

VOICE CHANGE

Day 1 (06/08/26)

Simple Present Tense

- Voice shows whether the subject does the action (active) or receives it (passive).
- Active Voice: Subject + V_1/V_5 + Object
- Passive Voice: Passive Subject + is/am/are + V_3 + by + Passive Object

Examples

1. Active: She writes a letter.
1. Passive: A letter is written by her.
2. Active: The children play cricket.
2. Passive: Cricket is played by the children.

Questions

1. He helps the poor. (Change to passive)
2. The boys fly kites. (Change to passive)
3. A song is sung by the girl. (Change to active)
4. Flowers are plucked by the gardener. (Change to active)
5. The cake is baked by my mother. (Identify the voice)

Day 2 **Present Continuous & Present Perfect Tenses**

- Active: S + is/am/are + V_1 +ing + O
- Passive: S (passive) + is/am/are + being + V_3 + by + O

Present Perfect

- Active: S + has/have + V_3 + O

· Passive: S (passive) + has/have + been + V₃ + by + O

Examples

1. Active (Cont.): Ram is reading a book.

1. Passive: A book is being read by Ram.

2. Active (Perf.): She has completed the homework. 2. Passive: The homework has been completed by her.

Questions

Change the sentences according to the instructions given:

1. The teacher is teaching the students. (Passive)

2. The children have eaten all the chocolates. (Passive)

3. She is singing a melodious song. (Passive)

4. The room has been cleaned by the maid. (Active)

5. The homework is being done by Sita. (Active)

Day 3

Simple Past & Past Continuous Tenses

Simple Past

· Active: S + V₂ + O

· Passive: S (passive) + was/were + V₃ + by + O

Past Continuous

· Active: S + was/were + V₁+ing + O

· Passive: S (passive) + was/were + being + V₃ + by + O

Examples

1. Active (Simple): Sita wrote a novel.
1. Passive: A novel was written by Sita.
2. Active (Cont.): The children were playing hide and seek.
2. Passive: Hide and seek was being played by the children.

Questions

Change the sentences according to the instructions:

1. The thief stole the necklace. (Passive)
2. The birds were building nests. (Passive)
3. The window was broken by the boy. (Active)
4. A song was being sung by her. (Active)
5. The mechanic repaired the car. (Passive)

Day 4

Past Perfect, Simple Future & Future Perfect Tenses

Past Perfect

- Active: S + had + V₃ + O
- Passive: S (passive) + had + been + V₃ + by + O

Simple Future

- Active: S + will/shall + V₁ + O
- Passive: S (passive) + will/shall + be + V₃ + by + O

Future Perfect

- Active: S + will/shall + have + V₃ + O
- Passive: S (passive) + will/shall + have + been + V₃ + by + O

Note: Present Perfect Continuous, Past Perfect Continuous, Future Continuous, and Future Perfect Continuous cannot be changed to passive.

Examples

1. Active (Past Perf.): The students had completed the project.
 1. Passive: The project had been completed by the students.
2. Active (Fut. Perf.): She will have finished the work.
 2. Passive: The work will have been finished by her.

Questions

Change the sentences according to the instructions given:

1. The chef had prepared the meal. (Passive)
2. They will build a new hospital. (Passive)
3. She will have completed her degree by 2025. (Passive)
4. The match had been won by the team. (Active)
5. The homework will be done by the students. (Active)

Day 5

Imperative & Interrogative Sentences

Imperative

(Commands, Requests, Advice, Suggestion)

Command/Order Verb + Object Let + Object + be + V₃

Request Verb + Object You are requested to + V₁ + Object

Advice Verb + Object You are advised to + V₁ + Object

Suggestion Verb + Object Object + should + be + V₃

- For “Let + Indirect Object + V₁ + Direct Object” → Let + Direct Object + be + V₃ + by + Indirect Object
- For “Let us + V₁” (suggestion) → It is suggested that we should + V₁

Interrogative (Yes/No)

- Change to assertive → change to passive → place auxiliary before the subject.

Interrogative (Wh-)

- Hide the Wh-word → convert to Yes/No → change to passive → put the Wh-word back at the start.

Examples

1. Imperative: Open the door. → Passive: Let the door be opened.
2. Interrogative: Does she write a letter? → Passive: Is a letter written by her?

Questions

Change the sentences according to the instructions given:

1. Shut the window. (Passive)
2. Please give me a glass of water. (Passive)
3. Did he finish the homework? (Passive)
4. Where did you find the keys? (Passive)
5. Let us play together. (Passive)

Day 6

Special Cases (Two Objects, Modals, Infinitives, Reflexive & Double Passive)

Two Objects (Direct & Indirect)

- Either object can become the subject; the indirect object (person) is usually preferred.

- The remaining object is called a retained object.
- Example: She gave me a book. → I was given a book (by her). / A book was given to me (by her).

Modal Auxiliaries (can, could, may, might, must, should, etc.)

- Active: S + Modal + V₁ + O
- Passive: S (passive) + Modal + be + V₃ + by + O

Infinitives (to + V₁)

- Active infinitive → Passive infinitive (to + be + V₃)
- Example: There are many things to do. → There are many things to be done.

Reflexive Objects (himself, herself, myself, etc.)

- Cannot be made the subject; they remain as objects.
- Example: He hurt himself. → He was hurt by himself.

Double Passives – Avoid them in a single clause; they can give a wrong meaning.

- Incorrect: A meeting was proposed to be held by them.
- Correct: It was proposed by them to hold a meeting.

Examples

1. Two objects: He taught them English. → They were taught English by him.
2. Modal: He can solve this problem. → This problem can be solved by him

Questions

1. My uncle sent me a gift. (Passive – give both possible forms)

2. We should respect our elders. (Passive)
3. She hurt herself. (Passive – note the reflexive)
4. There is no time to waste. (Passive infinitive)
5. They proposed to build a new school. (Change to passive avoiding double passive – use the “It was proposed...” structure)

Answer Key

Day 1

1. The poor are helped by him.
2. Kites are flown by the boys.
3. The girl sings a song.
4. The gardener plucks flowers.
5. Passive voice.

Day 2

1. The students are being taught by the teacher.
2. All the chocolates have been eaten by the children.
3. A melodious song is being sung by her.
4. The maid has cleaned the room.
5. Sita is doing the homework.

Day 3

1. The necklace was stolen by the thief.
2. Nests were being built by the birds.
3. The boy broke the window.
4. She was singing a song.
5. The car was repaired by the mechanic.

Day 4

1. The meal had been prepared by the chef.
2. A new hospital will be built by them.
3. Her degree will have been completed by her by 2025.
4. The team had won the match.
5. The students will do the homework.

Day 5

1. Let the window be shut.
2. You are requested to give me a glass of water.
3. Was the homework finished by him?
4. Where were the keys found by you?
5. It is suggested that we should play together.

Day 6

1. I was sent a gift by my uncle. / A gift was sent to me by my uncle.

2. Our elders should be respected by us.
3. She was hurt by herself.
4. There is no time to be wasted.
5. It was proposed by them to build a new school.