

### Introduction

**Definition:** The voice is the form of verb which indicates whether a person or ' thing does something, or whether something has been done to a person or thing.

#### Look at the following sentences:

- ❖ I write a letter.
- ❖ A letter is written by me.

Both the sentences given above have the similar meaning. But in the first example subject works itself, whereas in second example the object is used as subject.

#### There are two kinds of voice.

- ❖ Active voice
- ❖ Passive voice

### Active voice

When the subject (person or thing) is the doer of an action/the form of the verb is said to be in active voice.

- ❖ Rocky helps Maya.
- ❖ Riya is helped by Robin.

#### See the difference between these two sentences.

In the first sentence, the form of the verb shows that the subject Rocky is doing something. He is the doer of the action. In other words, it can also be said the subject is active. So the verb form 'help' is said to be in active voice.

### Passive voice

When the subject (Person or thing) is the receiver of an action, the form of the verb is said to be in Passive Voice.

- ❖ Rocky helps Maya.
- ❖ Maya is helped by Rocky

#### See the difference between these two sentences

In the second sentence, the form of the verb shows that the subject Maya is the receiver of the action or something is done to the subject. In other words it can also be said that the subject is not Active hut Passive. So the Verb form ('s helped is said to be in passive voice.

Therefore, active voice is a direct way to show an action whereas passive voice is an indirect way to show action.

#### NOTE:

- ❖ Voice is that form of verb which shows whether the subject is doer of the action or receiver of the action.
- ❖ Voice change is the change in the structure of a sentence.

- ❖ There is no change in the meaning of the sentences in their Active and Passive Voice form.

## Changing of Active Voice into Passive Voice

### Rules to change Active sentence into Passive.

- (i) The subject of active voice becomes object of passive voice and object of active voice becomes subject of passive voice.  
Active : Rahul eats mango;  
Passive : Mango is eaten by Rahul.  
Rahul becomes object and mango becomes the subject in the passive voice.
- (ii) The form of the Verb changes according to its tense. It becomes :  
Be + Past Participle of the verb;  
Active : Rahul eats mango.  
Passive : Mango is eaten by Rahul.
- (iii) The number of the Verb changes according to the Subject of the Passive Voice.  
Active : Rahul eats mangoes.  
Passive : Mangoes are eaten by Rahul.
- (iv) The subject of the Verb in the Active Voice becomes the Object in the Passive Voice which is expressed as:- by + agent. This agent is the Subject of the verb in the Active Voice.  
Active : Rahul eats mango.  
Passive : Mango is eaten by Rahul.

## Steps to Change Active Voice into Passive Voice

### Following are the steps taken to change active voice into passive one:

- Step 1 : Replace the subject by object and object by subject.
- Step 2 : Make subject an agent to the verb.
- Step 3 : Use 'by' before agent to the verb.
- Step 4 : Use Helping verb as per tense.
- Step 5 : Put the 3rd form of the verb.

### Changing of 'verb form' from active to passive in different 'tense forms'.

## Present Tense

### Simple Present Tense

- Active : Subject + Verb + Object
- Example : Richa eats apple.
- Passive : Object + is / am / are + V<sup>^</sup> + by + Subject
- Example : Apple is eaten by Richa.

### Present Continuous Tense

- Active : Subject + is / am / are + verb (ing) + Object.
- Example : Richa is eating apple.
- Passive : Object + is / am / are + being + V<sup>^</sup> + by + Subject.
- Example : Apple is being eaten by Richa.

## ➡ Present Perfect Tense

- Active : Subject + has / have + V<sup>^</sup>+ Object  
Example : Richa has eaten apple.  
Passive : Object + has / have + been + V<sup>^</sup> + by + Subject.  
Example : Apple has been eaten by Richa.

## ➡ Present Perfect Continuous Tense

No Passive.

## ✳ Past Tense

### ➡ Simple Past Tense

- Active : Subject + V<sup>^</sup>+ Object  
Example : Richa ate an apple  
Passive : Object + was / were + V + by+Subject  
Example : An apple was eaten by Richa.

### ➡ Past Continuous Tense

- Active : Subject + was / were + verb (ing) + Object.  
Example : Richa was eating an apple.  
Passive : Object+was/were + being + V<sub>3</sub> + by + Subject  
Example : An apple was being eaten by Richa

### ➡ Past Perfect Tense

- Active : Subject+ had +V<sub>3</sub> Object  
Example : Richa had eaten apple.  
Passive : Object + had + been + V<sub>3</sub> + by + Subject  
Example : An apple had been eaten by Richa.

### ➡ Post Perfect Continuous Tense

No Passive

## ✳ Future Tense

### ➡ Simple Future Tense

- Active : Subject + shall / will + verb + object  
Example : Richa will eat an apple.  
Passive : Object + shall / will + be + V<sub>3</sub> + by + Subject.  
Example : An apple will be eaten by Richa.

### ➡ Future Continuous Tense

No Passive



## Future Perfect Tense

- Active : Subject + shall/ will + have + V<sub>3</sub> + Object.  
 Example : Richa will have eaten an apple.  
 Passive : Object + shall/ will + have + been + V + by + subject  
 Example : An apple will have been eaten by Richa.



## Future Perfect Continuous Tense

No Passive

### Modal verbs (can, could, may, might, must, should, would + main verb):

- Active : Subject + modal + verb + object.  
 Example : Richa can eat apple.  
 Passive : Object + modal + be + V<sub>3</sub> + by + Subject.  
 Example : Apple can be eaten by Richa.  
 Active : Richa should eat an apple.  
 Passive : Apple should be eaten by Richa.  
 Active : Richa may eat apple.  
 Passive : An apple may be eaten by Richa.



## Passive Voice of Interrogative Sentence

When Active Voice of Interrogative Sentence is changed into Passive voice, the structure of the question remains the same. Same rules for changing different Tense forms are applied.

### (i) Passive Voice of Questions starting with an Auxiliary Verb

- Active : Aux. Verb + Subject + Main Verb + Object  
 Example : Does Shivam eat bread?  
 Passive : Aux. Verb + Object + V<sub>3</sub> + by + Subject  
 Example : Is bread eaten by Shivam?

### NOTE:

The Auxiliary Verbs do, does, did of Active Voice in Interrogative sentence change into is, am, was, were in Passive Voice.

- Active : Aux. Verb + Subject + Verb (ing) + Object  
 Example : Is Shivam eating bread?  
 Passive : Aux. Verb + Object + being + V<sub>3</sub> + by + subject  
 Example : Is bread being eaten by Shivam  
 Active : Aux. Verb + subject + V<sub>3</sub> + Object.  
 Example : Has Shivam eaten bread?  
 Passive : Aux. Verb + object + been + V<sub>3</sub> + by + Subject  
 Example : Has bread been eaten by Shivam.

### (ii) Passive Voice of Wh - Questions

When Active Voice of a 'wh'- question is changed into Passive Voice, the question word is retained in the beginning and by + agent is placed at the end :

Active	:	What+Auxi.verb + Subject + Main Verb.
Example	:	What does Shivameat?
Passive	:	What + Auxi.verb + V + by + subject.
Example	:	What is eaten byShivam?
Active	:	Who+V <sub>3</sub> + Object.
Example	:	Who ate bread?
Passive	:	By whom bread was eaten?

### **Passive Voice of Imperative Sentence**

There are specific rules to change the voice of different Imperative sentence.

### **Passive Voice of Command / Order or Prohibition**

When a command / order or prohibition is changed into Passive Voice, the word let is used in the beginning.

The Imperative Verb is changed into be + V<sub>3</sub> (Past Participle)

Active	:	Imperative Verb + object.
Example	:	Close the window.
Passive	:	Let + Object + be + V
Example	:	Let the window be closed.
Active	:	Imperative Verb + Object.
Example	:	Don't lift the box.
Passive	:	Let + Object + be + not + V
Example	:	Let the box be not lifted.

### **Passive Voice of Advice**

When an 'advice' is changed into Passive Voice the object of the advice is changed into the subject and used in the beginning. The Imperative Verb is changed into should /must + be + V<sub>3</sub> (Past Participle)

Active	:	Imperative Verb + object.
Example	:	Take milk daily.
Passive	:	Object + should/must + be+V <sub>3</sub>
Example	:	Milk should be taken daily.
Active	:	Imperative Verb + object
Example	:	Obey the teacher.
Passive	:	Object + should/must + be + V <sub>3</sub>
Example	:	The teacher should be obeyed.

### **Passive Voice of Request**

When a request is changed into Passive Voice, a phrase 'you are requested to' is placed in the beginning. The Imperative Verb gets no change.

Active	:	Please + Verb + object.
Example	:	Please help me.
Passive	:	You are requested to + Verb + object.
Example	:	You are requested to help me.
Active	:	Please + verb + object
Example	:	Please read this letter.

Passive : You are requested to + verb + object.  
Example : You are requested to read this letter

## Passive Voice of verbs with two objects

While changing the voice of verbs with two objects, either of the two objects can be made the subject of the Passive Voice. The other Object remains unchanged.

Active : Subject + V2 + O<sub>1</sub> (indirect Object) + O<sub>2</sub> (Dir. Object)

Example : Shivam gave Krishna a pen.

Passive : O<sub>1</sub> + was/were + V<sub>3</sub>+O<sub>2</sub> + by + subject.

Example : Krishan was given a pen by Shivam.

## Practice Exercise

Change the following sentences into Passive Voice.

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John posts the letter.

**Answer:** The letter is posted by John.

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Mary writes a story.

**Answer:** A story is written by Mary.

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Change the following sentences into Active Voice.

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This poem was written by Tagore

**Answer:** Tagore wrote this poem.

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Hindi is spoken all over India.

**Answer:** People speak Hindi all over India.

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## Commonly Asked



## QUESTIONS

Change the following into passive voice. Choose the correct ones from the following.

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Carpenter makes furniture.

(A) Furniture is made by carpenter      (B) Furniture is being made by carpenter

(C) Furniture are made by carpenter      (D) All of these

(E) None of these

**Answer: (A)**

**Explanation:** Furniture is made by carpenter.



**Shyam eats mangoes.**

(A) Mango is eats by Shyam

(B) Mango is eaten by Shyam

(C) Mango is eating by Shyam

(D) Mango is ate by Shyam

(E) Mango is eaten Shyam

**Answer: (b)**

***Explanation: Mango is eaten by Shyam.***

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# Self Evaluation TEST



Duration  
10 Minutes

Change the following into passive voice.



**What are you reading?**

- (A) What is read by you? (B) What has been read by you?  
(C) What is being read by you? (D) All of these  
(E) None of these



**Close the window.**

- (A) Let the window be closed (B) Let window be closed  
(C) Let the window being closed (D) Let the window be closing  
(E) Let the window be closes



**Pinky gives Jagdish a bag.**

- (A) A bag is giving to Jagdish by Pinky (B) A bag is given to Jagdish by Pinky  
(C) A bag is gives to Jagdish by Pinky (D) A bag is given to Jagdish Pinky  
(E) None of these



**The farmer loves the crop.**

- (A) The crop was loved by the farmer (B) The crop is being loved by the farmer  
(C) The crop had loved by the farmer (D) The crop is loved by the farmer  
(E) None of these



**Don't lift the box.**

- (A) Let the box be not lifted (B) Let the box not lifted  
(C) Let the box being not lifted  
(D) Let the box be not lift  
(E) None of these.



**Take milk daily.**

- (A) Milk should being taken daily (B) Milk should be taken daily  
(C) Milk should be taking daily (D) Milk should be taking daily

(E) Milk should be took daily

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**Please help me.**

- (A) You are requested to help me      (B) You are request to help me  
(C) You are requesting to help me      (D) You are requested help me  
(E) You is requested to help me
- 



**Please read this letter.**

- (A) You are requested to read this letter  
(B) You are requested to reads this letter  
(C) You are requesting to read this letter  
(D) You is requested to read this letter  
(E) You are requested to read letter
- 



**What does Simran eat?**

- (A) What is eating by Simran?      (B) What is eats by Simran?  
(C) What is ate by Simran?      (D) What is eaten Simran?  
(E) What is eaten by Simran?
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**Is Smith eating bread?**

- (A) Is bread being eaten by Smith?      (B) Is bread be eaten by Smith?  
(C) Is bread being eats by Smith?      (D) Is bread been eaten by Smith?  
(E) Is bread being eats by Smith?
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**Answers**

1. C    2. A    3. B    4. D    5. A    6. B    7. A    8. A    9. E    10. A