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VOICE CHANGE / DESCRIBING A PROCESS

[Special stress has been given on the Passive mode to describe something not wishing to specify the agent (e.g. The house was built in 1960.) including Quasi-passive Voice (e.g. The room looks nice.) in the New Syllabus in Madhyamik Level in Bangladesh to be introduced from 2005.]

What is 'Voice'?

Voice is the form of the verb which indicates whether the subject does the work or something has been done to it.

[ক্রিয়াপ্রকাশের ভঙ্গিমাকেই Voice বা বাচ্য বলে। ক্রিয়ার প্রকাশভঙ্গি বলে দেয় কর্তা কাজটি নিজে করছে, না, কর্তার দ্বারা কোনো কাজ সম্পন্ন হচ্ছে।]

There are **three kinds of Voices** (Voice বা বাচ্য তিনিরকমের।) :

(1) **Active Voice**, (2) **Passive Voice**, (3) **Quasi-Passive Voice**.

Active Voice : When the Subject of a sentence is the doer or actor, the Verb is in **Active Voice**. It is so because the Subject is active.

[কর্তা যখন নিজেই ক্রিয়ার কাজ সম্পন্ন করে, তখন ক্রিয়া Active Voice-এ থাকে। কারণ তখন Subject বা কর্তা Active বা সক্রিয়।]

I do this work. He does this work, etc. (Active voice)

Passive Voice : When the Subject of a sentence is acted upon, the Verb is in **Passive Voice**. It is so because the Subject is passive.

[কর্তার দ্বারা যখন কোনো কাজ সম্পন্ন হয়, তখন ক্রিয়ার Passive Voice হয়। এখানে কাজের তুলনায় কর্তার গুরুত্ব কমে যায়।]

This work is done by me. This work is done by him, etc. (Passive Voice)

Active—Passive Relation :

	Subject	Verb	Object
Active :	Manika	opened	the door
Passive :	The door	was opened	by Manika



Subject (or, Agent) 'be' + P.P. of verb Prep. & Object

RULES FOR CHANGING ACTIVE VOICE INTO PASSIVE

Rule 1 : The **Object of the Verb** in the Active Voice becomes the **Subject of the Verb in the Passive Voice**. [Active Voice-এর Object (কর্ম) Passive Voice-এর Subject (কর্তা) হয়।]

Rule 2 : The **Subject of the Verb** in the Active Voice becomes the **Object** in the Passive Voice, **generally preceded** by the proposition **by**. [Active Voice-এর Subject Passive Voice-এর Object-এ পরিণত হয় এবং তার পূর্বে সাধারণত **by** বসে।]

Rule 3 : The **main verb** is changed into the **Past Participle form** and it is preceded by the correct form of the Verb '**to be**' in Passive Voice. [Active Voice-এর মূল Verb-টি Passive Voice-এর Past Participle-এ পরিবর্তিত হয় এবং তার পূর্বে '**to be**' Verb-এর প্রয়োজনীয় form বসাতে হয়।]

Rule 4 : There are some Verbs with two Objects. In such cases either of the Objects (preferably the Personal Object) can be changed into the Subject and the other is retained as an Object. This Object is called **Retained Object**. [Active Voice-এর যদি কোনো Verb-এর দুটি Object থাকে, তাহলে একটি Object-কে (বিশেষত Personal Object-কে) Subject করে অপরটিকে Object রূপে রাখতে হয়। Passive-এ যেটি Object রূপে থেকে যায়, তাকে Retained Object বলে।]

Rule 5 : **Double Passive should be avoided in a Simple Sentence or in a single clause** as it is liable to give a wrong meaning. **But in changing the Voice of Complex Sentences the Voices of both the Principal and Subordinate Clauses should be changed.** [কোনো Simple Sentence-এ বা কোনো একটি Clause-এ Double Passive করা উচিত নয়, কারণ এতে বাক্যের অর্থ ভুল হয়ে যায়। অবশ্য Complex Sentence-এ Principal এবং Subordinate দুটি Clause-এই Passive করতে হয়।]

VERB PATTERNS OF PASSIVE VOICE

Tenses	Verb 'to be'	Past Participle of the main verb
Simple Present and Past	am are is was were	caught killed done told cured
Continuous	am are is was were	caught killed done told cured
Perfect	has have had	boiled arrested bought
Future	shall will	built taught



TABLE OF TENSES IN ACTIVE AND PASSIVE

Tenses	Active Voice	Passive Voice
Simple Present	buys	is/are bought
Simple Past	bought	was/were bought
Present Continuous	is/are buying	is/are being bought
Past Continuous	was/were buying	was/were being bought
Present Perfect	has/have bought	has/have been bought
Past Perfect	had bought	had been bought
Simple Future	shall/will buy	will be bought
Conditional	would buy	would be bought
Perfect Conditional	would have bought	would have been bought

OBJECTIVE FORMS OF PRONOUNS

Subject Form	Object Form	Subject Form	Object Form
I	me	He	him
We	us	She	her
You	you	They	them

VOICE CHANGE OF ASSERTIVE SENTENCES

Passive form : be (is, am, are, was, were, being, been) + Past Participle

Active	Passive
I do the work. আমি কাজটি করি।	The work is done by me.
Lila types a letter. লীলা চিঠি লেখে।	A letter is typed by Lila.
Biltu helped her. বিল্টু তাকে সাহায্য করেছিল।	She was helped by Biltu.
Reba is singing a song. রেবা গান গাইছে।	A song is being sung by Reba.
She was singing a song. সে গান গাইছিল।	A song was being sung by her.
He has called me. সে আমাকে ডেকেছিল।	I have been called by him.
They had seen the picture. তারা ছবিটি দেখেছিল।	The picture had been seen by them.
You will play football. তুমি ফুটবল খেলবে।	Football will be played by you.
She would sing a song. সে গান গাইবে।	A song would be sung by her.
She would have read the book. সে বইটি পড়ে থাকবে।	The book would have been read by her.

Note. Adverbials etc. in the end position in Active Voice remains in the end position in Passive Voice too. [Active Voice-এ Adverbials ইত্যাদি বাক্যের শেষে থাকলে তা Passive Voice-এও বাক্যের শেষ দিকে থাকে।]

He will finish the work in a week. → The work will be finished by him in a week.

IMPERATIVE SENTENCES

If the verb in the Active Voice expresses *orders, requests, advice etc.* the word '**Let**' is usually placed at the beginning of the Passive Voice and the '**be**' verb is placed before the Past Participle of the main verb. Another form of the Passive is with the verb '**should**' + '**be**' or with '**Be**' / '**Get**' only. But if the sentences begin with '**Please**' in Active Voice then, '**You are requested to**' is used in the Passive Voice. In such cases an Intransitive verb may also be changed into Passive with '**you are requested to**'. Such a **Passive Voice of an Intransitive verb** may be called an **Indirect Passive**.

[Imperative sentence-এ আদেশ, অনুরোধ, উপদেশ ইত্যাদি বোঝালে বাক্যের প্রথমে **Let** যোগ করে Passive করা হয় এবং মূল verb-এর Past Participle-এর পূর্বে 'be' verb যুক্ত হয়। আবার **should + be** verb-এর সাহায্যে অথবা কেবল '**Be**' / '**Get**' verb-এর সাহায্যে আর একরকম Passive করা যায়। কিন্তু Imperative Sentence-এর Active Voice-এ যদি **Please** কথাটি থাকে, তাহলে Passive Voice-এ '**You are requested to**' কথাগুলি ব্যবহৃত হয়। আবার যদিও সাধারণত Intransitive Verb বা অকর্মক ক্রিয়ার Passive Voice হয় না, তবু একাপ ক্ষেত্রে **Please** থাকলে '**You are requested to**' যোগ করে তারও Passive Voice করা যায়। Intransitive Verb-এর এরকম Passive Voice-কে Indirect Passive বলা যায়।]

Passive : Let + Object + be + Past Participle of the Verb [Or, (should) be/get + P.P.]

Active	Passive
<i>Do this work.</i> কাজটি করো।	<i>Let this work be done.</i>
<i>Open the door.</i> দরজাটি খোল।	<i>Let the door be opened.</i>
<i>Shut the door.</i> দরজাটি বন্ধ করো।	<i>Let the door be shut.</i>
<i>Tell him to go.</i> তাকে যেতে বলো।	<i>Let him be told to go.</i>
<i>Keep your word.</i> তোমার কথা রাখ।	<i>Your word should be kept.</i>
<i>Obey your teacher.</i> তোমার শিক্ষককে মান্য করো।	<i>Your teacher should be obeyed.</i>
<i>Love the children.</i> শিশুদের ভালোবাস।	<i>The children should be loved.</i>
<i>Prepare for the worst.</i> সবচেয়ে খারাপ পরিস্থিতির জন্য প্রস্তুত হও।	<i>Be (Get) prepared for the worst.</i>
<i>Please do this work.</i> দয়া করে কাজটি করুন।	<i>You are requested to do this work.</i>
<i>Please keep off the grass.</i> দয়া করে ঘাস মাড়াবেন না।	<i>You are requested to keep off the grass.</i>
<i>Please go there.</i> দয়া করে সেখানে যান।	<i>You are requested to go there.</i>

INTERROGATIVE SENTENCES

An Interrogative Sentence in Active Voice keeps its **Interrogative form in its Passive Voice**. If the Interrogative Sentence begins with the Auxiliary Verb **Do**, the process of changing is convenient by changing it into Assertive first and then into Interrogative. But if the Interrogative sentence begins with **other Auxiliary Verb** or a **Wh-word**, it can be directly changed into passive.

[Interrogative Sentence-এর Passive Voice-ও Interrogative Sentence হয়। এধরনের বাক্য যদি **Do** Verb দিয়ে শুরু হয়, তাহলে প্রথমে তাকে Assertive Sentence-এ পরিণত করে তারপর তাকে

Interrogative Sentence-এ পরিবর্তন করা সুবিধাজনক। তবে যদি Auxiliary 'Do' না থাকে, অথবা 'Wh'-word দিয়ে শুরু হয়, তাহলে সহজেই সরাসরি Passive-এ পরিবর্তন করা যায়।]

YES-NO QUESTIONS

[BY PLACING THE HELPING VERB FIRST]

Active : Do you see the bird? তুমি কি পাখটা দেখছ?

[Assertive : You see the bird.—The bird is seen by you.]

Passive : Is the bird seen by you?

Active : Did you see the man? তুমি কি লোকটিকে দেখেছিলে?

[Assertive : You saw the man.—The man was seen by you.]

Passive : Was the man seen by you?

Active : Has he done it? সে কি এটা করেছে?

Passive : Has it been done by him?

Active : Have you read the book? তুমি কি বইটা পড়েছ?

Passive : Has the book been read by you?

'WH' QUESTIONS

[BY PLACING THE WH-WORD FIRST]

Active : Who gave you icecream? কে তোমাকে আইসক্রিম দিয়েছিল?

Passive : By whom were you given icecream?

Active : Whom did you call? তুমি কাকে ডেকেছিলে?

Passive : Who was called by you?

Active : What do you want? তুমি কী চাও?

Passive : What is wanted by you?

Active : Why did the teacher punish you? শিক্ষক কেন তোমাকে শাস্তি দিয়েছিলেন?

Passive : Why were you punished by the teacher?

Active : Which book do you want? তুমি কোন বইটি চাও?

Passive : Which book is wanted by you?

Active : How did you do it? এটা তুমি কিভাবে করলে?

Passive : How was it done by you?

NEGATIVE SENTENCES

[BY PLACING 'NOT' BEFORE THE PAST PARTICIPLE OF THE VERB]

Active : I do not like puffed rice. আমি মুড়ি ভালোবাসি না।

Passive : Puffed rice is not liked by me.

Active : The boy did not break the glass. ছেলেটি প্লাস ভাঙেনি।

Passive : The glass was not broken by the boy.

Active : I have not given him the letter. আমি তাকে চিঠি দিইনি।

Passive : The letter has not been given him by me. ['him'—Retained Object]

[Or] He has not been given the letter by me. ['The letter'—Retained Object]

Active : Has he not seen the picture? সে কি ছবিটা দেখেনি?

Passive : Has not the picture been seen by him?

Active : Had you not called him? তুমি কি তাকে ডাকোনি?

Passive : Had he not been called by you?

Active : Reba will not call you. রেবা তোমাকে ডাকবে না।

Passive : You will not be called by Reba. ['not' before 'be called' in future tense]

SPECIAL FORMS OF PASSIVE VOICE

[1] Passive Voice of Intransitive Verbs with Cognate Object (সমধাতুজ কর্ম) :

We have so far noticed that the Transitive Verbs are generally converted into the Passive Voice as they have objects. The Intransitive verbs having no objects cannot be converted into the Passive Voice. However, when an Intransitive Verb is used Transitively having a Cognate Object, it can be changed into the Passive Voice.

Active Passive

He **ran** a race.



A race was **run** by him.

He **dreamt** a dream.

A dream was **dreamt** by him.

The patient **slept** a sound **sleep**.

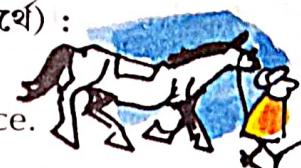
A sound **sleep** was **slept** by the patient.

I have **fought** a good **fight**.

A good **fight** has been **fought** by me.

[2] Intransitive Verb used Causatively (কারও দ্বারা করানো অর্থে) :

Active : The trainer **walked** the horse after the race.



Passive : The horse was **walked** by the trainer after the race.

Active : They **have stood** the table against the wall.

Passive : The table **has been stood** against the wall by them.

[3] Intransitive Verbs used as a group verb :

Active : We should not **laugh at** a lame man.

Passive : A lame man **should not be laughed at** by us.

Active : We must **listen to** our teachers.

Passive : Our teachers **must be listened to** (by us).

Active : We **talked of** them.

Passive : They **were talked of** by us.

Note. Remember that *He is gone*, *He is come* are not in the Passive Voice. They are merely alternative forms of *He has gone*, *He has come*. But there is a slight difference in meaning between the two forms. In *He has gone*, emphasis is laid on the *time of the action*; but in *He is gone*, emphasis is laid on the *state of the agent*, i.e., his absence, and not on the time of the action. However, 'Come here' or 'go there' may be converted into the Passive Voice in the following way :

Active : Come here.

Passive : You are requested to come here. [Indirect Passive]

Active : Go there.

Passive : You are requested to go there. [Indirect Passive]

[4] Passive Voice of Transitive Verbs with two objects (one as Retained Object) :

In such cases any of the objects may become the Subject. But the Indirect Object or the Personal Object is preferred for the Subject. Another Object is retained. Hence it is **Retained Object**.

[এরূপ ক্ষেত্রে দুটি Object-এর মধ্যে যে কোনো Object-কে Subject করা যায়। কিন্তু Indirect Object বা Personal Object-কে Subject করাই অধিক সঙ্গত। এক্ষেত্রে অন্য যে Object-টি Object হিসাবে থেকে যায়, তাকে বলে Retained Object.]

Active : Mr. Das teaches us English.

Passive : { (1) We are taught English by Mr. Das.
 (2) English is taught us by Mr. Das.

Active : Bipin gave me a book.

Passive : { (1) I was given a book by Bipin.
 (2) A book was given me by Bipin.

Active : My friend sent me a gift.

Passive : { (1) I was sent a gift by my friend.
 (2) A gift was sent me by my friend.

Active : They handed him a gun.

Passive : { (1) He was handed a gun by them.
 (2) A gun was handed him by them.

Active : Gahar offered me a seat.

Passive : { (1) I was offered a seat by Gahar.
 (2) A seat was offered me by Gahar.



[5] Factive Objects : [Transitive verb-এর যে object-টি complement-র মতো ব্যবহৃত হয়।]

Active : They made him king.

Passive : He was made king by them.

King was made him by them. (wrong)

Active : They elected him President.

Passive : He was elected President by them.

President was elected him by them. (wrong)

N.B. : এসব ক্ষেত্রে 'King' বা 'President'-কে Subject করা যায় না।

[6] Reflexive Object : ['self'-যুক্ত object]

Reflexive Object cannot be changed into Subject.

Active : He hurt himself.

Passive : He was hurt by himself. (Not, Himself was hurt by him)



Note : But this Passive with Reflexive Object is not good English. The Active form should be preferred. According to 'Modern English Usage' by Fowler "It is a familiar process. But it sometimes leads to bad grammar, false idiom or clumsiness."

[7] Passive of Infinitives (to + verb)

Active : There are lots of things to do.

Passive : There are lots of things to be done.

Active : There is no time to lose.

Passive : There is no time to be lost.

Active : You have to admit this.

Passive : This has to be admitted by you.

Active : I am to make a telephone call.

Passive : A telephone call is to be made by me.

Active : You are to make this arrangement.

Passive : This arrangement is to be made by you.



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Passive : { (1) We are taught English by Mr. Das.
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Passive : This has to be admitted by you.

Active : I am to make a telephone call.

Passive : A telephone call is to be made by me.

Active : You are to make this arrangement.

Passive : This arrangement is to be made by you.



[8] Verbs followed by objects + Plain Infinitives / Bare Infinitives :

Active : I saw *him go* to the garden. ('*to*' before '*go*' is omitted)

Passive : He was seen *to go* to the garden. ['*to*' is used—Plain Infinitive]

Active : Lipika made us laugh. ['*to*' is omitted—Bare Infinitive]

Passive : We were made *to laugh* by Lipika. ['*to*' is used—Plain Infinitive]

[9] Verbal Noun with Preposition and Object :

Active : We went to see *the launching of the ship*.

Passive : We went to see *the ship being launched*.

[10] Object understood in the Passive Voice :

When the action is important, not the doer, or the doer is unknown, the object or the doer with '*by*' is understood.

Active

Passive

I have lost my book. My book has been lost.

Someone has stolen my car. My car has been stolen.

Someone invited me to the party. I was invited to the party.

The mason is building the house. The house is being built.

এইভাবে, The shed is burnt to ashes. [Doer is unknown.]

English is spoken all over the world. [Not the doer, but the action is important.]

The house was built in 1960. [Not to specify the doer or the agent.]

QUASI-PASSIVE VOICE (কর্মকর্তৃবাচ্য)

A Quasi-passive voice is Active in form but Passive in sense. It may be changed in the Passive Form in the following way :

[Quasi-passive voice বা কর্মকর্তৃবাচ্য গঠনরীতিতে Active, কিন্তু অর্থের দিক থেকে Passive; একে নিম্নলিখিত উপায়ে Passive Form-এ পরিবর্তন করা যায়।]

[i] Verbs with a Complement :

Active : Honey *tastes* sweet. (মধু খেতে মিষ্টি)

Passive : Honey is sweet *when it is tasted*.

Active : The rose *smells* sweet. (গোলাপ মিষ্ট গন্ধ দেয়)

Passive : The rose is sweet *when it is smelt*.

Active : The stone *feels* rough.

Passive : The stone is rough *when it is felt*.

Active : This composition *reads* well.

Passive : This composition sounds well *when it is read*.

Active : Your blame *counts* for nothing.

Passive : Your blame is worth nothing *when it is counted*.

[ii] Verbs without a Complement :

Active : The trumpets *are sounding*.

Passive : The trumpets *are being sounded*.

Active : The drums *are beating*.

Passive : The drums *are being beaten*.

Active : The cow *is milking*.

Passive : The cow *is being milked*.



Note : 'The trumpets *are sounding*' is quite good; but 'The cow *is milking*' is rather obsolete now. However the following Quasi-passive voice cannot be changed into Passive forms. [কিন্তু নীচের কর্মকর্তৃবাচ্যগুলিকে কর্মবাচ্যে পরিবর্তিত করা যায় না।]

A conch *blows*. (শাঁখ বাজে।) [It expresses the quality of a conch.]

The room *looks* nice. (ঘরটাকে সুন্দর দেখাচ্ছে।)

Rice *sells* cheap. (চাউল সস্তা দরে বিকোয়।)

We *cannot say*, Rice is cheap when it is sold.



PASSIVE VOICE OF COMPLEX SENTENCES

In changing the voice of **Complex Sentences** the voice of both the Principal and the Subordinate clauses should be changed if they have transitive verb and object/complement. The *Introductory 'It'* may also be sometimes used in such cases.

[Complex Sentences-এর Voice-পরিবর্তনে Principal ও Subordinate উভয় প্রকার Clause-এরই পরিবর্তন করতে হয় যদি দুটিতেই Transitive Verb এবং Object বা Complement থাকে। এরূপ ক্ষেত্রে কখনো কখনো Introductory 'It' ব্যবহার করতে হয়।]

Active : We know that Columbus discovered America.

Passive : That America was discovered by Columbus is known to us.

[Or] It is known to us that America was discovered by Columbus.

Active : We hope that we shall finish the work in time.

Passive : It is hoped that the work will be finished in time.

Active : I cannot depend on what he says. ['what'—Complement to 'say']

Passive : What is said by him cannot be depended on by me.

Active : We must endure what we cannot cure. ['what'—Object to 'cure']

Passive : What cannot be cured must be endured.

Sometimes one Clause with transitive verb is turned into Passive and another with intransitive verb remains in Active Voice.

We know that the earth is round. → It is known to us that the earth is round.

I knew him when he came here. → He was known to me when he came here.

***Note : Double Passives in a Simple Sentence or in one Clause should be avoided** as they are liable to give a wrong meaning.

[Simple Sentence-এ অথবা একটিমাত্র Clause-এ Double Passive হলে ভুল অর্থ হয়ে যায়।]

Active : They proposed to hold a meeting.

Incorrect Passive : A meeting was proposed to be held by them.

Correct Passive : It was proposed by them to hold a meeting.

[Or] It was proposed by them that a meeting should be held.

Similarly (অনুরূপভাবে) :

The judge ordered the convict to be hanged. (*Correct*)

The convict was ordered to be hanged by the judge. (*Incorrect*)

N.B. যদি *to be hanged by the judge* বলা হয়, তাহলে judge নিজেই যেন ফাঁসিতে বোলাবেন,

এরূপ অর্থ বোঝায়, তাই এরকম Passive করলে অর্থ ভুল হবে।

PASSIVE VOICE WITH DIFFERENT PREPOSITIONS

Active : I know the fact.

Passive : The fact is known **to me**. (not, **by me**)

Active : His conduct shocked me.

Passive : I was shocked **at his conduct**. (not, **by his conduct**)

Active : Light filled the room.

Passive : The room was filled **with light**. (not, **by light**)

Active : Her manners pleased us very much.

Passive : We were very much pleased **with her manners**. (not, **by her manners**)

Active : The novels of Tolstoy interest me.

Passive : I am interested **in the novels of Tolstoy**. (not, **by the novels of Tolstoy**)

SOME PECULIARITIES IN VOICE

Active : One should keep one's promise.

Passive : A promise should be kept. (**by one**—omitted)

Active : Someone has stolen my purse.

Passive : My purse has been stolen. (**by someone**—omitted)

Active : Circumstances obliged me to go.

Passive : I was obliged to go. (**by circumstances**—omitted)

Active : We can gain nothing without labour.

Passive : Nothing can be gained without labour. (**by us**—omitted)

Active : Why did they refuse him admittance?

Passive : Why was he refused admittance? (**by them**—omitted)

Active : We should not encourage indiscipline.

Passive : Indiscipline should not be encouraged. (**by us**—omitted)

Active : Mother looked after the boy. (**look after**—group verb)

Passive : The boy was looked after by mother. (**prep. 'after'** of the gr. verb retained)

Active : He has worked out the answer correctly. (**work out**—group verb)

Passive : The answer has been correctly worked out by him.

Active : Someone built this building in 1990.

Passive : This building was built in 1990. (**by someone**—omitted)

Active : Dr. Das presided over the meeting.

Passive : The meeting was **presided** over by Dr. Das.

Active : People consider me honest.

Passive : I am considered honest (**by people**—omitted).

Active : We **ought to help** the poor.

Passive : The poor **ought to be helped** by us.

Active : People believe that you know.

Passive : **It is supposed** that you know.

Active : We will not admit children under ten.

Passive : Children under ten will not be admitted by us.

Active : It is time to do your duty.

Passive : It is time for your duty to be done.



APPLIED SECTION

Students must remember that the ability to change the Active Voice into the Passive and vice versa is not sufficient. They must know when to use the Active Voice and when to use the Passive :

Some sentences are always Active or always Passive :

(a) I *have (take)* *breakfast* late on Sundays. [Always Active Voice]

(b) I *was born* on 18 April, 1980. [Always Passive Voice]

The Active Voice is used when the agent (i.e. the doer of the action) is to be made prominent; the passive, when the action is to be made prominent. The passive is, therefore, generally preferred when the active form would involve the use of an indefinite noun or pronoun (someone, somebody, people, we, they etc.)

Hence, "My pen has been stolen" is preferable to "Someone has stolen my pen."

Modern English Grammar shows us categorically that the English Passives are generally formed from :

[1] 'Be' + Past Participle.

A picture was *bought* from the market.

Some acid *is taken* in a glass-jar.

[2] Modal + 'Be' + Past Participle.

It *can be done* in ten minutes.

This *may please be done*.

The luggage *may be kept aside*.

The answers *must be written* in ink.

[3] Get + Past Participle.

Some furniture *got damaged*. (Quasi-Passive)

The plan *got approved by the Corporation*. (Full Passive)



WHEN TO USE THE PASSIVE?

We use Passive Voice—

(i) for describing a process.

Describe how orange syrup is prepared. (কিভাবে Orange Syrup তৈরি হয় বর্ণনা করো।)

First oranges are bought from the market. Then the rotten ones are rejected. After that the wholesome oranges are washed and peeled. Then the oranges are crushed in a specially designed bowl. Now the seeds are strained away. After that sugar is added. Finally, the solution of sugar and orange juice is stirred and the orange syrup is ready.

প্রথমে বাজার থেকে কমলালেবু কিনে আনা হল। তারপর পচা লেবুগুলি বাদ দেওয়া হল। ভালো লেবুগুলি ধূয়ে নিয়ে খোসা ছাড়ানো হল। তারপর বিশেষ ধরনের তৈরি পাত্রে লেবুগুলি থেকে রস নিংড়ে নেওয়া হল। এবার বীজগুলি ছেঁকে ফেলা হল। এরপর চিনি মেশানো হল। সবশেষে কমলালেবুর রস এবং চিনির দ্রবণটিকে ভাল করে ঘেঁটে নেওয়া হল। এভাবেই কমলালেবুর সরবৎ প্রস্তুত হল।



(ii) for narrating an incident/events

(a) An old man was knocked down by the bus and was taken to the hospital

where it was declared that the poor fellow was dead.

[একজন বৃদ্ধ লোক বাসের ধাক্কায় পড়ে গিয়েছিলেন। তাঁকে হাসপাতালে নিয়ে যাওয়া হয়েছিল।

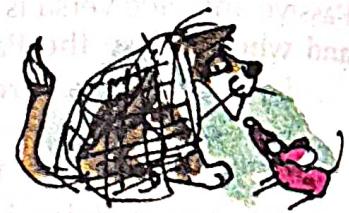
সেখানে তাঁকে মৃত বলে ঘোষণা করা হয়েছিল।]

(b) The Annual Sports meet of Arambagh Boys' High School was held on Sunday on the playground of the school under a sunny sky.

[আরামবাগ বয়েজ হাইস্কুলের বার্ষিক ক্রীড়া প্রতিযোগিতা স্কুলের মাঠে রবিবার বলমলে আবহাওয়ায় অনুষ্ঠিত হয়েছিল।]

(iii) for defining.

(a) Short stories usually with animal characters and a moral are called fables. [ছোট গল্পে প্রাণী চরিত্র এবং নীতিকথা থাকলে তাকে fable বলা হয়।]



(b) If the satellite is made to revolve at exactly the same speed as that of the earth, then the satellite will be called a 'geostationary' satellite. [যদি satellite-টি পৃথিবীর সমান গতিতে ঘূরতে থাকে, তাহলে তাকে Geostationary satellite বলা হয়।]

(iv) for impersonal scientific writing.

Three flasks and a few brightly polished nails are taken. In the first flask three nails are dropped and water is poured. The flask is left uncorked. [তিনি ফ্লাস্ক এবং কয়েকটি চকচকে পেরেক নেওয়া হল। প্রথম ফ্লাস্কে তিনি পেরেক ফেলে দেওয়া হল এবং জল ঢালা হল। ফ্লাস্কে কর্ক অঁটা হল না।]

(v) for describing social and historical incidents.

(a) A great battle was fought at Plassey (Palasi).

(b) Mr. Rajib Gandhi was murdered by some terrorists.

(vi) for writing a notice.

A meeting of the M.C. will be held in the school premises at 2 p.m. on 25 February. All the members are requested to attend the meeting.

(vii) for making announcement.

The flight to Japan will be delayed by three hours for foul weather.

(viii) for classifying.

Food can be classified into four groups—carbohydrates, vitamins, fats and proteins.



(ix) for making requests and invitation.

(a) You are cordially invited to visit the exhibition.

(b) You are requested to keep off the grass.

(x) for giving warning, advice, suggestion etc.

(a) Smoking should be avoided.

(b) Answer-scripts may be cancelled for taking unfair means.

EXERCISE

1. Use the verb 'eat' in Active and Passive Voices in different Tenses in the following table. One has been done for you :

Tenses	Voice	Indefinite	Continuous	Perfect
Present	Active	I eat rice.	I am eating rice.....
	Passive	Rice is eaten by me.	Rice is being eaten by me.....
Past	Active
	Passive
Future	Active
	Passive

2. Rewrite the following sentences using the Passive Voice :

A scientist invented penicillin in 1928. Someone built this school in 1990. I wrote a letter to you. Sumita will sing a song. Rakesh is drawing a picture. The girl was plucking a flower. He has read the book. Spring has forgotten the garden. He will give me a rupee. The Headmaster will punish the boy. They fought a good fight. The thief had stolen his bag. Mother looked after the children well. You should obey your parents. The Headmaster teaches us English. Please do this work. One must keep one's promises. We must endure what we cannot cure. Who has done this? I do not know why he has done this. Did you point out any defect? Prepare for the worst. Has anyone answered your question? May God bless you. Can I ever forget you? How many guests did you invite? It is now time to call over the names. I know that he did it. Do not laugh at the lame man. Do not look down upon the poor. Circumstances compelled me to go there. No one should take reference books out of the library. Somebody found your keys on the top of the almirah. They have increased the rate of taxation to thirty percent. They elected him President.



3. Rewrite the following sentences using the Active Voice :

This may please be done. He was elected President. The meeting was presided over by Mr. Sen. Let this work be done. You are requested to put off your shoes. Is the moon seen by you? The house has been repaired. English is spoken by them. Duties must be done. All the children should be loved. What is seen by him? My pen has been lost. A dream was dreamt by him. The thief has been caught by the police. The charge will be taken over tomorrow. It is known to us that the earth is round.

4. Change the Voice of the following sentences :

Grain stalks are cut and tied in bundles. Stalks are threshed to separate grain from stalk. Grain is stored in a grannery. The air is constantly being polluted by smoke. The ground is polluted by rotten rubbish. Water is also polluted by chemicals and other wastes from factories.

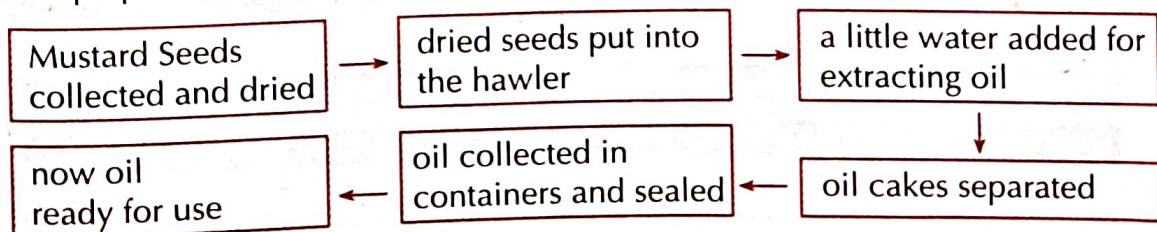


5. Fill in the gaps, using the Passive Form of the verbs given in the brackets for describing how tea is prepared for marketing :

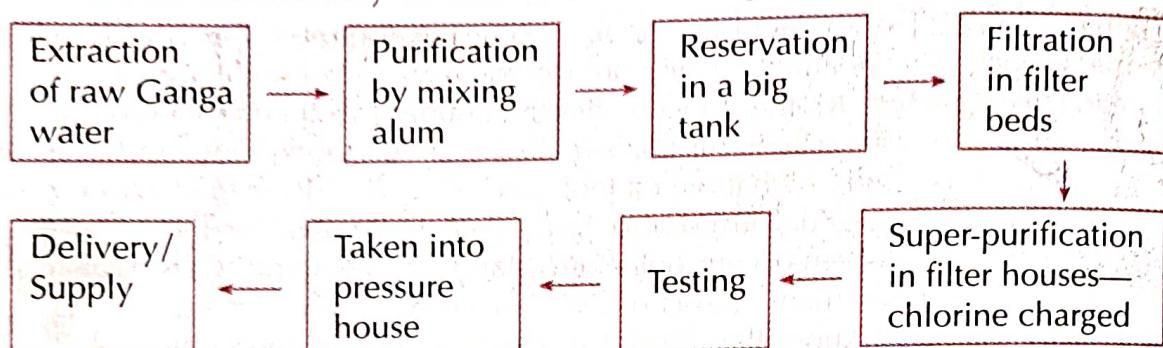
Leaves of tea plant (pluck) and then (take) to the factory. There they (weigh) and (prepare). First the leaves (spread) on flat trays. These trays then (take) to a heated room and (keep) there for about twenty hours. The heat softens the leaves. Next the leaves (pass) through a machine which curls and crushes the leaves. Then they (place) in drawers and (keep) there in layers of one or two inches thick. The drawers thereafter (cover) with damp curtains. Here the leaves change their colour and look like (bright copper). They also get their fine flavour here. Thus tea (prepare) for marketing.

6. Use Passive Voice in describing the following process. You should have an introductory sentence like this :

The preparation of edible oil from mustard seeds goes through a number of steps.

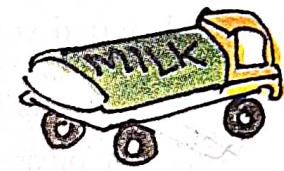


7. The following flow-chart describes how drinking water from Palta Water Works is supplied to Kolkata. Study the flow chart and describe the process. Have an introductory as well as a concluding sentence :



8. Study the hints and describe in Passive Voice how milk is processed in a dairy :

Sending milk to factory weighing and testing
..... Separating cream and milk heating at 72°C
..... cooling packing bottling delivery.



9. Use the Passive Voice and write in your own English :

পৌর এলাকায় বাড়ি তৈরি করতে হলে কতকগুলি পদক্ষেপ (steps) নিতে হয়। প্রথমে পরিকল্পনা ও টাকাপয়সা খরচের আনুমানিক হিসেব (estimate) তৈরি করা হয়। তারপর পৌর সংস্থার (municipality/corporation) কাছ থেকে পরিকল্পনা অনুমোদিত করা হয় (is got approved)। তারপর রাজমিস্ত্রি (mason) এবং শ্রমিকদের নিযুক্ত করা হয়। এরপর ছাদ পর্যন্ত নির্মাণ কাজ শেষ হয়। এরপর দরজা এবং জানলা লাগানো হয়। ভেতরের এবং বাইরের দেওয়াল প্লাস্টার করা হয়। এরপর ইলেকট্রিক তার বসানোর কাজ (wiring) করা হয়। ভেতরের এবং বাইরের দেওয়াল রঙ করা হয়। এরপর জলের সংযোগ এবং পয়ঃপ্রণালীর (sewerage) সংযোগের বন্দোবস্ত করা হয়। এখন ধরা যেতে পারে যে গৃহনির্মাণের কাজ সম্পূর্ণ হল।



[Note : Sometimes, an Active Voice is changed into the Passive according to sense.]

Active : I have been able to spend Rs. 10/-

= I have spent Rs. 10/- (according to sense)

Passive : Rs. 10/- has been spent by me.

[Rs. 10/- is used here in collective sense. Hence the verb form is singular.]