

### Future Perfect Tense:

11.  $S + \text{shall/will} + \text{have} + V^3 + O$  (A.V.)  
 $O(S) + \text{shall/will} + \text{have been} + V^3 + \text{by} + S(O)$  (P.V.)  
e.g. Mr. Thapa will have attended the party.  
→ The party will have been attended by Mr. Thapa.  
She will have done the job.  
→ The job will have been done by her.

### 12. Future Perfect Continuous Tense:

No passive voice

### 16.6.3 Special Rules

13.  $S + \text{can/could/may/might/must/should/would/ought to} + V^1 + O$  (A.V.)  
 $O(S) + \text{can/could/may/might/must/should/would/ought to} + \text{be} + V^2 + \text{by} + S(O)$  (P.V.)  
e.g. I can read this poem.  
→ This poem can be read (by me).  
She ought to take medicine.  
→ Medicine ought to be taken by her.
14.  $S + \text{can/could/may/might/must/should/would/ought to} + \text{have} + V^2 + O$  (A.V.)  
 $O(S) + \text{can/could/may/might/must/should/would/ought to} + \text{have been} + V^2 + \text{by} + S(O)$  (P.V.)  
e.g. He should have respected his teacher.  
→ His teacher should have been respected by him.  
She might have told a story.  
→ A story might have been told by her.
15.  $S + \text{am/is/are/was/were} + \text{to} + V^1 + O$  (A.V.)  
 $O(S) + \text{am/is/are/was/were} + \text{to be} + V^3 + \text{by} + S(O)$  (P.V.)  
e.g. I am to teach the students.  
→ The students are to be taught.  
Someone was to deceive her.  
→ She was to be deceived.
16.  $S + \text{have/has/had} + \text{to} + V^1 + O$  (A.V.)  
 $O(S) + \text{have/has/had} + \text{to be} + V^3 + \text{by} + S(O)$  (P.V.)

e.g. She has to build a house.  
→ A house has to be built by her.  
They had to pay the tax.  
→ The tax had to be paid.

17. *Do/ Does/ Did + S + V<sup>1</sup> + O? (A.V)*  
*Am/ Is/ Are/ Was/ Were + O(S) + V<sup>3</sup> + by + S(O)?*

e.g. Does she read a poem?  
→ Is a poem read by her?  
Did Sita steal my purse?  
→ Was my purse stolen by Sita?

18. A wh-word (who, whom, whose, when, why, how etc) of a wh- question in Active Voice does not change its place in Passive Voice.

e.g. When will you do the exercise?  
→ When will the exercise be done?  
How do the boys read poems?  
→ How are the poems read by the boys?

**BUT**

Who wrote the poem?  
→ Who was the poem written by?  
OR  
By whom was the poem written?  
Whom do you love?  
→ Whom is loved (by you)?  
Which boy abused you?  
→ By which boy were you abused?

19. In negative sentence of Active Voice, if 'any' is used with the object in Passive Voice 'any' is changed into 'no' while changing the object into subject. Similarly, 'any of' is changed into 'none of'.

e.g. She will not read anything.  
→ Nothing will be read by her.  
He didn't meet any of them.  
→ None of them were met by him.

20. Adverb of Manner is placed before V<sup>3</sup> in Passive Voice.

e.g. He drives the car carefully.  
→ The car is carefully driven by him.

She read the letter silently.

→ The letter was silently read by her.

Sentence Adverb remains in the same place in the Passive Voice.

e.g. Suddenly, he saw a snake.

→ Suddenly, a snake was seen by him.

Sometimes she eats meat.

→ Sometimes meat is eaten by her.

*S + advise/ insist/ propose/ recommend/ suggest + gerund + object (A.V)*

*S + advise/ insist/ propose/ recommend/ suggest + that + O(S) + should be + v3 (P.V)*

e.g. He advised taking a different way.

→ He advised that a different way should be taken.

She insisted attending the party.

→ She insisted that the party should be attended.

3. *S + verb (hate, love, adore, like, dislike, mind, remember, etc.) + agent + gerund + objective case of the subject (A.V)*

*S + verb + being + gerund into past participle (P.V)*

e.g. I hate people tickling me.

→ I hate being tickled.

I adore people giving me expensive presents.

→ I adore being given expensive presents.

I remember him teaching me algebra.

→ I remember being taught algebra.

24. *S + verb (hate, love, adore, like, dislike, mind, remember, etc.) + agent + gerund + direct object (A.V.)*

*S + verb + having + direct object + V<sup>2</sup> + ... (P.V.)*

e.g. I love people admiring my clothes.

→ I love having my clothes admired.

I like people taking my photograph.

→ I like having my photograph taken.

25. The following verbs take two objects, i.e.  
direct object (thing) and  
indirect object (person)



give, tell, ask, lend, promise, make, send, call, allow, order, answer, teach, refuse, pay, show, recommend, get, write, sell, buy, bring, fetch, offer, deny, prove, appoint etc.

If there are two objects (direct and indirect) in Active Voice, we use the following in Passive Voice.

- i.  $O(S) + \text{verb 'be'} + V^3 + \text{direct object} + \dots$
- ii.  $O(S) + \text{verb 'be'} + V^3 + \text{to/for} + \text{indirect object} + \dots$

e.g. He wrote her a letter.

→ She was written a letter.

OR

A letter was written to her.

He bought me a watch.

→ I was bought a watch.

OR

A watch was bought to/ for me.

26. *There + verb 'be' + noun + to- infinitive (A.V.)*

*There + verb 'be' + noun + to be + past participle (P.V.).*

e.g. I have no money to spend.

→ I have no money to be spent.

There is no time to lose.

→ There is no time to be lost.

There is no money to waste.

→ There is no money to be wasted.

27. *Subject + action verbs (hear, see, find, bid etc.) + object (agent) + bare infinitive/present participle + ..... (A.V)*

$O(S) + \text{verb 'be'} + V^3 + \text{to- infinitive} + \dots$

$O(S) + \text{verb 'be'} + V^3 + \text{to be} + V^4 + \dots (P.V.)$

e.g. I heard her sing a song.

→ She was heard to sing a song.

I heard her singing a song.

→ She was heard to be singing a song.

I saw him cross the road.

→ He was seen to cross the road.

I saw him crossing the road.

→ He was seen to be crossing the road.

*S + transitive verb + object + object complement (A.V.)*  
*O(S) + verb 'be' + V3 + object complement (P.V.)*

e.g. We elected him chairman.  
→ He was elected chairman.  
They made him king.  
→ He was made king.

29.

### **In Active Voice**

*S + ask + object + if/ whether + clause*

**OR**

*S + ask + object + question word + clause*

### **In Passive Voice**

*O(S) + verb 'be' + past participle + if/ whether or question word + clause.*

e.g. I asked Rita whether she was fine.  
→ Rita was asked whether she was fine.  
He asked me where I would go for picnic.  
→ I was asked where I would go for picnic.

30. *S + ask/ tell/ request + object + to- infinitive (A.V.)*  
*O(S) + verb 'be' + V3 + to- infinitive (P.V.)*

e.g. I asked the servant to make tea.  
→ The servant was asked to make tea.  
He requested me to lend him some money.  
→ I was requested to lend him some money.

31. *S + make + agent + bare infinitive (A.V.)*  
*O(S) + verb 'be' + made + to- infinitive (P.V.)*

e.g. The Joker made us laugh.  
→ We were made to laugh.  
He made me sing.  
→ I was made to sing.

### **BUT**

To infinitive is not used with the verb 'let' in Passive Voice.

e.g. I let him go.  
→ He was let go.

He let them play.

→ They were let play.

32. *S + verb + prep. + object (A.V.)*

*O(S) + verb 'be' + V<sup>3</sup> + prep + by + S(O) (P.V.)*

e.g. I look after him.

→ He is looked after (by me).

I am searching for him.

→ He is being searched for (by me).

33. In Active Voice, there are two clauses: main clause and that-clause.

And the following verbs are used in the main clause:

say, think, know, feel, find, understand, believe, consider, claim, assume, acknowledge, estimate, presume, report, agree, decide, hope, remember etc.

In this case, Active Voice is changed into Passive Voice in the following two ways:

i. *Subject + verb 'be' + past participle + to- infinitive*

**OR**

*Subject + verb 'be' + past participle + to be + noun/ adj.*

ii. *It + verb 'be' + past participle + that-clause*

e.g. We know that some boys grow wise early.

→ Some boys are known to grow wise early.

**OR**

It is known that some boys grow wise early.

People consider that he is wise.

→ He is considered to be wise.

**OR**

It is considered that he is wise.

They believed that Mr. Gupta was very rich.

→ Mr. Gupta was believed to be very rich.

**OR**

It was believed that Mr. Gupta was very rich.

People say that he was a spy.

→ He is said to have been a spy.

**OR**

It is said that he was a spy.



#### 34. Double Passives

In Active Voice, there are two clauses: principal clause and co-ordinate clause.

If both the clauses have transitive verbs, each clause is changed into Passive Voice.

e.g. They looted the house and took away the things.

→ The house was looted and the things were taken away.

She wrote the letter and posted it.

→ The letter was written and posted by her.

The police arrested the thief and sent to jail.

→ The thief was arrested and sent to jail.

#### 35. Reflexive Passive

If, in Active Voice, the same person is used as both subject and object, we use Reflexive Pronoun in Passive Voice. And it is usually used with 'let'.

e.g. Don't let people see you.

→ Don't let yourself/ yourselves be seen.

He let people beat him.

→ He let himself be beaten.

#### Imperative Sentence

36. Order/Command:  $V^1 + obj$  (A.V.)

Let + object + be +  $V^3$  (P.V.)

e.g. Bring a glass of water.

→ Let a glass of water be brought.

Turn him out.

→ Let him be turned out.

37. Let + objective case +  $V^1$  + object (A.V.)

Let + object + be +  $V^3$  + by + objective case (P.V.)

e.g. Let him open the door.

→ Let the door be opened (by him).

Let her write a job letter.

→ Let a job letter be written (by her).

38. If the Imperative Sentence in Active Voice begins with 'Please' or 'kindly', Passive Voice begins with 'You are requested to'. And 'Please' and 'kindly' are omitted.