

- Those forms of verb that show the '**subject doing an action**' or '**an action done on the subject**' is called voice.

Active Voice:

In active voice, the verb expresses **the action of the subject upon the object**.

General structure : Sub + verb + obj

Passive Voice:

In passive voice, the verb expresses **the object being acted upon**.

General structure :
Obj + Helping Verb + V₃ + by + sub
According to Tense

➤ **Passive Voice is used in the following cases:**

1. **When the subject cannot do an action.**
 E.g.: Tea grows both in Assam and Ceylon. (×)
 Tea is grown both in Assam and Ceylon. (✓)
2. **When the action is important and not the doer although the doer is quite known.**
 E.g.: He was rushed to the hospital where he was declared brought dead.
 ➤ In the above sentence the action is more important. The people and doctor involved in the process are irrelevant.
3. **When the subject or the doer of the action is either unknown or irrelevant.**
 E.g.: People were relocated from the flood affected villages.

Different Tense in Active Voice and Passive Voice:-

Indefinite Tense	Active	Passive
Present Indefinite	Sub + V ₁ + obj	Obj + is/am/are + V ₃ + by + sub.
Past Indefinite	Sub + V ₂ + obj	Obj + was/were + V ₃ + by + sub.
Future Indefinite	Sub + shall/will + V _{b.f} + obj	Obj + shall/will + be + V ₃ + by + sub.
Modal (Indefinite)	Sub + modal + V _{b.f} + obj	Obj + modal + be + V ₃ + by + sub.

Change the voice

Active

- E.g. 1. Police arrested him.
 2. People speak English all over the world.
 3. A teacher teaches English here.
 4. No one desire riots.
 5. I will not tolerate this nonsense.

Passive

1. He was arrested.
 2. English is spoken all over the world.
 3. English is taught here.
 4. Riots are not desired.
 5. This nonsense will not be tolerated by me.

EXPLANATION OF SENTENCES 1, 2 & 3:

- Certain actions are done by a particular subject only. In such cases 'by sub' must not be mentioned in the passive voice (See sentences 1 and 3). And if the sentence is given in Passive Voice without 'by subject', use that subject in active voice that generally does that work.

E.g.- The room was cleaned.

The cleaner cleaned the room.

- If the subject is not clear (Vague noun / indefinite pronoun), the agent (by + subject) need not be mentioned in passive voice. (See sentences 2 & 4).
 ➤ If any form of 'be' is used as main verb, the sentence cannot be turned into passive.

E.g.: 1. I am happy. (A.V)
 m.v.

2. He was sad. (A.V)
 m.v.

- The above sentences cannot be converted into Passive Voice.

CONTINUOUS TENSE

Continuous Tense	Active	Passive
Present Continuous	Sub + is/ am/ are/ V ₁ + ing + obj	Obj + is/am/are + being + V ₃ + by + sub
Past Continuous	Sub + was / were + V ₁ + ing + obj	Obj + was/were + being + V ₃ + by + sub
Future Continuous	Sub + shall/will + be + V ₁ + ing + obj	Passive voice not possible
Modal Continuous	Sub + modal + be + V ₁ + ing + obj	Passive voice not possible

Note:- Do not forget to use '**being**' in Passive Voice of Continuous Tense.

Change the voice

1. The committee is looking into the matter. (Active)
 The matter is **being** looked into by the committee. (Passive)

Note: Do not forget to use the preposition in Passive Voice that follows the verb in Active Voice.

2. They are laughing at you. (Active)
 You are being laughed **at** by them. (Passive)
 3. The accused is being produced before the court. (Passive)
 The police are producing the accused before the court. (Active)

PASSIVE VOICE

4. Right to protest peacefully is being demanded by the revolutionaries.
(Passive)
The revolutionaries are demanding right to protest peacefully. (Active)
5. You were not taking the exam seriously. (Active)
The exam was not being taken seriously by you. (Passive)

PERFECT TENSE

Perfect Tense	Active	Passive
Present Perfect	Sub + has/have + V ₃ + obj	Obj + has / have + been + V ₃ + by + sub
Past Perfect	Sub + had + V ₃ + obj	Obj + had + been + V ₃ + by + sub
Future Perfect	Sub + shall/ will + have + V ₃ + obj	Obj + shall / will + have + been + V ₃ + by + sub
Modal Perfect	Sub + Modal + have + V ₃ + obj	Obj + modal + have + been + V ₃ + by + sub

Note: If passive voice is used in perfect tense, there "been" must be used.

CHANGE THE VOICE

- E.g.:1. **Who** has seen him? (Active)
By whom has he been seen? (Passive)
2. The news has surprised us. (Active)
We have been surprised **at** the news. (Passive)
 3. He will have understood your ulterior motive by that time. (Active)
Your ulterior motive will have been understood by him by that time. (Passive)
 4. The committee had looked into the matter impartially before he was found guilty.
The matter had been looked into by the committee impartially before it found him guilty.

Note: Certain verbs take fixed preposition after them that replaces the 'by' of 'by +sub'.

known **to**, surprised **at/by**, amazed **at**, astonished **at**, startled **at**, vexed **at**, annoyed **with** somebody, annoyed **at** something, contained **in**, embodied **in**, crammed **with**, decorated **with**, filled **with**, ornamented **with**, thronged **with**, tired **of**, engulfed **in**.

Note: 'Surprised' is followed by 'at' when the action was contrary to our expectation.

Eg.: I was surprised **at** his impudent behaviour.

In all other cases 'surprised by' is used.

Eg.: I was surprised **by** his result.

E.g.:1. The fire engulfed the building.

The building was engulfed **in** the fire.

2. This box contains ten cigars.

Ten cigars are contained **in** this box.

PASSIVE VOICE OF INTERROGATIVE SENTENCES

- In the Passive Voice of Interrogative Sentences, we **start the sentence with the helping verb that goes with the object**.

Active: Have you broken the glass?

Passive: Has the glass been broken by you?

If we want to make an Interrogative sentence of 'WH Family' we add the 'Wh' word before the interrogative form of the sentence.

Active: Why have you broken the window pane ?

Passive: Why has the window pane been broken by you?

has the window pane been broken by you?

Interrogative word

Interrogative form of tense

This rule is only applicable to 'why', 'how', 'when', 'where' and 'what'. In case of **who and whom**, the **rules are different** and the Passive Voice is made as illustrated below :-

Active: Who wrote the Ramayana?

Passive: By whom was the Ramayana written?

Or

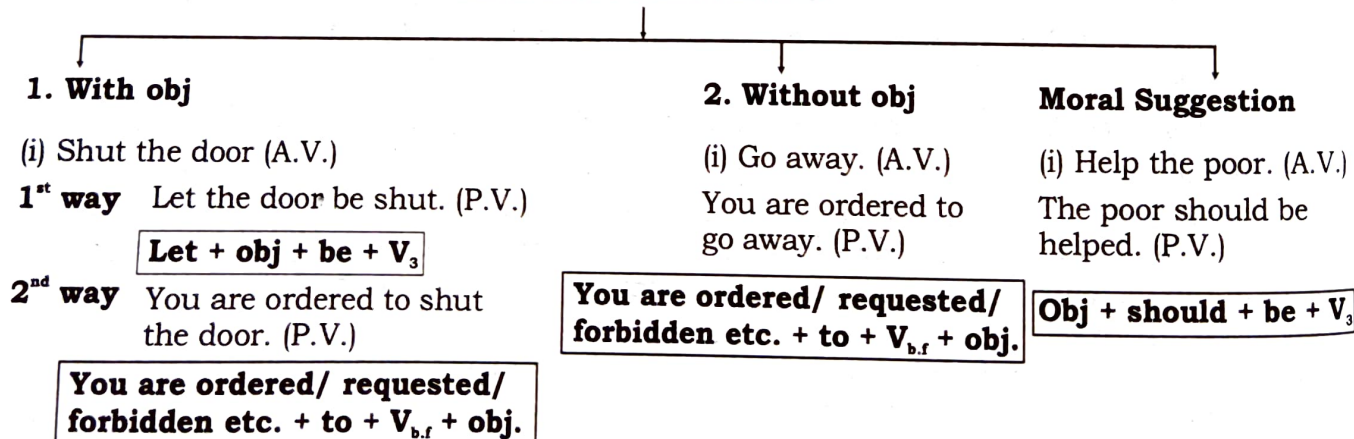
Who was the Ramayana written by?

['Whom was the Ramayana written by ?' is wrong]

Active: Whom have you invited?

Passive: Who has been invited by you?

IMPERATIVE SENTENCES



INFINITIVE (TO + V_{b.f.})

Active: **To + V_{b.f}**

Passive: To + be + V₃

1. **Active :** I am to do it.

Passive : It is to be done by me.

2. **Active:** You are to write it in ink.
Passive: It is to be written in ink.

Note.: 'To + V_{b.f}' is changed into 'to + be + V₃' in Passive Voice **but this is not a universal rule.** If we change 'to + V_{b.f}' into 'to + be + V₃', we open the option of 'by+Sub' and if the **same subject is repeated** in the sentence **that has already come** in the sentence earlier, we **do not change** 'to + V_{b.f}' into 'to + be + V₃'

E.g.: **Active:** The teacher gave me a book **to read**.
Passive: I was given a book by my teacher **to read**.

FORCED ACTION

Active: S + have / has/ had + to + V_{b.f} + Obj

Passive: **Obj + have / has / had + to + be + V₃ + by + sub.**

E.g.: (i) **Active:** I have to finish this work.
 o o o o o

 S have to V_{b,f} Obj

Passive: This work has to be finished by me
 ↓ ↓ ↓ ↓ ↓ ↓
 Obj has to be V₃ by sub

(ii) **Active:** You have to choose a dress.
Passive: A dress has to be chosen by you.

VERB- LET, BID, HELP, MAKE

➤ Verb- **Let, bid, help** and **make** are used in **Active Voice** followed by a **Bare Infinitive**.

E.g.:

1. She let me go.
2. I bade him leave the room.
3. They must help me finish the work.
4. I made him wash all the clothes.

➤ 4. I made him wash all the clothes
Bid, help and **make** are used in **Passive Voice** followed by **Infinitive** not **Bare Infinitive**

E.g.: 1. He was bidden to leave the room by me.
2. I must be helped to finish the work.
3. He was made to wash all the clothes by me.

Note: '**Let**' is used in different sense in different sentences and the meaning of the sentence determines the Passive Voice.

E.g.:

1. Let me play (Request for permission)
I may be allowed to play.
2. Let him do this work.
Let this work be done by him.
3. Let us organize a party. (suggestion)
A party should be organized.
4. Let us help the poor. (moral suggestion)
The poor should be helped.

VERBS FOLLOWED BY ADJECTIVES.

Rose smells sweet. (Active)

Rose is sweet when it is smelt. (Passive)

Sub + verb + adjective + when + pronoun + H.V + V₃
according to tense and number according to number according to tense and number M.V in V₃ form.

- E.g.: 1. Quinine tastes bitter. (Active)
 Quinine is bitter when it is tasted. (Passive)
2. Those mangoes tasted sour. (Active)
 Those mangoes were sour when they were tasted. (Passive)