

# Active & Passive Voice

## INTRODUCTION

Compare the following sentences

**Sentence I :** Ram helps Hari.

**Sentence II :** Hari is helped by Ram.

While both sentences express the same meaning, there is a difference in their construction, the difference of voice.

In sentence I, the subject Ram is the doer of the action and thus it is in Active voice, the verb is in the **Active voice**.

In sentence II, the subject is Hari to whom the action is done and thus the verb is in the **Passive Voice**.

Following are some examples of Active and passive voice sentences

Active Voice	Passive Voice
The peon opened the gate.	The gate was opened by the peon.
Some boys were helping the old man.	The old man was being helped by some boys.
He will finish the work in a fortnight.	The work will be finished by him in a fortnight.
Why did your brother write such a letter?	Why was such a letter written by your brother ?
He handed her a chair.	A chair was handed to her by him.

Following are the rules for transformation of voice.

Tense	Active voice	Passive Voice
Simple present	take/takes	is/am/are taken
Present continuous	is/am/are taking	is/am/are being taken
Present perfect	has/have taken	has/have been taken
Simple past	took	was/were taken
Past continuous	was/were taking	was/were being taken
Past perfect	had taken	had been taken
Simple future	will/shall take	will/shall be taken

To change a sentence from active to passive voice, do the following:

1. Move the active sentence's direct object into the sentence's subject slot

<b>Active Voice</b>	→	<b>Passive Voice</b>
Marilyn mailed the letter	→	The letter . . .
↑		↑
<b>direct object</b>		<b>subject</b>

2. Place the active sentence's subject into a phrase beginning with the preposition by

<b>Active Voice</b>	→	<b>Passive Voice</b>
Marilyn mailed the letter.	→	The . . . by Marilyn.
↑		↙ ↘
<b>subject</b>		<b>prepositional phrase</b>

3. Add a form of the auxiliary verb be to the main verb and change the main verb's form

<b>Active Voice</b>	→	<b>Passive Voice</b>
Marilyn mailed the letter.	→	The letter was mailed by Marilyn.
↑		↙ ↘
<b>verb</b>		<b>verb + be auxiliary</b>

Because passive voice sentences necessarily add words and change the normal doer-action-receiver of action direction, they may make the reader work harder to understand the intended meaning.

As the examples below illustrate, a sentence in active voice flows more smoothly and is easier to understand than the same sentence in passive voice.

### Active Voice

At each concert the soprano sang at least one tune from a well-known opera.

↑	↑	↑
<b>doer of action</b>	<b>action</b>	<b>receiver of action</b>

### Passive Voice

At each concert, at least one tune from a well-known opera was sung by the soprano.

↑	↑	↑
<b>action</b>	<b>doer of action</b>	<b>receiver of action</b>

**Active Voice**

Asbestos abatement teams will remove large chunks of asbestos-laden material from the hallways on the second and third floors.

↑      ↑      ↑  
 receiver of action    doer of action    action

**Passive Voice**

Large chunks of asbestos-laden material will be removed from the hallways on the second and third floors by asbestos abatement teams.

↑      ↑      ↑  
 receiver of action    doer of action    action

It is generally preferable to use the ACTIVE VOICE.

To change a passive voice sentence into an active voice sentence, simply reverse the steps shown above.

1. Move the passive sentence's subject into the active sentence's direct object slot

<b>Passive Voice</b>	→	<b>Active Voice</b>
The letter was mailed	→	... (mailed) the letter.
by Marilyn.		
↑		↑
<b>subject</b>		<b>direct object</b>

2. Remove the auxiliary verb be from the main verb and change main verb's form if needed

<b>Passive Voice</b>	→	<b>Active Voice</b>
The letter was mailed . . .	→	mailed the letter
↑		
<b>be auxiliary</b>		

3. Place the passive sentence's object of the preposition by into the subject slot.

<b>Passive Voice</b>	→	<b>Active Voice</b>
... by Marilyn.	→	* Marilyn mailed .
↑		↑
<b>object of preposition by</b>		<b>subject</b>

Because it is more direct, most writers prefer to use the active voice whenever possible. The passive voice may be a better choice, however, when

- the doer of the action is unknown, unwanted, or unneeded in the sentence

**Examples:**

- The ballots have been counted.
- Sometimes our efforts are not fully appreciated.

- the writer wishes to emphasize the action of the sentence rather than the doer of the action

**Examples:**

- The high-jump record was finally broken last Saturday.
- A suspect was questioned for sixteen hours by the police.

- The writer wishes to use passive voice for sentence variety.



# Practice Exercise



## LEVEL-I

**DIRECTIONS (Qs. 1-40) :** *In the following questions, the sentences have been given in Active / Passive Voice. From the given alternatives, choose the one which best expresses the given sentence in Passive / Active Voice.*

1. They first sun-dried the garbage for one to three days to bring down the moisture level.
  - (a) The moisture level was brought down by sun-drying the garbage for one to three days
  - (b) One to three days of sun-drying brought down the moisture level of the garbage.
  - (c) The moisture level of the garbage came down when it was sun-dried for one to three days.
  - (d) The garbage was first sundried for one to three days to bring down the moisture level.
2. Women like men to flatter them.
  - (a) Men are liked by women to flatter them.
  - (b) Women like to be flattered by men.
  - (c) Women like that men should flatter them.
  - (d) Women are liked to be flattered by men.
3. What one must do, one must do properly.
  - (a) What must be done, must be done properly.
  - (b) It must be done properly what one must do.
  - (c) It must be done what one must do properly.
  - (d) One must do properly what has to be done.
4. Look at the poll results-do they inspire hope?
  - (a) Let the poll results be looked-is hope inspired by them?
  - (b) Let the poll results be looked at-has hope been inspired by them?
  - (c) Let the poll results be looked at-is hope being inspired by them?
  - (d) Let the poll results be looked at-is hope inspired by them?
5. It is your duty to make tea at eleven O'clock.
  - (a) You are asked to make tea at eleven O'clock.
  - (b) Your are required to make tea at eleven O'clock.
  - (c) You ar esupposed to make tea at eleven O'clock.
  - (d) Tea is to be made by you at eleven O'clock.
6. He was congratulated by his teacher on his brilliant success in the recent examination.
  - (a) His teacher congratulated him on his brillant success in the recent examination.
  - (b) His teacher congratulated him for his success in the examination.
  - (c) His teacher congraulated him on his success.
  - (d) His teacher congratulated him.
7. People speak English all over the word.
  - (a) English is spoken all over the world.
  - (b) English was spoken all over the world.
  - (c) English was spoken by people.
  - (d) English is spoken by people.
8. Who gave you permission to enter?
  - (a) By whom were you given permission to enter?
  - (b) By whom was you given permission to enter?
  - (c) By whom you were given permission to enter?
  - (d) By whom given you permission to enter?
9. The Principal has granted him a scholarship.
  - (a) A scholarship has granted to him by the Principal.
  - (b) He has been granted a scholarship by the Principal.
  - (c) He has granted a scholarship by the Principal.
  - (d) A scholarship was granted to him by the Principal.
10. Before festivals the shops are thronged with men, women and children making various purchases.
  - (a) During festivals people throng the shops
  - (b) Men, women and children throng the shops before festivals making various purchases.
  - (c) Men, women and children make purchases during festivals.
  - (d) The shops are thronged by people making purchases.
11. We all know that there is only one God.
  - (a) We are all known that there is only one God.
  - (b) It is known to us all that there is only one God.
  - (c) We have all known that there is only one God.
  - (d) Only one God is known by us all.
12. The people elected him Mayor.
  - (a) Him was elected Mayor the people.
  - (b) He was elected Mayor by the people.
  - (c) Mayor is elected by the people.
  - (d) He is elected by the people Mayor.
13. Don't laugh at me.
  - (a) Let me be laughed at.
  - (b) Let me be not laughed at.
  - (c) I am laughed at.
  - (d) Let me be not laughed.
14. I saw him leaving the house.
  - (a) Leaving the house he was seen by me.
  - (b) He was seen leaving the house by me.
  - (c) He had been seen leaving the house.
  - (d) He was seen to be leaving the house.

15. Someone pulled the bull violently.
  - (a) The bull had been pulled violently by someone.
  - (b) The bull was to be pulled violently by someone.
  - (c) The bull had been pulled violently.
  - (d) The bull was pulled violently.
16. This shirt cannot be worn by me any longer.
  - (a) I cannot wear this shirt any longer.
  - (b) Wearing of this shirt any longer is not possible.
  - (c) This shirt is too worn out to be worn any longer.
  - (d) This worn out shirt cannot be worn any longer
17. A lion does not eat grass, however hungry he may be.
  - (a) Grass is not eaten by a lion, however hungry he may be
  - (b) Grass is not being eaten by a lion, however hungry he may be
  - (c) Grass is eaten not by a lion, however hungry he may be
  - (d) Grass is being not eaten by a lion, however hungry he may be
18. Someone saw him picking up a gun.
  - (a) He was seen pick up a gun by someone
  - (b) He was seen picking up a gun by someone
  - (c) he was seen when he was picking up a gun
  - (d) He was seen by someone pick a gun
19. He was obliged to resign.
  - (a) He was made to resign
  - (b) To resign was his obligation
  - (c) Circumstances obliged him to resign
  - (d) Resignation obliged him
20. Why did you not agree to my proposal?
  - (a) Why was my proposal not agreed to?
  - (b) Why was my proposal not agreed by you?
  - (c) Why my proposal was not agreed to by you?
  - (d) Why was my proposal not agreed to by you?
21. 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.
22. He likes people to call him Sir.
  - (a) He likes to be called Sir by people.
  - (b) He likes to be call Sir by people.
  - (c) He likes people who call him Sir.
  - (d) To call him Sir is liked by people.
23. We added up the money and found that it was correct.
  - (a) The money was added up and found to be correct.
  - (b) Correct it was found and the money was added up.
  - (c) The money added up by us and it was correctly found.
  - (d) The money added up by us found it was correct.
24. The telegraph wires have been cut.
  - (a) Someone has been cut the telegraph wires
  - (b) No one has cut he telegraph wires.
  - (c) The telegraph wires have cut someone.
  - (d) Someone has cut the telegraph wires.
25. Will she tell us the truth?
  - (a) Is the truth told to us by her?
  - (b) The truth will be told to us by her.
  - (c) Will the truth be told to us by her?
  - (d) Will the truth be told us by her?
26. Mr. Sen asked him a question.
  - (a) He was asked a question Mr. Sen.
  - (b) He was asked a question to Mr. Sen.
  - (c) He was asked a question by Mr. Sen.
  - (d) A question was being asked by Mr. Sen.
27. The teacher punished the boys who had not done their home work.
  - (a) The boys who had not done their homework had been punished by their teacher.
  - (b) The boys were punished by their teacher who had not done their homework.
  - (c) The boys who had not done their homework were punished by the teacher.
  - (d) The boys who had not done their homework were being punished by the teacher.
28. Somebody told me that there had been an explosion in the Town Hall.
  - (a) I was told by somebody about the explosion in the Town Hall.
  - (b) I was told about the explosion in the Town Hall.
  - (c) I was informed that there was an explosion in the Town Hall.
  - (d) I was told by somebody that there had been an explosion in the Town Hall.
29. The doctor advised the patient not to eat rice.
  - (a) The patient was advised by the doctor not to eat rice.
  - (b) The patient was advised by the doctor that he should not eat rice.
  - (c) The patient was being advised by the doctor that he should not rice by the doctor.
  - (d) The patient has been advised not to eat rice by the doctor.
30. I cannot accept your offer.
  - (a) Your offer cannot be accepted by me.
  - (b) I cannot be accepted by your offer.
  - (c) The offer cannot be accepted by me.
  - (d) Your offer cannot be accepted.

31. You should open the wine about three hours before you use it.
- Wine should be opened about three hours before use.
  - Wine should be opened by you three hours before use.
  - Wine should be opened about three hours before you use it.
  - Wine should be opened about three hours before it is used.
32. They will inform the police.
- The police will be informed by them.
  - The police will inform them.
  - The police are informed by them.
  - Informed will be the police by them.
33. You can play with these kittens quite safely.
- These kittens can played with quite safely.
  - These kittens can play with you quite safely.
  - These kittens can be played with you quite safely.
  - These kittens can be played with quite safely.
34. A child could not have done this mischief.
- This mischief could not be done by a child.
  - This mischief could not been done by a child.
  - This mischief could not have been done by a child.
  - This mischief a child could not have been done.
35. James Watt discovered the energy of steam.
- The energy of steam discovered James Watt.
  - The energy of steam was discovered by James Watt.
  - James Watt was discovered by the energy of steam.
  - James Watt had discovered energy by the steam.
36. She makes cakes every Sunday.
- Every Sunday cakes made by her.
  - Cakes are made by her every Sunday.
  - Cakes make her every Sunday.
  - Cakes were made by her every Sunday.
37. She spoke to the official on duty.
- The official on duty was spoken to by her
  - The official was spoken to by her on duty.
  - She was spoken to by the official on duty.
  - She was the official to be spoken to on duty.
38. They have built a perfect dam across the river.
- Across the river a perfect dam was built.
  - A perfect dam has been built by them across the river.
  - A perfect dam should have been built by them.
  - Across the river was a perfect dam.

39. You need to clean your shoes properly.
- Your shoes are needed to clean properly.
  - You are needed to clean your shoes properly.
  - Your shoes need to be cleaned properly.
  - Your shoes are needed by you to clean properly.
40. He is said to be very rich.
- He said he is very rich.
  - People say he is very rich.
  - He said it is very rich.
  - People say it is very rich.

**DIRECTIONS (Qs. 41-45) :** *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 give the answer.*

**[SSC CHSL 2012]**

41. She took the dog for a walk.
- The dog was took for a walk.
  - The dog took a walk by her.
  - The dog was taken for a walk by her.
  - The dog took her for a walk.
42. The waiter filled the glasses with water.
- The waiter was filled the glasses with water.
  - The water were filled in the glasses by waiter.
  - The glasses filled with water by the waiter.
  - The glasses were filled with water by the waiter.
43. They will laugh at you
- You will be laughed at by them.
  - You will have been laughed at by them.
  - You can be laughed at by them.
  - You may be laughed at by them.
44. Trespassers shall be prosecuted.
- The authorities may prosecute trespassers.
  - The authorities might prosecute trespassers.
  - The authorities can prosecute trespassers.
  - The authorities shall prosecute trespassers.
45. He was driving the car so fast that it skidded on the snowy road.
- The car had been driven by him so fast that it skidded on the snowy road.
  - The car has been driven by him so fast that it skidded on the snowy road.
  - The car was driven by him so fast that it skidded on the snowy road.
  - The car was being driven by him so fast that it skidded on the snowy road.



## LEVEL-II

**DIRECTIONS (Qs. 1- 50):** In the following questions, a sentence has been given in Active/Passive Voice. Out of the four alternative suggested, select the one which best expresses the same sentence in Passive/Active Voice and mark your answer in the Answer Sheet.

1. The servant will execute all orders promptly.
  - (a) All orders will be executed promptly by the servant.
  - (b) All orders will have to be executed promptly by the servant.
  - (c) All orders should be executed promptly by the servant.
  - (d) All orders would be executed promptly by the servant.
2. The gardener ought to water the plants daily.
  - (a) The plants have been watered daily by the gardener.
  - (b) The plants are ought to water daily by the gardener.
  - (c) The plants ought to water daily by the gardener.
  - (d) The plants ought to be watered daily by the gardener.
3. The convict was found guilty by the jury.
  - (a) The jury found that the convict was guilty.
  - (b) The jury finds the convict guilty.
  - (c) The jury found the convict guilty.
  - (d) The jury convicted him.
4. My father will write a letter.
  - (a) A letter is written by my father.
  - (b) A letter was written by my father.
  - (c) A letter will be written by my father.
  - (d) A letter will have been written by my father.
5. They established this club in 2000.
  - (a) This club had been established in 2000.
  - (b) This club was being established in 2000.
  - (c) This club is being established in 2000.
  - (d) This club was established in 2000.
6. For a long time people believed the earth to be flat.
  - (a) The earth is believed to be flat for a long time.
  - (b) The earth was being believed to be flat for a long time.
  - (c) The earth had been believed to be flat for a long-time.
  - (d) The earth was believed to be flat for a long time.
7. My brilliant niece is speaking in Italian.
  - (a) Italian was being spoken by my brilliant niece.
  - (b) Italian is spoken by my brilliant niece.
  - (c) Italian has been spoken by my brilliant niece
  - (d) Italian is being spoken by my brilliant niece.
8. Some people were helping the wounded woman.
  - (a) The wounded woman was helped by some people?
  - (b) The wounded woman was being helped by some people.
  - (c) The wounded woman is being helped by some people.
  - (d) The wounded is helped by some people.
9. They fund schools for girls.
  - (a) Schools for girls will be funded by them.
  - (b) Schools for girls are funded by them.
  - (c) Schools for girls was funded by them.
  - (d) Schools for girls are being funded by them.
10. The principal will announce the results.
  - (a) The results will have announced by the principal.
  - (b) The results were announced by the principal.
  - (c) The results will be announced by the principal.
  - (d) The results are announced by the principal
11. She is putting in many hours of work.
  - (a) Many hours of work will be put in by her. .
  - (b) Many hours of work is being put by her.
  - (c) Many hours of work would be put in by her.
  - (d) Many hours of work are being put in by her.
12. Open the door.
  - (a) Let the door be opened.
  - (b) The door shall be opened.
  - (c) The door was opened.
  - (d) Let the door shall be opened.
13. My mother bakes cakes.
  - (a) My mother is baking a cake.
  - (b) A-cake is being baked by my mother.
  - (c) Cakes are baked by my mother.
  - (d) A cake was baked by my mother.
14. The lady of the house was furnishing the mansion.
  - (a) The mansion has been furnished by the lady of the house.
  - (b) The mansion was being furnished by the lady of the house.
  - (c) The mansion is being furnished by the lady of the house.
  - (d) The mansion is furnished by the lady of the house.
15. My father has promised me a bicycle.
  - (a) I have promising a bicycle by my father.
  - (b) I have been promised by my father a bicycle.
  - (c) have been promised a bicycle by my father.
  - (d) I promised a bicycle by my father.
16. Everyone praises good men.
  - (a) Everyone give praises to good men.
  - (b) Good men are given praises by everyone.
  - (c) Good men are being given praises by everyone.
  - (b) Good men are praised by everyone.
17. I have lost my book.
  - (a) my book have been lost.
  - (b) my book must have been lost.
  - (c) my book had been lost.
  - (d) rny book has been lost.
18. I was obliged to go.
  - (a) Circumstances obliges me to go.
  - (b) Circumstances oblige me to go.
  - (c) Ctrcumstances obliged me to go.
  - (d) Circumstances oblige I should go.
19. Who wrote it?
  - (a) By who might it be written?
  - (b) By whom was it written?
  - (c) By who would it be written?
  - (d) By who will it be written?

20. The boy did not break the glass.
  - (a) The glass was not broken by the boy.
  - (b) The glass is not broken by the boy.
  - (c) The glass had not been broken by the boy.
  - (d) The glass has not been broken by the boy.
21. Our task had been completed before sunset.
  - (a) We complete our task before sunset.
  - (b) We had completed our task before sunset.
  - (c) We completed our task before sunset.
  - (d) We have completed our task before sunset.
22. 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) The burglar, being destroyed several items in the room, also carpet has torn.
  - (c) Including the carpet, several items in the room have been torn by the burglar.
  - (d) Several items in the room were destroyed by the burglar. He has even torn the carpet.
23. The boys were playing cricket.
  - (a) Cricket has been played by the boys.
  - (b) Cricket was played by the boys.
  - (c) Cricket was being played by the boys.
  - (d) Cricket had been played by the boys.
24. The government has launched a massive tribal welfare programme in Jharkhand.
  - (a) The Government in Jharkhand has launched a massive tribal welfare programme.
  - (b) Jharkhand government has launched a massive tribal welfare programme.
  - (c) A massive tribal welfare programme is launched by the government in Jharkhand.
  - (d) A massive tribal welfare programme has been launched by the government in Jharkhand.
25. We have warned you.
  - (a) You have been warned.
  - (b) Warned you have been.
  - (c) We have you warned.
  - (d) Have you been warned.
26. The boy laughed at the beggar.
  - (a) The beggar was laughed by the boy.
  - (b) The beggar was laughed at by the boy.
  - (c) The beggar was being laughed by the boy.
  - (d) The beggar was being laughed at by the boy.
27. They will demolish the entire block.
  - (a) The entire block will have to be demolished by them.
  - (b) The block may be demolished entirely.
  - (c) The entire block will be demolished by them.
  - (d) The entire block is being demolished.
28. They drew a circle in the morning.
  - (a) A circle has been drawing since morning.
  - (b) In the morning a circle have been drawn by them.
  - (c) A circle was being drawn by them in the morning.
  - (d) A circle was drawn by them in the morning
29. 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 all.
  - (d) Respect the elders we must.
30. Has anybody answered your question?
  - (a) Your question has been answered?
  - (b) Anybody has answered your question?
  - (c) Have you answered your question?
  - (d) Has your question been answered?
31. After driving professor Kumar to the museum she dropped him at his hotel.
  - (a) After being driven to the museum, Professor Kumar was dropped at his hotel.
  - (b) Professor Kumar was being driven dropped at his hotel.
  - (c) After she had driven Professor Kumar to the museum she had dropped him at his hotel.
  - (d) After she was driven Professor Kumar to the museum she had dropped him at his hotel.
32. I remember my sister taking me to the museum.
  - (a) I remember I was taken to the museum by my sister.
  - (b) I remember being taken to the museum by my sister.
  - (c) I remember myself being taken to the museum by my sister.
  - (d) I remember taken to the museum by my sister.
33. Who is creating this mess?
  - (a) Who has been created this mess?
  - (b) By whom has this mess been created?
  - (c) By whom this mess is being created?
  - (d) By whom is this mess being created?
34. They greet me cheerfully every morning.
  - (a) Every morning I was greeted cheerfully.
  - (b) I am greeted cheerfully by them every morning.
  - (c) I am being greeted cheerfully by them every morning.
  - (d) Cheerful greeting is done by them every morning to me.
35. Darjeeling grows tea.
  - (a) Tea is being grown in Darjeeling.
  - (b) Let the tea be grown in Darjeeling.
  - (c) Tea is grown in Darjeeling.
  - (d) Tea grows in Darjeeling.
36. They have built a perfect dam across the river.
  - (a) Across the river a perfect dam was built.
  - (b) A perfect dam has been built by them across the river.
  - (c) A perfect dam should have been built by them.
  - (d) Across the river was a perfect dam.

37. Do you imitate others?  
 (a) Are others being imitated by you?  
 (b) Are others imitated by you?  
 (c) Have others being imitated by you?  
 (d) Were others being imitated by you?
38. You need to clean your shoes properly.  
 (a) Your shoes are needed to clean properly.  
 (b) You are needed to clean your shoes properly.  
 (c) Your shoes need to be cleaned properly.  
 (d) Your shoes are needed by you to clean properly.
39. The invigilator was reading out the instructions.  
 (a) The instructions were read by the invigilator.  
 (b) The instructions were being read out by the invigilator.  
 (c) The instructions had been read out by the invigilator.  
 (d) The instructions had been read by the invigilator.
40. The packet has not been opened by anyone.  
 (a) Anyone has not opened the packet.  
 (b) No one has opened the packet.  
 (c) No one has not opened the packet.  
 (d) No one has been opening the packet.
41. Two motorcycle mechanics were arrested for their alleged involvement in innumerable vehicle thefts.  
 (a) The police has arrested two motorcycle mechanics for their alleged involvement in innumerable vehicle thefts.  
 (b) The police arrested two motorcycle mechanics for their alleged involvement in innumerable vehicle thefts.  
 (c) For their alleged involvement in innumerable vehicle thefts, police had arrested two motorcycle mechanics.  
 (d) For their alleged involvement in innumerable vehicle thefts, two motorcycle mechanics have been arrested.
42. He was disgusted with the flattery of his assistant.  
 (a) The flattery of his assistant disgusted him.  
 (b) His assistant's flattery had disgusted him.  
 (c) He was disgusted with his assistant for his flattery.  
 (d) The flattery of this assistant will disgust him.
43. The packet will be delivered to your house.  
 (a) your packet is delivered to your house.  
 (b) Someone will deliver the packet to your house.  
 (c) He delivers the packet to your house.  
 (d) The packet would be delivered to your house.
44. I don't know his whereabouts.  
 (a) His whereabouts are not know to me.  
 (b) No one knows his whereabouts.  
 (c) His whereabouts is not know to me.  
 (d) His whereabouts had not been know to me.
45. Who can count the stars in the sky?  
 (a) By whom can the stars in the sky be counted?  
 (b) By whom can be stars in the sky counted?  
 (c) By whom could the stars be counted in the sky?  
 (d) By whom could the stars in the sky be counted?
46. His comment hurt me deeply.  
 (a) I was hurt deeply by his comment.  
 (b) I could be hurt deeply by his comment.  
 (c) His comment was hurtful.  
 (d) I should not be hurt by his comment.
47. He stole that watch.  
 (a) That watch was stolen by him.  
 (b) That watch stolen by him  
 (c) That watch stole by him.  
 (d) That watch had stolen by him.
48. Sita was reading the Gita.  
 (a) The Gita was being read by Sita.  
 (b) The Gita were being read by Sita.  
 (c) Gita was being read by Sita.  
 (d) he Gita was read by Sita.
49. Rahul will pass the message.  
 (a) The message will passed by Rahul.  
 (b) The message would be passed by Rahul.  
 C. The message will pass by Rahul.  
 D. The message will be passed by Rahul.
50. His hard work satisfied me.  
 (a) I was satisfied for his hard work.  
 (b) I was satisfied by his hard work.  
 (c) I was satisfied with his hard work.  
 (d) I was satisfied at his hard work.





## Hints & Solutions



### LEVEL- I

1. (d) The garbage was first sundried for one to three days to bring down the moisture level.
2. (b) Women like to be flattered by men.
3. (a) What must be done, must be done properly.
4. (d) Let the poll results be looked at-is hope inspired by them?
5. (c) You are supposed to make tea at eleven O'clock.
6. (a) In Voice change, one can transform the sentence from Active to Passive or Vice versa, but can't change the sense. That is, one can't remove the information conveyed through the sentence or add any additional information. That is the transformation must be done keeping the information intact. That is the reason behind selecting (a) as the answer.
7. (a) "People speak English" can be transformed into Passive form thus-  
"English is spoken by the people"  
So, in Passive form, the sentence stands thus-  
"English is spoken by the people all over the world."  
In this type of sentence, we need not use "by the people".  
For example  
People call him Mahatma. (Active)  
He is called Mahatma. (Passive)  
So the answer is (a).
8. (a) The Auxiliary Verb that should be used with you is were and not was. Again, as the given sentence is an Interrogative sentence, in Passive form also, the sentence will be Interrogative, that is inn Verb + Subject form. Keeping these two conditions in mind, if we judge the given options we find option (a) correct.
9. (b) The transformation follows the simple rules related to the transformation of an Assertive Sentence.
10. (b) The given sentence is in Passive form. Here subject is "the shops" and object is "Men, women and children". So, a sentence where "the shops" is used as the object and "men, women and children" is used as the Subject

should be chosen as the answer. Here also, we should not miss any information supplied in the original sentence.

11. (b) It is known to us all that there is only one God.
12. (b) He was elected Mayor by the people.
13. (b) Let me be not laughed at.
14. (b) He was seen leaving the house by me.
15. (d) The bull was pulled violently.
16. (a) I cannot wear this shirt any longer.
17. (a) Grass is not eaten by a lion, however hungry he may be.
18. (b) He was seen picking up a gun by someone.
19. (b) To resign was his obligation.
20. (d) Why was my proposal not agreed to by you?
21. (a) The bell has been rung by the boy.
22. (a) He likes to be called Sir by people.
23. (a) The money was added up and found to be correct.
24. (d) Someone has cut the telegraph wires.
25. (d) Will the truth be told us by her?
26. (c)                      27. (c)                      28. (d)                      29. (a)
30. (a)                      31. (d)                      32. (a)                      33. (d)
34. (c)                      35. (b)                      36. (b)                      37. (a)
38. (b)                      39. (c)                      40. (b)
41. (c) The sentence is in active voice and to convert it in passive voice the predicate of the sentence becomes the subject.
42. (d) The predicate of the sentence has become the subject of a sentence while converting it into passive voice.
43. (a)
44. (d) For converting this sentence into passive voice and to give it a logical meaning the phrase 'the authority' has to be added.
45. (d) The sentence is in active voice with past continuous tense in it. When it is converted into passive voice, it still remains in past continuous tense but with a little variance due to its grammatical rule. In the sentence 'was driving the car' gets converted into 'was being driven' in case of passive voice.

### LEVEL- II

- |        |         |         |         |
|--------|---------|---------|---------|
| 1. (c) | 2. (d)  | 3. (a)  | 4. (c)  |
| 5. (d) | 6. (d)  | 7. (d)  | 8. (b)  |
| 9. (b) | 10. (c) | 11. (b) | 12. (a) |

**36 ● Active & Passive Voice**

- |         |         |         |         |  |
|---------|---------|---------|---------|--|
| 13. (c) | 14. (b) | 15. (c) | 16. (d) | 47. (a) Note : Rule to make active voice of Simple Past Tense                              |
| 17. (d) | 18. (c) | 19. (b) | 20. (a) | 48. (a) Note: Assume if we had "Someone was reading the Gita", then active voice would be, |
| 21. (b) | 22. (d) | 23. (c) | 24. (d) | The Gita was being read.   |
| 25. (a) | 26. (b) | 27. (c) | 28. (d) | 49. (d) Note : Rule to make active voice of Simple Future Tense :                          |
| 29. (b) | 30. (d) | 31. (a) | 32. (b) | Passive subject + shall/will + be + third form of verb + by                                |
| 33. (d) | 34. (b) | 35. (c) | 36. (b) | + passive object   |
| 37. (b) | 38. (c) | 39. (b) | 40. (b) | 50. (c) Note: We use "with" preposition with word "satisfied"                              |
| 41. (b) | 42. (a) | 43. (b) | 44. (a) |  |
| 45. (a) | 46. (a) |         |         |  |