



### Introduction

There are two special forms of verb. They are the following:



### Active Voice

In active voice, the object receives the action of the verb.

**Example:** India receives good amount of rainfall.



### Passive voice

In passive voice the subject receives the action of the verb.

**Example:** Good amount of rainfall is received by India.



### How to change Active to Passive

1. Subject changes into object and object changes into subject.
2. Use of helping verb according to Tense.
3. Use of third form of the verb.
4. Use of 'by' before a subject which changes into object.

### Illustrative EXAMPLE



- ❖ Active: India (subject) + Receives (verb) + Good amount of rainfall (object)
- ❖ Passive : Good amount of rainfall (subject) + Is (helping verb) + Received by(3rd)+ India(object)



### Facts

I	changes	into	me
We	changes	into	us
They	changes	into	them
He	changes	into	him
She	changes	into	her
Who	changes	into	by whom



### Changing of active into Passive as per Tense



### Simple Present

In simple present tense, use is /are/am as helping verb.



#### Affricative

<b>Active</b>	:	The hunter kills the lion.
<b>Passive</b>	:	The lion is killed by the hunter.



#### Negative

<b>Active</b>	:	The hunter does not kill the lion.
<b>Passive</b>	:	The lion is not killed by the hunter.



### **Interrogative**

<b>Active</b>	:	Does the hunter kill the lion?
<b>Passive</b>	:	Is the lion killed by the hunter?



### **Interrogative with 'wh' Family**

<b>Active</b>	:	What does the hunter kill?
<b>Passive</b>	:	What is killed by the hunter?
<b>Active</b>	:	Who kills the lion?
<b>Passive</b>	:	By whom is the lion killed?

**NOTE:** Use helping verb according to object in Active Voice.



## **Present Continuous Tense**

In present continuous tense use *is/ are/ am* + *being* as a helping verb.



### **Affirmative**

<b>Active</b>	:	The government is ordering the further investigation.
<b>Passive</b>	:	The further investigation is being ordered by the government.



### **Negative**

<b>Active</b>	:	The government is not ordering the further investigation.
<b>Passive</b>	:	The further investigation is not being ordered by the



### **Interrogative**

<b>Active</b>	:	Is the government ordering the further investigation?
<b>Passive</b>	:	Is the further investigation being ordered by the government?



### **Interrogative with 'wh' Family**

<b>Active</b>	:	What is the government doing?
<b>Passive</b>	:	What is being done by the government?
<b>Active</b>	:	Who is ordering the further investigation?
<b>Passive</b>	:	By whom is the further investigation being ordered?



## **Present Perfect Tense**

In present perfect tense use *has/ have* + *been* as helping verb.



### **Affirmative**

<b>Active</b>	:	Indian batsmen have demolished the Pakistani bowling attack.
<b>Passive</b>	:	The Pakistani bowling attack has been demolished by Indian batsmen.

- ➡ **Negative**
- Active** : Indian batsmen have not demolished the Pakistani bowling attack.
- Passive** : The Pakistani bowling attack has not been demolished by Indian batsmen.

- ➡ **Interrogative**
- Active** : Have Indian batsmen demolished the Pakistani bowling attack?
- Passive** : Has the Pakistani bowling attack been demolished by Indian batsmen?

- ➡ **Interrogative with 'wh' Family**
- Active** : What have Indian batsmen done?
- Passive** : What has been done by the Indian batsmen?
- Active** : Who have demolished the Pakistani bowling attack?
- Passive** : By whom has the Pakistani bowling attack been demolished?

- ⚙ **Simple Past**
- In simple past use was/ were as helping verb

- ➡ **Affirmative**
- Active** : The police man arrested the notorious criminal.
- Passive** : The notorious criminal was arrested by the policeman.

- ➡ **Negative**
- Active** : The policeman did not arrest the notorious criminal.
- Passive** : The notorious criminal was not arrested by the policeman.

- ➡ **Interrogative**
- Active** : Did the policeman arrest the notorious criminal?
- Passive** : Was the notorious criminal arrested by the policeman?

- ➡ **Interrogative with 'wh' Family**
- Active** : What did the policeman do?
- Passive** : What was done by the policeman?
- Active** : Who arrested the notorious criminal?
- Passive** : By whom was the notorious criminal arrested?

- ⚙ **Past Continuous Tense**
- In past continuous tense use was/ were + being as helping verb.

- ➡ **Affirmative**
- Active** : The principal was delivering a speech.
- Passive** : A speech was being delivered by the principal.



### **Negative**

<b>Active</b>	:	The principal was not delivering a speech.
<b>Passive</b>	:	A speech was not being delivered by the principal.



### **Interrogative**

<b>Active</b>	:	Was the principal delivering a speech?
<b>Passive</b>	:	Was a speech being delivered by the principal?



### **Interrogative with 'wh' Family**

<b>Active</b>	:	What was the principal doing?
<b>Passive</b>	:	What was being done by the principal?
<b>Active</b>	:	Who was delivering the speech?
<b>Passive</b>	:	By whom was the speech being delivered?



## **Past Perfect Tense**

In past perfect tense use 'had been' as helping verb.



### **Affirmative**

<b>Active</b>	:	The farmer had ploughed the field.
<b>Passive</b>	:	The field had been ploughed by the farmer.



### **Negative**

<b>Active</b>	:	The farmer had not ploughed the field.
<b>Passive</b>	:	The field had not been ploughed by the farmer.



### **Interrogative**

<b>Active</b>	:	Had the farmer ploughed the field?
<b>Passive</b>	:	Had the field been ploughed by the farmer?



### **Interrogative with 'wh' Family**

<b>Active</b>	:	What had the farmer done?
<b>Passive</b>	:	What had been done by the farmer?
<b>Active</b>	:	Who had ploughed the field?
<b>Passive</b>	:	By whom had the field been ploughed?



## **Simple Future Tense**

In simple future use shall/ will + be as helping verb.



### **Affirmative**

<b>Active</b>	:	He will provoke me.
<b>Passive</b>	:	I will be provoked by him.



### **Negative**

<b>Active</b>	:	He will not provoke me.
<b>Passive</b>	:	I will not be provoked by him.



### **Interrogative**

<b>Active</b>	:	Will he provoke me?
<b>Passive</b>	:	Will I be provoked by him?



### **Interrogative with 'wh' Family**

<b>Active</b>	:	What will he do?
<b>Passive</b>	:	What will be done by him?
<b>Active</b>	:	Who will provoke me?
<b>Passive</b>	:	By whom will I be provoked?



## **Future Perfect Tense**

In future perfect use shall / will + have been as helping verb,



### **Affirmative**

<b>Active</b>	:	He will have provoked me.
<b>Passive</b>	:	I will have been provoked by him.



### **Negative**

<b>Active</b>	:	He will not have provoked me.
<b>Passive</b>	:	I will not have been provoked by him.



### **Interrogative**

<b>Active</b>	:	Will he have provoked me?
<b>Passive</b>	:	Will I have been provoked by him?



### **Interrogative with 'wh' Family**

<b>Active</b>	:	What will he have done?
<b>Passive</b>	:	What will have been done by him?
<b>Active</b>	:	Who will have provoked me?
<b>Passive</b>	:	By whom will I have been provoked?



## **Sentence with Two Objects**

<b>Active</b>	:	She writes a letter to me.
<b>Passive</b>	:	A letter was written to me by her.

or

I was written a letter by her.

**In few sentences subject is omitted in passive.**

### Illustrative EXAMPLE



<b>Active</b>	:	Someone stole my pen.
<b>Passive</b>	:	My pen was stolen.
<b>Active</b>	:	Everybody builds houses.
<b>Passive</b>	:	Houses are built.

### Imperative Sentence

### Illustrative EXAMPLE



Active	:	Help the poor.
Passive	:	Let the poor be helped.
Active	:	Switch off the fan.
Passive	:	Let the fan be switched.
Active	:	Open the door.
Passive	:	Let the door be opened.

### Model verb based sentence:

<b>Active</b>	:	You can buy a car.
<b>Passive</b>	:	A car can be bought by you.
<b>Active</b>	:	India should win the match.
<b>Passive</b>	:	Match should be won by India.

**NOTE:** Use 'be' in model verb based sentence while changing into passive.

### Passive Voice of Imperative Sentence

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

#### (i) 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)

<b>Active</b>	:	Imperative Verb + object.
<b>Example</b>	:	Close the window.
<b>Passive</b>	:	Let + Object + be + Vg
<b>Example</b>	:	Let the window be closed.
<b>Active</b>	:	Imperative Verb + Object.
<b>Example</b>	:	Don't lift the box.
<b>Passive</b>	:	Let + Object + be + not + Vg
<b>Example</b>	:	Let the box be not lifted.

#### (ii) 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)

<b>Active</b>	:	Imperative Verb + object.
<b>Example</b>	:	Take exercise daily.
<b>Passive</b>	:	Object + should / must + be + Vg
<b>Example</b>	:	Exercise should be taken daily.
<b>Active</b>	:	Imperative Verb + object
<b>Example</b>	:	Obey the teacher.
<b>Passive</b>	:	Object + should / must + be + Vg
<b>Example</b>	:	The teacher should be obeyed.

### (iii) 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.

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

<b>Active</b>	:	Subject + V <sub>2</sub> + O <sub>1</sub> (indirect Object) + C <sub>1</sub> (Direct Object)
<b>Example</b>	:	Rajiv gave Juliet a pen.
<b>Passive</b>	:	C <sub>1</sub> + was / were + V <sub>3</sub> + O <sub>2</sub> + by + subject.
<b>Example</b>	:	Juliet was given a pen by Rajiv.
<b>Passive</b>	:	O <sub>2</sub> + was / were + V <sub>3</sub> + O <sub>1</sub> by + Subject.
<b>Example</b>	:	A pen was given to Juliet by Rajiv.
<b>Active</b>	:	Subject + V <sub>1</sub> + O <sub>1</sub> + O <sub>2</sub>
<b>Example</b>	:	Pinky gives James a bag.
<b>Passive</b>	:	O <sub>1</sub> + was / were + V <sub>3</sub> + O <sub>2</sub> + by + subject.
<b>Example</b>	:	James was given a beg by Pinky.
<b>Passive</b>	:	O <sub>2</sub> + was / were + V <sub>3</sub> + O <sub>1</sub> by + Subject.
<b>Example</b>	:	A beg was given to James by Pinky.

## PRACTICE EXERCISE



*Change the active into passive*



**The Chief Minister attended the meeting.**

**Answer:** The meeting was attended by the Chief Minister.

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**Rajiv will write a new book.**

**Answer:** A new book will be written by Rajiv.

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**What has he done**

**Answer:** What has been done by him?

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**Rita gives Pankaj a mobile.**

**Answer:** Pankaj was given a mobile by Rita.

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## Commonly Asked QUESTIONS

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### *Change the active voice into passive voice*

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**Who had written this book?**

- (A) By whom this book was written.
- (B) By whom this book was being written.
- (C) By whom had this book been written.
- (D) All of these
- (E) None of these

**Answer: (c)**

**Explanation:** By whom had this book been written.

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**Please complete your work.**

- (A) Let they our work be completed.
- (B) You are requested to complete your work.
- (C) Your work should be completed.
- (D) All of these
- (E) None of these

**Answer: (b)**

**Explanation:** *You are requested to complete your work.*

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# Self Evaluation TEST



Duration  
10 Minutes

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*Change the following into passive voice.*

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**He bought a mobile phone.**

- (A) A mobile phone was bought by him.
  - (B) A mobile phone was being bought by him.
  - (C) A mobile phone has been bought by him.
  - (D) All of these
  - (E) None of these
- 



**Did he narrate the story?**

- (A) Did the story narrated by him?
  - (B) Did the story narrate by him?
  - (C) Was the story narrated by him?
  - (D) All of these
  - (E) None of these
- 



**My grandmother had told me stories.**

- (A) I had told stories by my grandmother.
  - (B) I was told stories by my grandmother.
  - (C) I was being told stories by my grandmother.
  - (D) I had been told stories by my grandmother.
  - (E) None of these
- 



**Will you have taken a decision?**

- (A) Will a decision has been taken by you?
  - (B) Will a decision had been taken by you?
  - (C) Will a decision have been taken by you?
  - (D) Will a decision being taken by you?
  - (E) None of these
- 



**Close the door.**

- (A) Door should be closed
- (B) Let the door be closed
- (C) Let the door being closed
- (D) All of these
- (E) None of these



**They should purchase a new house.**

- (A) A new house should be purchased by them
  - (B) A new house should being purchased by them
  - (C) A new house should purchased by them
  - (D) All of these
  - (E) None of these
- 



**Obey your parents.**

- (A) Your parents should be obeyed.
  - (B) Your parents should obeyed.
  - (C) Your parents should being obeyed.
  - (D) All of these
  - (E) None of these
- 



**She has requested me.**

- (A) I have been requested by them
  - (B) I am being requested by him
  - (C) I has been requested by him
  - (D) I have been requested by her
  - (E) None of these
- 



**Did you visit him?**

- (A) Did he visited by you?
  - (B) Was he visit by you?
  - (C) Was he visited by you?
  - (D) Was he being visited by you?
  - (E) None of these
- 



**Are you calling me?**

- (A) Am I being called by you?
  - (B) Am I be called by you?
  - (C) Am I been called by you?
  - (D) All of these
  - (E) None of these
-

# Self Evaluation Test

## SOLUTIONS



### *Explanation for selected Questions*

1. A mobile phone was bought by him.

2. Was the story narrated by him?

3. I had been told stories by my grandmother.

4. Will a decision have been taken by you?

5. Let the door be closed.

6. A new house should be purchased by them..

7. Your parents should be obeyed.

8. I have been requested by her.

9. Was he visited by you?

10. Am I being called by you?

### Answer

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