

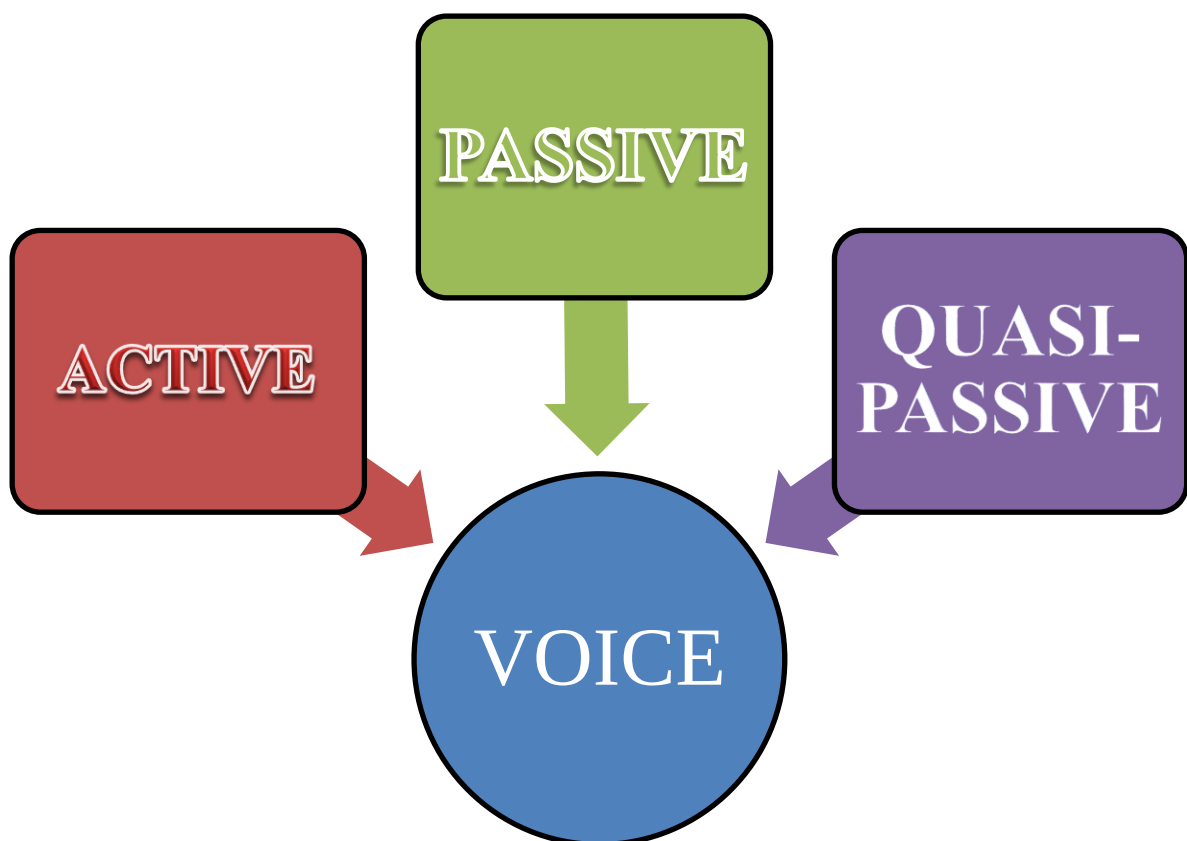
VOICE CHANGE

Definition:

Voice is the form of the verb which indicates whether the subject does the work or something has been done to it.

There are three kinds of voices.

- i) Active Voice
- ii) Passive Voice
- iii) Quasi-Passive Voice



🌿 **Active voice**: When the subject of a sentence performs the verb's action, we say that the sentence is in the active voice. Sentences in the active voice have a strong, direct, and clear tone.

🌿 **Passive Voice**: When the subject of a sentence is acted upon, the verb is in passive voice.

🌿 **Quasi-Passive Voice**: A quasi-passive voice is active in form but passive in sense.



RULES FOR CHANGING ACTIVE VOICES INTO PASSIVE VOICES

- Write the object of active voice in place of subject in passive voice.
- Use the auxiliary verb according to the number, person and tense of the passive subject.
- Write the past participle form of the main verb.
- Use the preposition -“by”
- Write the subject of active voice in place of object in passive voice.

SIMPLE PRESENT TENSE

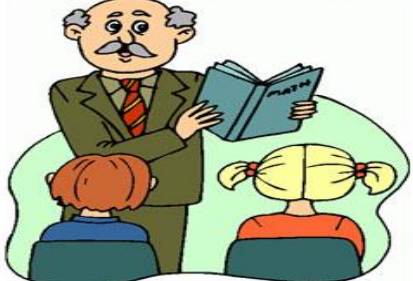
ACTIVE VOICE:

SUBJECT + V1+ OBJECT

PASSIVE VOICE:

PASSIVE SUBJECT+IS/AM/ARE+V3+BY+PASSIVE OBJECT

Active and Passive Voice



Active Form:
The professor **teaches** the students.

Passive Form:
The students **are taught** by the professor.

Examples:

1. **Anurag makes a noise.**
✓ A noise is made by Anurag.
2. **Children like sweets.**
✓ Sweets are liked by children.

PRESENT CONTINUOUS TENSE

ACTIVE VOICE:

SUBJECT+IS/AM/ARE+V1+ING+OBJECT

PASSIVE VOICE:

PASSIVE SUBJECT+IS/AM/ARE+BEING+V3+BY+PASSIVE
OBJECT

Examples:

1. **He is writing a letter.**
✓ A letter is being written by him.
2. **Bhavana is singing a song.**
✓ A song is being sung by Bhavana.



PRESENT PERFECT TENSE

ACTIVE VOICE:

SUBJECT+HAS/HAVE+V3+OBJECT

PASSIVE VOICE:

PASSIVE SUBJECT + HAS/HAVE + BEEN+ V3+BY+ PASSIVE
OBJECT

Examples:

1. **Tendulkar has thrown the balls.**
✓ The balls have been thrown by Tendulkar.
2. **The person has cut all telephone wires.**
✓ All telephone wires have been cut by the person.



SIMPLE PAST TENSE

ACTIVE VOICE:

SUBJECT + V2+ OBJECT

PASSIVE VOICE:

PASSIVE SUBJECT + WAS/WERE+V3+BY+PASSIVE OBJECT

EXAMPLES:

1. **Ajay spoke the truth.**
✓ The truth was spoken by Ajay.
2. **Dinkar wrote this poem.**
✓ This poem was written by Dinkar.



PAST CONTINUOUS TENSE

ACTIVE VOICE:

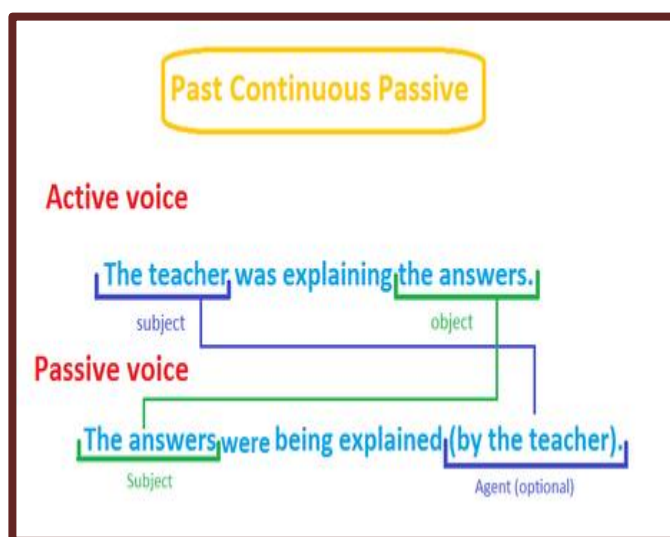
SUBJECT+WAS/WERE+V1+ING+OBJECT

PASSIVE VOICE:

PASSIVE SUBJECT + WAS/WERE+BEING+V3+BY+PASSIVE OBJECT

EXAMPLES:

1. **Ram was writing a letter.**
✓ A letter was being written by Ram.
2. **The children were decorating the room.**
✓ The room was being decorated by the children.



PAST PERFECT TENSE

ACTIVE VOICE:

SUBJECT+HAD+V3+OBJECT

PASSIVE VOICE:

PASSIVE SUBJECT+HAD+BEEN+V3+BY+PASSIVE OBJECT

EXAMPLES:

1. **The players had won the match.**
✓ The match had been won by the players.
2. **The children had eaten all the cakes.**
✓ All the cakes had been eaten by the children.

(Past Perfect Tense)

Formula-

ACTIVE VOICE	PASSIVE VOICE
He had written a letter.	A letter had been written by him.
(Sub+ had+Verb(v3) +Obj)	(Obj+ ^{be} had + ^{be} been+ Verb(v3) + by + Sub)

SIMPLE FUTURE TENSE

ACTIVE VOICE:

SUBJECT+WILL/SHALL+V1+OBJECT

PASSIVE VOICE:

PASSIVE SUBJECT+WILL/SHALL+BE+V3+BY+PASSIVE OBJECT

EXAMPLES:

1. **The postman will deliver the letter.**
✓ The letter will be delivered by the postman.
2. **The girls will learn music.**
✓ Music will be learnt by the girls.

The Simple Future Tense

Active: S + will/shall + V + O

Passive: S + will/shall + be + V_{pp} + by + O

PRACTICE

My parents will take us to the park.

→ We will be taken to the park by our parents.



FUTURE PERFECT TENSE

ACTIVE VOICE:

SUBJECT+ WILL+HAVE+V3+OBJECT

PASSIVE VOICE:

PASSIVESUBJECT+WILL/SHALL+HAVE+BEEN+V3+BY+PASSIVE OBJECT

EXAMPLES:

1. The police will have caught the terrorist.

- ✓ The terrorist will have been caught by the police.

2. The painter will have painted the whole house.

- ✓ The whole house will have been painted by the painter.

Future Perfect Tense	
Auxiliary verbs used in Passive Voice: Will have been	
Active Voices	Passive Voices
He will have received the letter.	The letter will have been received by him.
He will not have received the letter.	The letter will not have been received by him.

NOTE

The passive voice of present perfect continuous tense, past perfect continuous tense, future continuous tense and future perfect continuous tense cannot be formed.

IMPERATIVE SENTENCES

- A sentence that issues a request or gives a command or expresses a desire or wish is called an Imperative sentence. Imperative sentences are addressed without naming the subject. Hence these sentences are without Subject and starts with the Principal Verb. Sentences have different types of emotions - Order, Command, Request, Suggestion and Advise. In Passive Voice of Imperative Sentence, we use different words with the Subject as per the emotions of the sentence.

Examples:

- **Switch on the light.**
⇒) Let the light be switched on.
- **Please give me a book.**
⇒) You are requested to give me a book.
- **Sit down.**
⇒) You are ordered to sit down.
- **Take the medicine regularly.**
⇒) You are advised to take the medicine regularly.
- **Help the helpless.**
⇒) The helpless should be helped.

Sentence Containing	Rule of making Imperative Sentence (Active Voice)	Rule of converting Imperative Sentence (Active Voice) to Passive Voice
Command	Verb (Ist Form) + Object + (.)	Let + Convert Object to Subject + Be + Verb (3rd form)
Order	Verb (Ist Form) + Object + (.)	You are ordered to + Verb (Ist form)+ Object
Request	Verb (Ist Form) + Object + (.)	You are requested to + Verb (Ist form)+ Object
Advice	Verb (Ist Form) + Object.	You are advised to + Verb (Ist form)+ Object
Suggestion	Verb (Ist Form) + Object + (.)	Convert Object to Subject + Should + Be + Verb (3rd form)

➤ **IMPERATIVE SENTENCES BEGINNING WITH 'LET':**

- ❖ If the active imperative sentence is based on the structure of - **'Let+indirect object+v1+direct object'**, then it is changed into passive voice on the basis of the given structure below:

Let+direct object+be+v3+by+indirect object

Examples:

- **Let me do this work.**
=) Let this work be done by me.
- **Let her sing a song.**
=) Let a song be sung by her.
- **Let me discuss the matter.**
=) Let the matter be discussed by me.
- **Let him sing the song.**
=) Let the song be sung by her.

Note: The object which denotes the person to whom something is given or for whom something is done is called Indirect Object.

The object which is usually the name of something is called Direct Object.

- ❖ If the active imperative sentence is based on the structure of – **'Let + us+ V1'** and it expresses suggestion, then it is converted into passive voice on the basis of the structure given below:

It is suggested that + we+ should + V1

Examples:

- **Let us sing.**
=) It is suggested that we should sing.
- **Let us play together.**
=) It is suggested that we should play together.
- **Let us work.**
=) It is suggested that we should work.
- **Let us dance together.**
=) It is suggested that we should dance together.

INTERROGATIVE SENTENCES

➤ YES/NO QUESTION:

The interrogative sentences or Yes-No question starting with auxiliary verbs are changed into passive voice on the basis of the steps given below:

Step 1: Change the Yes-No question form into Assertive form.

Step 2: Change the passive form according to general rules after it.

Step 3: Put the auxiliary verb used in passive form before the subject.

Step 4: Add the question mark (?) at last.

Look at this sentence:

Does he write a letter?

Step 1: He writes a letter.

Step 2: A letter is written by him.

Step 3: Is a letter written by him.

Step 4: Is a letter written by him?

Examples:

- **Was the doctor examining the patients?**
⇒ Were the patients being examined by the doctor?
- **Did he buy a book?**
⇒ Was a book bought by him?
- **Have you brought my bag?**
⇒ Has my bag been brought by you?
- **Are the children eating sweets now?**
⇒ Are sweets being eaten by the children now?

➤ **Wh-Questions:**

The interrogative sentences or wh-questions starting with wh-words or interrogative words are changed into passive voice on the basis of the steps given below:

Step 1: Hide the Wh-words during changing into passive voice.

Step 2: Write the consequent gotten yes-no question form into assertive form.

Step 3: Change the passive form according to general rules after it.

Step 4: Put the auxiliary verb used in passive form before the subject. Add the question mark (?) at last.

Step 5: Add the wh-word in the starting of passive form.

Look at this sentence:

Why does she teach the children?

Step 1: Does she teach the children?

Step 2: She teaches the children.

Step 3: The children are taught by her.

Step 4: Are the children taught by her?

Step 5: Why are the children taught by her?

Examples:

- **When were you playing football?**
⇒ When was football being played by you?
- **Why did the teacher punish you?**
⇒ Why were you punished by the teacher?
- **What were you doing?**
⇒ What was being done by you?
- **Who taught you English?**
⇒ By whom were you taught English?

- **Who wrote this book?**
=> By whom was this book written?
- **Whom did you laugh at?**
=> Who was laughed at by you?
- **Whom did you call?**
=> Who was called by you?

Active Voice	Passive Voice
1. Why Ramesh fight with Suresh? you?	1. Why Suresh is fought with by Ramesh?
2. Do you eat Apple?	2. Is apple eaten by you?
3. Do you know my name?	3. Is my name known to you?
4. How he drives the car?	4. How the car is driven by him?
5. Which book is she reading?	5. Which book is being read by her?



1



2



3



4



5

PASSIVE VOICE WITH DIFFERENT PREPOSITIONS

WORDS	PREPOSITIONS
Pleased	With
Interested	In
Astonished	At
Disgusted	With
Marry	To
Knocked	At
Provide	With
Prefer	To
Congratulate	On
Compare	With
Surprise	At
Aim	At
Know	To



Examples:

- **Mr. Mishra knows me.**
⇒ I am known to Mr.Mishra.
- **His behaviour shocked me.**
⇒ I was shocked at his behaviour.
- **The novels of Tolstoy interest me.**
⇒ I am interested in the novels of Tolstoy.
- **Ram married Sita.**
⇒ Sita was married to Ram.
- **Her manners pleased us very much.**
⇒ We were very much pleased with her manners.

QUASI-PASSIVE VOICE

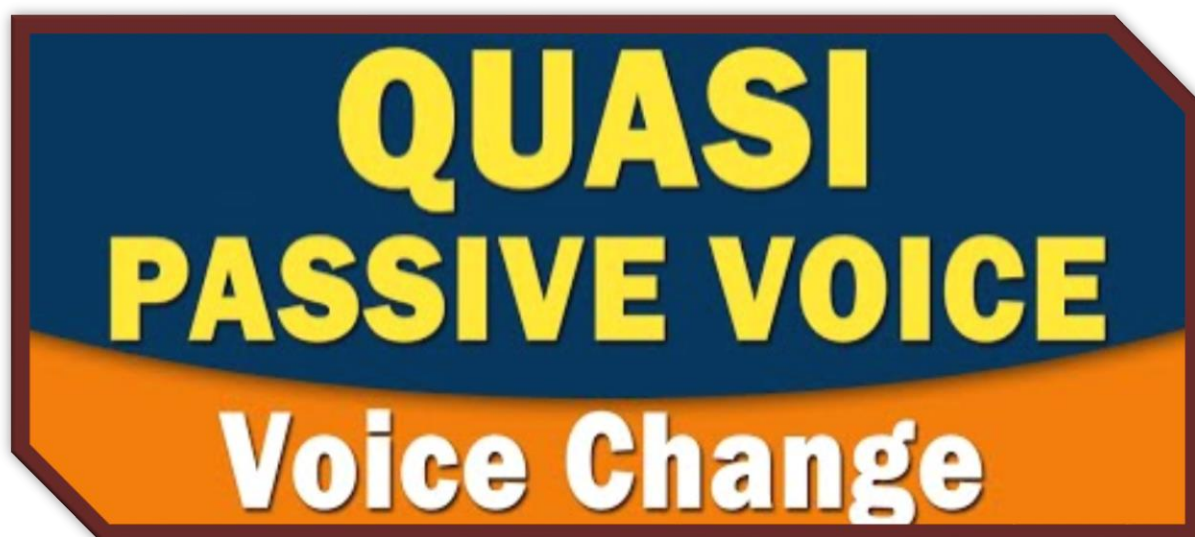
A Quasi-passive voice is active in form but passive in sense. It may be changed in the passive form in the following way:

Verbs with a compliment:

- **Honey is sweet.**
⇒) Honey is sweet when it is tasted.
- **The rose smells sweet.**
⇒) The rose is sweet when it is smelt.

Verbs without a compliment:

- **The house is building.**
The house is being built.
- **The trumpets are sounding.**
The trumpets are being sounded.



PASSIVE VOICE WITH MODAL-AUXILIARY

If the active sentence is based on the structure of –

‘**subject+modal auxiliary verb+v1+object**’, it is then changed into the passive voice on the basis of the structure given below:

Passive subject+modal auxiliary+ be+v3+passive object



Example:

- **I must help the poor.**
⇒ The poor must be helped by me.
- **He can speak English.**
⇒ English can be spoken by him.
- **We should love our country.**
⇒ Our country should be loved by us.
- **They may win the match.**
⇒ The match may be won by them.

PASSIVE VOICE OF TRANSITIVE VERBS WITH TWO OBJECTS

Sometimes we may get sentences with two objects. In such cases any of the objects may become the subject. But the indirect object or the personal object is preferred for the subject. Another object is retained. Hence it is called retained object.

Passive voice with the verbs that have two objects

Some verbs can have two objects:

We gave **the police** **the information**.

object 1 object 2

So it is possible to make two passive sentences:

***The police** were given the information. Or*
***The information** was given to the police.*

Other verbs which can have two objects are :

ask	offer	pay	refuse
send	show	teach	tell

Examples:

- **Mr.Das teaches us English.**
=) We are taught English by Mr.Das.
=) English is taught us by Mr.Das.
- **They handed him a leaflet.**
=) He was handed a leaflet by them.
=) A leaflet was handed him by them.
- **My friend sent me a gift.**
=) I was sent a gift by my friend.
=) A gift was sent to me by my friend.
- **Gahar offered me a seat.**
=) I was offered a seat by Gahar.
=) A seat was offered to me by Gahar.

FACITITIVE OBJECT

Object of the transitive verb is used as complement.

Examples:

- **They made him king.**
=> He was made king by them.
- **They elected him President.**
=> He was elected President by them.

REFLEXIVE OBJECT

Reflexive object cannot be changed into subject.

Examples:

- **He hurt himself.**
=> He was hurt by himself.
- **She cut herself.**
=> She was cut by herself.

DOUBLE PASSIVES IN A SENTENCE SHOULD BE AVOIDED

Double passives in a simple sentence or in one clause should be avoided as they are liable to give a wrong meaning.

Example:

Active: They proposed to hold a meeting.

Incorrect Passive: A meeting was proposed to be held by them.

Correct Passive: It was proposed by them to hold a meeting.

PASSIVE OF INFINITIVES

➤ To+ verb

- **There are lots of things to do.**

=> There are lots of things to be done.

➤ Verbs followed by objects+ plain infinitives

- **I saw him go to the garden.**

=> He was seen to go to the garden.

➤ There + verb+ subject + to be + v3

- **There is no money to buy.**

=> There is no money to be bought.

➤ It+ verb+ noun+ for+ object+ to be +v3

- **It is time to prepare for the examination.**

=> It is time for the examination to be prepared.

SOME PECULIARITIES IN VOICE

- **One should keep one's promise.**

=> A promise should be kept. (by one – omitted)

- **Someone has stolen my purse.**

=> My purse has been stolen. (by someone- omitted)

- **I have lost my pen.**

=> My pen has been lost. (by me –omitted)

- **Circumstances obliged me to go.**

=> I was obliged to go. (by circumstances-omitted)