

PART VII. ACTIVE AND PASSIVE FORMS.

1) Simple Present Tense

When an Active voice in simple Present Tense is converted into Passive Voice; the verb is changed into past participle form complemented with the Auxiliary Verbs – is, are, am.

TENSE	ACTIVE VOICE	PASSIVE VOICE
SIMPLE PRESENT TENSE	VERB FORM: First Form /Base Form	VERB FORM: is/am/are + Past Participle (Third Form)
	I write a letter	A letter is written by me
	She speaks French	French is spoken by her
	He does not drink coffee	Coffee is not drunk by him
	Does she play chess?	Is chess played by her?
	They leave me	I am left by them

Pronouns I, she, he, they are changed to me, her, him and them respectively, while converting to Passive Voices.

Exercises 1

Identify whether the following sentences are Active or Passive and convert to other forms accordingly.

- 1) I stop the car.
- 2) He spread the cheese.
- 3) The pillow is squeezed by them.
- 4) Dogs are fed by her.
- 5) He starts the generator.

2) Present Continuous Tense

TENSE	ACTIVE VOICE	PASSIVE VOICE
PRESENT CONTINUOUS TENSE	VERB FORM: is/am/are + ing form of the Verb	VERB FORM: is/am/are + being + Past Participle (third form) of the Verb
	I am writing a letter	A letter is being written by me
	She is cooking the dinner	The dinner is being cooked by her
	They are not playing football	Football is not being played by them
	He is riding a horse	A horse is being ridden by him
	They are buying a car	A car is being bought by them

Pronouns I, she, he, they are changed to me, her, him and them respectively, while converting to Passive Voices. For changing from Active to Passive ‘ing’ form of verb is replaced by the Past Participle form and the reverse is applied when changing Passive Voice into Active voice.

Exercises 2

Identify whether the following sentences are Active or Passive and convert to other forms accordingly.

- 1) Doctor is sterilizing the equipments.
- 2) The car is being started by him.
- 3) He is digging a pit.
- 4) They are stitching the tent.
- 5) The books are being submitted by her.

3) Present Perfect Tense

TENSE	ACTIVE VOICE	PASSIVE VOICE
PRESENT PERFECT TENSE	VERB FORM: has/have + Past Participle form of the Verb	VERB FORM: has/have + been + Past Participle form of the Verb
	I have eaten a pie	A pie has been eaten by me
	He has written a letter	A letter has been written by him
	They have lifted up the car	A car has been lifted up by them
	He has written two books	Two books have been written by him
	They have bought two cars	Two cars have been bought by them

The same rule applies to the Pronouns- I, she, he, they are changed to me, her, him and them respectively, while converting to Passive Voices or the reverse while converting from Passive to Active. Active Voices in Present Perfect Tense have Past Participle form of the verb which is changed to Past Participle while converting to Passive Voices. The reverse is applied while converting from Passive Voice to Active Voice.

Exercises 3

Identify whether the following sentences are Active or Passive and convert to other forms accordingly.

- 1) They have stirred the emotions.
- 2) He has written a letter.
- 3) We have studied the subject.
- 4) The pack has been subscribed by her.
- 5) The fields have been swept by flood.

4) Simple Past Tense

TENSE	ACTIVE VOICE	PASSIVE VOICE
SIMPLE PAST TENSE	VERB FORM: Past Tense Form (Second Form) of the verb	VERB FORM: was/were + Past Participle form of the Verb
	I ate a burger	A burger was eaten by me
	They built a house	A house was built by them
	They bought two cats	Two cats were bought by them
	She wrote two letters	Two letters were written by her

	I decorated the stage	The stage was decorated by me
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The same rule applies to the Pronouns- I, she, he, they and we are changed to me, her, him them and us respectively, while converting to Passive Voices or the reverse while converting from Passive to Active. Active Voices in Simple Past Tense have Past form (second form) of the verb which is changed to Past Participle while converting to Passive Voices. The reverse is applied while converting from Passive Voice to Active Voice.

Exercises 4

Identify whether the following sentences are Active or Passive and convert to other forms accordingly.

- 1) She took the pen.
- 2) The samples were tasted by members.
- 3) He was shown the right direction.
- 4) People were taxed by the authorities.
- 5) We threw a party.

5) Past Continuous Tense

TENSE	ACTIVE VOICE	PASSIVE VOICE
PAST CONTINUOUS TENSE	VERB FORM: Was/were + ing form of the verb	VERB FORM: was/were + being + Past Participle form of the Verb
	I was eating a burger	A burger was being eaten by me
	He was riding a bike	A bike was being ridden by him
	She was feeding the cats	The cats were being fed by her
	They were cleaning the utensils	The utensils were being cleaned by them
	I was filling a pitcher	The pitcher was being filled by me

The same rule applies to the Pronouns- I, she, he, they and we are changed to me, her, him them and us respectively, while converting to Passive Voices, or the reverse is applied while converting from Passive to Active. Active Voices in Past Continuous Tense have 'ing' form of the verb which is changed to Past Participle (preceded by 'being') while converting to Passive Voices. The reverse is applied while converting from Passive Voice to Active Voice.

Exercises 5

Identify whether the following sentences are Active or Passive and convert to other forms accordingly.

- 1) I was playing a guitar.
- 2) A ball was being thrown by him.
- 3) They were sweeping the floor.
- 4) A story was being told by him.
- 5) We were trying to escape.

6) Past Perfect Tense

TENSE	ACTIVE VOICE	PASSIVE VOICE
	VERB FORM: had + Past Participle Form of the Verb	VERB FORM: had been+ Past Participle form of the Verb

PAST PERFECT TENSE	I had written a letter	A letter had been written by me
	She had not read the book	The book had not been read by her
	They had visited the church	The church had been visited by them
	They had collected the money	The money had been collected by them
	I had purchased a book	A book had been purchased by me

Here also the same rules applies to the Pronouns- I, she, he, they and we are changed to me, her, him them and us respectively, while converting to Passive Voices, or the reverse is applied while converting from Passive to Active. Active Voices in Past Perfect Tense have Past Participle (third form) form of the verb which remains the same i.e. Past Participle but preceded by “had been” while converting to Passive Voices. While converting from Passive Voices to Active Voices ‘been’ is omitted and the verb form remains the same.

Exercises 6

Identify whether the following sentences are Active or Passive and convert to other forms accordingly.

- 1) I had transferred the powers.
- 2) She had touched the flower.
- 3) We had trapped the animal.
- 4) The book had been valued by him.
- 5) The claim had been verified by the officer.

7) Future Simple Tense

TENSE	ACTIVE VOICE	PASSIVE VOICE
FUTURE SIMPLE TENSE	VERB FORM: will/shall + first form of the verb	VERB FORM: will/shall + be + Past Participle form of the Verb
	He will announce holiday	Holiday will be announced by him
	We shall write a letter	A letter shall be written by us
	They will watch a movie	A movie will be watched by them
	She will sing a song	A song will be sung by her
	It shall improve your health	You health shall be improved by it

Here also the same rules applies to the Pronouns- I, she, he, they and we are changed to me, her, him them and us respectively, while converting to Passive Voices, or the reverse is applied while converting from Passive to Active. Active Voices in Future Simple Tense have First form of the verb which is changed to Past Participle (preceded by ‘be’) form while converting to Passive Voices. The helping verb ‘be’ is omitted while converting to Active Voice from Passive Voice.

Exercises 7

Identify whether the following sentences are Active or Passive and convert to other forms accordingly.

- 1) I shall type a letter.
- 2) He will view the proceedings.
- 3) They will violate the rules.

4) The students shall be warned by the teachers.

5) Money will be wasted by them.

8) Future Perfect Tense

TENSE	ACTIVE VOICE	PASSIVE VOICE
FUTURE PERFECT TENSE	VERB FORM: will/shall + have + Past Participle Form of the verb	VERB FORM: will/shall + have been + Past Participle form of the Verb
	I will have hired a cab	A cab will have been hired by me
	She will have written a letter	A letter will have been written by them
	You shall have received Doctorate	Doctorate shall have been received by you
	They will not have eaten the dinner	The dinner will have not been eaten by them
	She will have answered the questions	The questions will have been answered by her

Here also the same rules applies to the Pronouns- I, she, he, they and we are changed to me, her, him them and us respectively, while converting to Passive Voices, or the reverse is applied while converting from Passive to Active. Active Voices in Future Perfect Tense have Past Participle form of the verb which remains same i.e. Past Participle form while converting to Passive Voices; with only difference that 'have' in Active Voice is replaced by 'have been' in Passive voice. While converting from Passive Voice in Future Perfect, 'been' is omitted keeping the verb form unchanged.

Exercises 8

Identify whether the following sentences are Active or Passive and convert to other forms accordingly.

1) I will have watched the match.

2) The plants shall have been watered by me.

3) She will have called her mother.

4) The proposal will have been withdrawn by them.

5) They will have uprooted the tree

Make up sentences from active into Passive as an example:

1. *The children can read books. Books can be read by the children.*

2. Susan has to learn Geography.

3. The dog should bring the bones.

4. Tom must open the window.

5. Poor people can not spend a lot of money.

6. The pupils must answer a lot of questions.

7. How can we solve that problem?

8. You must not touch this button while the experiment is in progress.

9. We should call the police at once after the accident.

10. We must put an end to this quarrel.

11. You shouldn't make fun of the poor.

12. The policeman should do a good job.

13. People complain about the noise in the street.

14. Children often don't pay attention to their parents words.

15. Sometimes the teacher takes advantage of the pupils' good ideas.

16. Does somebody look after the child? Is the child.....

17. In some countries people believe that fresh air is bad for sick people.

That fresh air is bad for sick people is

18. You must not touch this button while the experiment is in progress.

This button must not

1. We ought to have called the police at once after the accident.

2. He needs to improve his manners. His manners....

Translate next sentences using modal verbs.

1. Линда, возможно, придет вечером на вечеринку.

2. Фермеры должны работать круглый год.

3. Вам нельзя шуметь в больнице.

4. Можно мне включить свет?

5. Могла бы я взглянуть на ваш паспорт?

6. Моя жена умеет готовить довольно хорошо.

7. Мы смогли успеть на последний поезд.

8. Вы не должны носить джинсы в школу.

9. Тебе не нужно было пить так много вчера.

10. Роберту нужно оплатить счет за электричество сегодня.

11. Нам следует найти работу получше.

12. Тебе не следует есть слишком много соли и сахара.

13. Мне необходимо получить визу в Турцию?

14. Ему нужно работать над своими манерами.

Consolidation of material.

1. "The students must complete the test in one hour."

Transform this sentence into a passive sentence in present tense. Choose from the following options.

a) The test must be completed by the students in one hour.

b) The test must be complete by the students in one hour.

c) The test must be completing by the students in one hour.

d) The test must be completes by the students in one hour.

2. "The opportunity _____ by you."

Complete the sentence in passive voice, and in past tense by filling up the blank choosing from the following modal forms.

a) not may have been availed

b) may not have availed

c) may not be availed

d) may not have been availed

3. "It is doubtful that astrologers in India can tell the future."

Transform this sentence into a passive sentence in present tense in question form. Choose from the following options.

a) It is doubtful that the future can be tells by astrologers in India.

b) It is doubtful that the future can be telling by astrologers in India.

- c) It is doubtful that the future can be tell by astrologers in India.
- d) It is doubtful that the future can be told by astrologers in India.

4. "Our Training Manager may give a talk on teamwork."

Transform this sentence into a passive sentence in present/future tense. Choose from the following options.

- a) A talk on teamwork may be given by our Training Manager.
- b) A talk on teamwork may be give by our Training Manager.
- c) A talk on teamwork may be giving by our Training Manager.
- d) A talk on teamwork may be gives by our Training Manager.

5. "That judge might have sentenced the accused to rigorous imprisonment."

Transform this sentence into a passive sentence in past tense in question form. Choose from the following options.

- a) Might the accused be sentenced to rigorous imprisonment by that judge?
- b) Might have been the accused sentenced to rigorous imprisonment by that judge?
- c) Might the accused have been sentenced to rigorous imprisonment by that judge?
- d) Might have the accused been sentenced to rigorous imprisonment by that judge?

6. "Students should copy the lessons taught by the class teacher."

Transform this sentence into a passive sentence in present/future tense. Choose from the following options.

- a) The lessons taught by the teacher should be copies by the students.
- b) The lessons taught by the teacher should be copying by the students.
- c) The lessons taught by the teacher should be copy by the students.
- d) The lessons taught by the teacher should be copied by the students.

7. "Could he climb Mount Everest?"

Transform this sentence into a passive sentence in present tense in question form. Choose from the following options.

- a) Could Mount Everest have been climbed by him?
- b) Could Mount Everest be climb by him?
- c) Could Mount Everest be climbed by him?
- d) Could Mount Everest be climbing by him?

8. "Problems with policies _____ to the customer service manager."

Complete the sentence in passive voice, and in present tense by filling up the blank choosing from the following modal forms.

- a) should reported
- b) should have been reported
- c) should be reported
- d) be should reported

9. "Should the book _____ read by him?"

Complete the sentence in passive voice, and in past tense by filling up the blank choosing from the following modal forms.

- a) have been
- b) be
- c) have
- d) been

10. "The driver ought to have driven the car on the left side of the road in India."

Transform this sentence into a passive sentence in past tense. Choose from the following options.

- a) The car ought to be driven by the driver on the left side of the road in India.

- b) The car ought to have been driven by the driver on the left side of the road in India.
- c) The car ought to have been drive by the driver on the left side of the road in India.
- d) The car ought to have been driving by the driver on the left side of the road in India.