₂ + Object I wrote a letter	Object + was / were + V ₃ + by + Subject A letter was written by me
Simple Future	Subject + will / shall + V ₁ + Object I shall write a letter	Object + shall / will + V ₃ + by + Subject A letter will be written by me.

Tense	Active Voice	Passive Voice
Present Continuous	Subject + am/ is/ are + V ₁ + ing + object I am writing a letter	Object + am/ is/ are + being + V ₃ + by + subject A letter is being written by me
Past Continuous	Subject + was/ were + V ₁ + ing + object I was writing a letter	Object + was/ were + being + V ₃ + by + subject A letter was being written by me.
Future Continuous	Subject + shall/ will + be + V ₁ + ing + object I shall be writing a letter	No Passive Voice

Active Voice

Passive Voice

Present Perfect

Subject + have/has + V₃ + Object

I have written a letter

Object + have/has + been + V₃ + by + Subject

A letter has been written by me

Past Perfect

Subject + had + V₃ + Object

I had written a letter

Object + had + been + V₃ + by + Subject

A letter had been written by me

Future Perfect

Subject + shall/will + have + V₃ + Object

I shall have written by a letter

Object + shall/will + have + been + V₃ + by + Subject

A letter will have been written by me.

Active Voice to Passive Voice [Imperative]

Imperative sentence does not have a 'subject', starts with an 'action verb'.

Verb + Object	Let + Object + be + V ₃
^v <u>Open</u> ^o <u>the door</u>	Let the door be opened.
Change your shirt	Let your shirt be changed.
Select the flowers	Let the flowers be selected.
Pour the water	Let the water be poured.
Don't + Verb + Object	Let + Object + not + be + V ₃
Don't cut the trees	Let the trees not be plucked cut.
Don't pluck the flowers	Let the flowers not be plucked.

Imperative

You are advised / requested / ordered + to + V + 0

Work hard

You are advised to work hard.

Please open the door

You are advised / requested to open the door

Obey the rules of the road

You are advised to obey the rules of the road

Kindly do not smoke in public place

You are requested not to smoke in public place.

Be quiet

You are requested to be quiet.

Please speak softly.

You are requested ^{to} speak softly.

Do/Does + Sub + Verb + Object

Do you like mangoes?

Do you like coffee?

Does she cook the food?

Does Ajai learn English?

am/is/are + Object + V₃ + by + Subject?

Are mangoes liked by you?

Is coffee liked by you?

Is the food cooked by her?

Is English learnt by Ajai?

Did + Subject + Verb + Object

Did she cook the food?

Did he help you?

Did the teacher punish Babu?

Did she give you the ball?

Was/Were + Object + V₃ + by + Subject?

Was the food cooked by her?

Were you helped by him?

Was Babu punished by the teacher?

Was the ball given to you by her?

Am/Is/Are/Was/Were + O + V₁(ing) + O?

Is she singing a song?

Was he driving a car?

Were you playing the guitar?

Are you repairing the car?

Am I teaching English?

Were you treating the patient?

Am/Is/Was/Were + O + Being + V₃ + by + O?

Is a song being sung by her?

Was a car being driven by him?

Was the guitar being played by you?

Is the car being repaired by you?

Is English being taught by me?

Was the patient being treated by you?

Have/Has/Had + Sub + V₃ + Obj

Have you taken tea?

Has he helped you?

Have you taught the boy?

Has he done his work?

Had he finished the work?

Had she read this letter?

Had he not read this letter?

Have/Has/Had + Obj + been + V₃ + by + Sub

Has tea been taken by you

Have you been helped by him

Has the boy been taught by you?

Has his work been done by him.

Had the work been finished by him.

Had this letter been read by her?

Had this letter not been read by him?

Sub + Modal Verb + Main Verb + Object

Object + Modal Verb + be + V₃ + by + Subject

I can read the book.

The book can be read by me.

We must help the poor.

The poor must be helped by us.

She would teach us today.

We would be taught by her today.

He may sell the house.

The house may be sold by him.

I may not buy the computer.

The computer may not be bought by me.

Sub + Modal Verb + have + V₃ + Object

Object + Modal Verb + have been + V₃ + by + Subject

You may have seen it.

It may have been seen by you.

School may have declared the holiday

The holiday may have been declared by school

You ought have seen it.

It ought have been seen by you.

Mod Aux + Sub + Verb + Object ?

Can you play the guitar?

Could you solve this sum?

May I buy the computer?

Should Anitha write homework?

Would Shalini learn English?

May Sachin Play cricket?

Can students learn the topic?

Mod Aux + Object + be + V₃ + by + Subject?

Can the guitar be played by you?

Could this sum be solved by you?

May the computer be bought by me?

Should homework be written by Anitha?

Would English be learnt by Er Shalini?

May cricket be played by Sachin?

Can the topic be learnt by students?

⇒ [⊙] My father [✓] gave ^{IO} him ^{DO} a prize (AV)

A prize was given to him by my father (PV)
(or)

He was given a prize by my father

⇒ [⊙] The teacher [✓] gave ^{DO} a book ^{IO} to Tai (AV)

A book was given by the teacher to Tai. (PV)
(or)

Tai was given a book by the teacher.

Note

When the verb has two objects
Direct object and Indirect object,
you can consider either direct object
as the subject or indirect object can be
treated as the subject.

Sentence with Phrasal Preposition

The mother looked after the child.

The child was looked after by her mother.

The bus ran over the dog.

The dog was ran over by the bus.

They are looking into the matter.

The matter is being looked into by them.

The bus has run over a student

A student has been run over by the bus.

My father enquired into the case

^{The case}
My father was enquired into by my father

Boys switched off the lights.

The lights were switched off by boys.

I gave up smoking last year.

Smoking was given up by me last year.

Ravi will look after his parents

His parents will be looked after by Ravi.

To Infinitive .

I want to buy this book.

She is to help me.

We have to find her.

She has to marry John

I have to make a plan.

They did not want to lose the game.

It is time to call the roll

It is time to do this work

It is time to run the race

Ob + Aux V + to be + V₃ + by + Sub

I want this book to be bought.

I am to be helped by her.

She has to be find by us.

John has to be married by her.

A plan has to be made by me.

They did not want the game to be lost .

It is time for the roll to be called

It is time for this work to be done .

It is time for the race to be run.

Note* We need not mention Indefinite subjects [anybody, nobody, everybody, somebody, someone, anyone, noone, everyone] in passive voice

Someone has stolen my watch

My watch has been stolen.

Somebody has taken away my book

My book has been taken away.

No one has bought the tickets

The tickets have not been bought

Note: If the sentence starts with [nobody, noone, none] we use 'not'

The watch was stolen ^(Passive) → * Here

Someone stole the watch

The ~~doer~~ is not known. So we take someone

The boy was punished yesterday (Passive)

Parents punished the boy yesterday

The criminal has been arrested. (PV)

The thief was caught.

The tiger is called the national
animal of India.

The house is being painted. (PV)

Uniforms must be worn.

The meeting has been canceled. (PV)

The deer has been shot in the jungle. (PV)

The land has been cultivated. (PV)

Police have arrested the criminal. (AV)

Police caught the thief.

We call the tiger the national animal
of India.

The painter is painting the house.

The students must wear uniforms.

The manager has canceled the meeting.

The hunter has shot the deer in the jungle.

The farmer has cultivated the land.

If the 'doer' is not given in the passive voice
use the word 'someone or somebody' or add any
subject related to the sentence [Doctor, Manager,
Principal, Captain, Police etc. in active voice]

Who+

By Whom + Aux Verb + Object +

Q.W ✓ 0
Who cuts the wire?

By whom is the wire cut?

Who took the spoon?

By whom was the spoon taken?

Who will take this spoon?

By whom will this spoon be taken?

Who is singing songs?

By whom are songs being sung?

Who was singing songs?

By whom were songs being sung?

Who will keep the money?

By whom will the money be kept?

Who has broken the glass?

By whom has the glass been broken?

Who will not take notes?

By whom will notes not be taken?

Whom has the principal honoured?

Whom have the police arrested?

Whom has she called?

Whom are you teaching English?

Whom did you offer a cup of tea?

Whom did you see?

Whom + helping Verb + sub + main Verb ?

Whom + be Verb + sub + V₁(ing) ?

Whom + have Verb + sub + V₃ ?

Who has been honoured by the principal?

Who has been arrested by the police?

Who has been called by him.

Who is being taught by English by you?

Who was offered a cup of tea by you?

Who was seen by you?

Who + be Verb + V₃ + by + sub ?

Who + be Verb + being + V₃ + by + ob ?

Who + have Verb + been + V₃ + by + ob ?

Q.4) Where do you read books?

Where did you send him?

What motivates you?

When is Ravi writing the letter?

When was she buying chicken?

Why will she take medicine?

What have you eaten ?

Why has she taken lunch?

Why have you left your brother at home?

Where are books read by you?

Where was he sent by you?

What are you motivated by?

When is the letter being written by Ravi?

When was chicken being bought by her?

Why will medicine be taken by you?

What have been eaten by you?

Why has lunch been taken by her?

Why has your brother been left at home by you?

Wh + Helping V + \emptyset + V... ?

Wh + Helping V + \emptyset + V + O ?

What will she take?

Where do you read books?

How did they do this?

How is Kamal writing the letter?

When did you leave the car?

Why should you do this work?

Where have they lost the key?

Where are you searching for the phone?

Where will a new business Gopal start new business?

Wh + Helping Verb + V₃ + by + O ?

Wh + Helping Verb + O + (Some form of Be) + V₃ + by + O

What will be taken by her?

Where are books read by you?

How was this done by them?

How is the letter being written by Kamal?

When was the car left by you?

Why should this work be done by you?

Where has the key been lost by them?

Where is the phone being searched for by you?

Where will a new business be started by Gopal?

Which book will you buy?

Which phone are you buying?

Which shirt has she washed?

Which bike can you ride?

Whose shirt had you washed?

Whose house will they leave?

Whose cycle are you using now?

Which book will be bought by you?

Which phone is being bought by you?

Which shirt has been washed by her?

Which bike can be ridden by you?

Whose shirt had been washed by you?

Whose house will be left by them?

Whose cycle is being used by you now?

Active Voice

Simple Pre	Sub + V ₁ (es) + Ob
Simple Past	Sub + V ₂ + Ob
Simple Future	Sub + shall/will + V ₁ + Ob
Present Con	Sub + is/am/are + V ₁ (ing) + Ob
Past Con	Sub + was/were + V ₁ (ing) + Ob
Future Con	Sub + shall/will + be + V ₁ (ing) + Ob
Present Perfect	Sub + has/have + V ₃ + Ob
Past Perfect	Sub + had + V ₃ + Ob
Future Perfect	Sub + will + have + V ₃ + Ob
Do form	Do/Does + sub + verb + Ob? Did + sub + verb + Ob
Have form	Have/Has/Had + sub + V ₃ + Ob?
Be form	Am/is/are/was/were + sub + V ₁ (ing) + Ob?
Mod Aux	Mod Aux + sub + Verb + Object?

Passive Voice

ob + am/is/are + V ₃ + by + sub
ob + was/were + V ₃ + by + sub
ob + shall/will + be + V ₃ + by + sub
ob + am/is/are + being + V ₃ + by + sub
ob + was/were + being + V ₃ + by + sub
No Passive Voice
ob + have/has + been + V ₃ + by + sub
ob + had + been + V ₃ + by + sub
ob + shall/will + have + been + V ₃ + by + sub
am/is/are + ob + V ₃ + by + sub?
was/were + ob + V ₃ + by + sub?
Have/Has/Had + ob + been + V ₃ + by + sub?
Am/is/was/are/were + ob + being + V ₃ + by + ob?
Mod Aux + ob + be + V ₃ + by + sub?

Imperative

Sub + Mod Verb + Verb + Ob
 Sub + Mod Verb + have + V₃ + Ob
 Verb + Ob

Don't + Verb + Ob

Wh type

Who + V₁ + Ob

Who + V₂ + Ob

Who + will + V₁ + Ob

Who + be verb + V₁(ing) + Ob + ?

Who + have Verb + V₃ + Ob + ?

Who + will + have + V₃ + Ob + ?

Whom + Aux Verb + Sub + V₁ + ?

Whom + have Verb + Sub + V₃ + ?

Wh + Verb + Ob + ?

Wh + Aux Verb + Ob + V + ?

Wh + Aux Verb + Ob + V + Ob + ?

Ob + Mod Verb + be + V₃ + by + Sub

Ob + Mod Verb + have been + V₃ + by + Sub

Let + Ob + be + V₃

Let + Ob + not + be + V₃

By whom + is + Ob + Main Verb + ?

By whom + was + Ob + Main Verb

By whom + will + Ob + be + Main Verb

By whom + be verb + Ob + being + V₃

By whom + have / has / had + Ob + been + V₃ + ?

By whom + will + have + Ob + been + V₃ + ?

By whom + aux Verb + V₃ + by + Sub + ?

Who + have Verb + been + V₃ + by + Sub + ?

What + be Verb + Ob + V₃ + by + Ob + ?

What + helping Verb + V₃ + by + Ob + ?

Wh + helping Verb + Ob + some form of be + V₃ + by + Sub + Ob

The manager appointed many office assistants

You are making a cake now.

My grandmother painted that portrait.

Malini had bought a colourful hat for her daughter.

They have asked me to pay the fine.

His behaviour vexes me.

Rasy will solve the problem.

Our army has defeated the enemy.

The salesman answered all the questions patiently.

Many office assistants were appointed by the ^{manager.}

A cake is being made by you now.

That portrait was painted by my grandmother.
her daughter.

A colourful hat had been bought by Malini for

I have been asked to pay the fine by them.

I am vexed by his behaviour.

The problem will be solved by Rasy.

The enemy has been defeated by our army.

All the questions were answered patiently

by the salesman.

Please call him at once

How did you cross the river?

Will you help me?

Go for a job early in the morning.

Why have you left your brother at home?

Nobody should violate the rules.

Someone has to initiate it immediately.

Have you invited Raman to the Party?

Please do not walk on the grass

Cross the busy roads carefully.

When will you book the tickets to Bengaluru

No one is borrowing the novels from the library?

You are requested to call him at once.

How was the river crossed by you?

Will I be helped by you.

You are advised to go for a job early in the morning.

Why has your brother been left at home by you?

The rules should not be violated.

It has to be initiated immediately.

Has Raman been invited to the party by you?

You are requested not to walk on the grass.

You are advised to cross the busy roads carefully.

Let the busy roads be crossed carefully.

When will the tickets be booked to Bengaluru by you.

The novels are not being borrowed from the library.