A transitive verb, that is, a verb which has an object, has two voices:

1-Active Voice

2-Passive Voice

**ActiveVoice:** When the subject of the verb in a sentence performs the action named in the verb, the sentence is said to be in the Active voice.

Examples- 1-The chef prepared a delicious

meal.

2-Our team won the championship.

**Passive Voice:**  When the subject of the verb in a sentence receives the action named in the verb, the sentence is said to be in the Passive voice.

Examples- 1-A delicious meal was prepared

by the chef.

2- The championship was won

by our team.

* **Passive forms in various tenses-**

**Simple Present:** is/are/am+ Past participle form of verb

**Examples-**

1- Pandit Bhimsen Joshi’s music spiritually

uplifts me. (Active)

I am/feel spiritually uplifted by Pandit

Bhimsen Joshi’s music. (Passive)

2- Why do they blame me? (Active)

Why am I blamed (by them)? (Passive)

3- Who keeps the records? (Active)

By whom are the records kept?

**Present Continuous:** is/are/am +being+ Past Participle form of verb

1- The authorities are giving a facelift to several Moghal monuments. (Active)

Several Moghal monuments are being given a facelift by the authorities. (Passive)

2- Is he not harassing me unnecessarily?

Am I not being harassed by him unnecessarily?

**Present Perfect:** has/have+ been+ Past Participle form of verb

1- A robot has knitted these pullovers. (Active)

These pullovers have been knitted by a robot. (Passive)

2- Has nobody helped him? (Active)

Has he not been helped? (Passive)

**Simple Past:** was/were + Past participle form of verb

**Examples-**

1-My lawyer gave me all the details of the case. (Active)

I was given all the details of the case by my lawyer. (Passive)

2-Did her answer impress you? (Active)

Were you impressed by her answer? (Passive)

**Past Continuous:** was/were+ being+ Past Participle form of verb

1- I was not laughing at anybody. (Active)

Nobody was being laughed at by me. (Passive)

2-How were you managing the show? (Active)

How was the show being managed by you? (Passive)

**Past Perfect:** had+ been+ Past Participle form of verb

1-I did not attend the meeting because nobody had invited me. (Active)

I did not attend the meeting because I had not been invited. (Passive)

2- Had you received the information? (Active)

Had the information been received by you? (Passive)

**Simple Future:** will/shall+ be+ Past participle form of verb

1-In the morning, the chief minister will inaugurate this ultra-modern stadium. (Active)

In the morning, this ultra-modern stadium will be inaugurated by the chief minister.

2- Will they accommodate the guests in some hotel? (Active)

Will the guests be accommodated in some hotels? (Passive)

**Future Perfect:** has/have+ been+ Past Participle form of verb

1-They will have repaired all the roads by the middle of May. (Active)

All the roads will have been repaired by the middle of May. (Passive)

2-Will they have served the refreshments before we reach the venue? (Active)

Will the refreshments have been served before we reach the venue? (Passive)

* **Imperative Sentences-**

**Command /Order**: Let +object+ be+ Past participle form of the verb

1- Lock all the doors. (Active)

Let all the doors be locked. (Passive)

2- Leave at once. (Active)

You are ordered to leave at once. (Passive)

**Advice/ Suggestion:** Object+ should+ be+ Past participle form of the verb

1-Take two pills with warm water. (Active)

Two pills should be taken with warm water. (Passive)

2-Don’t give false evidence. (Active)

You are advised not to give false evidence. (Passive)

Let false advice not be given. (Passive)

**Request:** You are requested to-/ May+ be

1- Kindly grant me leave for today. (Active)

You are requested to grant me leave for today. (Passive)

I may kindly be granted leave for today. (Passive)

2- Please give me some more time to finish the work. (Active)

You are requested to give me some more time to finish the work. (Passive)

**Sentences beginning with ‘Let’**: Let + be+ Past participle form of the verb

1-Let Mr. Patel handle the account. (Active)

Let the accounts be handled by Mr. Patel. (Passive)

* **Modal auxiliary**: the auxiliary+ be+ Past participle form of the verb

1- We should respect every living creature on this earth. (Active)

Every living creature on this earth should be respected. (Passive)

2- why do we have to accept these conditions? (Active)

Why have these conditions to be accepted? (Passive)

* **Miscellaneous:**

1-It is time to adopt aggressive marketing techniques. (Active)

It is time for aggressive marketing techniques to be adopted. (Passive)

2- There is no time to waste. (Active)

There is no time to be wasted. (Passive)

3- I saw him carrying your briefcase. (Active)

He was seen carrying your briefcase. (Passive)

4- People know that blind faith does not pay. (Active)

It is known that blind faith does not pay. (Passive)