**Active and Passive voice**

**Active voice** means that a sentence has a subject that acts upon its verb.

**Passive voice** means that a subject is a recipient of a verb's action.

|  |  |  |
| --- | --- | --- |
| Tense | Active voice | Passive voice |
| Simple Present | Give/gives | Is/are given |
| Present continuous | Am/is/are giving | Am/is/are being given |
| Present perfect | Has/have given | Has/have been given |
| Simple past | gave | Was/were given |
| Past continuous | Was/were/giving | Was/were/being given |
| Past perfect | Had given | Had been given |
| Simple future | Will give | Will be given |
| Future perfect | Will have given | Will have been given |
|  |  |  |

No passive form for the following Tenses:

Present perfect continuous

Past perfect continuous

Future perfect continuous

Future continuous

Points to remember:

1. Identify the subject and object

2.Exchange the subject and object

3.Retain the tense

4.Retain the sense

5.subject and verb agreement

6.use third form of the main verb (past participle)

7.Add by agent.

Direct and Indirect Object

The **direct object** is the receiver of the action mentioned in the sentence. ... The **indirect object**identifies the person/thing for whom/what the action of the verb is performed. The **indirect object** is usually a person or thing.

Example : Sita gave me a pen

1. I was given a pen by Sita

(Or)

A Pen was given to me by Sita

Regular and Irregular verbs

An English verb can be regular or irregular. Regular verbs form their past and past participle forms by adding –ed.  
Examples are given below.

Walk – walked – walked  
Dance – danced – danced  
Paint – painted – painted  
Work – worked – worked

Irregular verbs form their past and past participle forms in different ways.

There are mainly three types of irregular verbs.

Verbs in which all the three forms are the same (e.g. put – put – put)  
Verbs in which two of the three forms are the same (e.g. sit – sat – sat)  
Verbs in which all three forms are different (e.g. drink – drank – drunk)

Regular Verbs

Most verbs are regular verbs. Regular verbs are those whose [past tense](https://www.eslbuzz.com/english-grammar-the-past-continuous-tense/) and past participles are formed by adding an -ed to the end of the verb.

**Regular**[**verbs list**](https://7esl.com/english-verbs/)**:**

* *arrange – arranged – arranged*
* *arrive – arrived – arrived*
* *ask – asked – asked*
* *attack – attacked – attacked*
* *bake – baked – baked*
* *behave – behaved – behaved*
* *believe – believed – believed*
* *belong – belonged – belonged*
* *blame – blamed – blamed*
* *borrow – borrowed – borrowed*
* *bother – bothered – bothered*
* *call – called – called*
* *cancel – canceled – canceled*
* *roll – rolled –  rolled*

Irregular Verbs

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Examples

* *be – was/ were – been*
* *bear – bore – born (e)*
* *beat – beat – beaten*
* *become – became – become*
* *burst – burst – burst*
* *buy  – bought – bought*
* *catch – caught – caught*
* *choose – chose – chosen*
* *cling – clung – clung*
* *come – came – come*
* *cost – cost – cost*
* *creep – crept – crept*

Sentences are in the active voice. Change them into the passive voice.

1. He usually buys the tickets.

2. We booked the flights.

3. He opened the bottle easily.

4. She cleans my shoes.

5. They arrested the burglars.

6. He wrote the note.

7. They washed the car.

8. She found the key.

9. He sold his coin collection.

10. We started a new system

11. Someone stole his car.

12. They used the towels.

13. We turned on the TV.

14. She served tea at 4.

15. The rain flooded the camp.

Answers:

1. The tickets are usually bought by him.  
2. The flights were booked by us.  
3. The bottle was opened by him easily.  
4. My shoes are cleaned by her.  
5. My shoes are cleaned by her.  
6. The note was written by him.  
7. The car was washed by them.  
8. The key was found by her.  
9. His coin collection was sold by him.  
10. A new system was started by us.  
11. His car was stolen.  
12. The towels were used by them.  
13. The TV was turned on by us.  
14. Tea was served by her at 4.  
15. The camp was flooded by the rain.