



**CHANDIGARH
UNIVERSITY**

Discover. Learn. Empower.

University Institute of Liberal Arts and Humanities

Course Name – Communication Skills

Course Code – 20UCT-141/191

Faculty Name – Ms. Harpreet Kaur



ACTIVE AND PASSIVE VOICE

DISCOVER . **LEARN** . EMPOWER

COURSE OBJECTIVES

The Course aims to:

1	Augment students overall communication and interpersonal skills by making them realize the importance of good oral and written English Language in professional life.
2	Enrich their reading capability with special emphasis on expanding vocabulary and grammatical formations.
3	Build exceptional reading and writing skills by correcting grammatical errors and pronunciation through practice.

COURSE OUTCOMES

On completion, the students are expected to

CO Number	Title	Level
CO1	Produce correct contextual written text and speech in a wide range of communication situations.	Apply
CO2	Write original short compositions, in the form of paragraph writing, business correspondence, blogs etc. through logical support and argument.	Analyse
CO3	Demonstrate linguistic competence through accuracy in grammar, pronunciation and vocabulary.	Apply



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Voice

- Voice is the form of a verb takes to indicate whether the subject of the verb performs or receives the action.
- There are two types of voice:

Active voice

Passive voice



The diagram is titled "Active and Passive Voice" in pink text. It features a cartoon illustration of a professor with a mustache, wearing a green suit and red tie, holding a blue book. He is standing and facing two students, a boy with red hair and a girl with blonde pigtails, who are sitting and facing him. To the right of the illustration, the text reads: "Active Form: The professor teaches the students." and "Passive Form: The students are taught by the professor." The website "www.ieltsfever.com" is written in red at the bottom right.

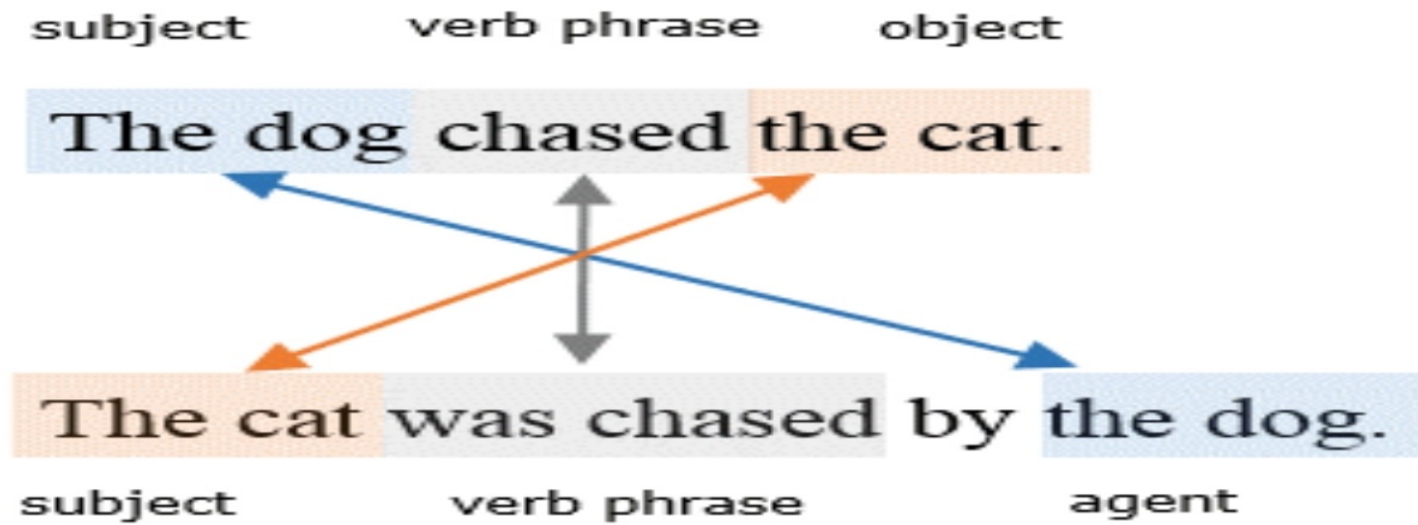
URL for imhttps://ieltsfever.org

Active Voice

- Active voice indicates that the subject of the verb is acting. E.g.
The police is catching the robbers.
*The police (**subject**) is doing the catching (**verb**).*
- Because the subject does or “act upon” the verb in such sentences, the sentences are said to be in active voice.
- It follows a clear **subject + verb + object** construct that's easy to read.

Passive Voice

- In a passive voice sentence the subject and the object flip-flop. The object takes the position of a subject and the subject becomes the passive recipient of the action.



Transformation of Active into Passive Voice

Some rules to follow:-

1. When the **subject** of the active voice becomes the **object** of the passive voice, it is generally preceded by the preposition “**by**”. E.g.

He likes you.

*You are liked **by** him.*

Transformation of Active into Passive Voice

2. If there are two objects in an active construction, it is better to transform the sentence from **direct object** which is placed immediately after the verb. E.g.

Rakesh teaches **us** English.

We are taught English by Rakesh.

Transformation of Active into Passive Voice

3. There are certain verbs such as know, surprise, shock, astonish, annoy, contain, please, displease, satisfy etc. which take different prepositions in the passive voice:

Verbs	Prepositions
Known	To
Offended, surprised, shocked, annoyed, astonished, alarmed	At
Contained	In
Pleased, lined, displeased, satisfied, disgusted	With

Poll Question-1

Q:- The police is looking into the matter.

1. The matter is being looked into.
2. The matter is being looked by the police.
3. The matter is being looked into the police.
4. The matter is being looked into by the police.

Transformation of Tenses

4. In the passive voice the subject is followed by the “be” form of the verb, such as- is, am, are, was, were, been, being and be and, and the third form of the verb (v₃).

Tense (Active voice)	Passive voice
Present Indefinite S+V ₁ +O	Is/am/are+v ₃
Past Indefinite S+V ₂ +O	Was/were+v ₃
Future Indefinite S+ wil/shall+V ₁ +O	Will be/shal be+v ₃

Transformation of Tenses

Tense (Active voice)	Passive voice
Present Continuous S+is/am/are+being+v ₁ +o	Is/am/are+being+v ₃
Past Continuous S+was/were+being+v ₁ +o	Was/were+being+v ₃
Present Perfect S+ has/have+v ₃ +o	Has/have+been+v ₃
Past Perfect S+had+v ₃ +o	Had+been+v ₃
Future Perfect S+ will/shall+have+v ₃ +o	Will/shall+have+been+v ₃

Transformation of Tenses

Tense	Active Voice	Passive Voice
Present Simple	She delivers the letters.	The letters are delivered .
Past Simple	She delivered the letters.	The letters were delivered .
Future Simple	She will deliver the letters.	The letters will be delivered .
Present Continuous	She is delivering the letters.	The letters are being delivered .
Past Continuous	She was delivering the letters.	The letters were being delivered .
Going to	She is going to deliver the letters.	The letters are going to be delivered .
Present Perfect	She has delivered the letters.	The letters have been delivered .
Past Perfect	She had delivered the letters.	The letters had been delivered .
Infinitive	She has to deliver the letters.	The letters have to be delivered .
Modals	She must deliver the letters.	The letters must be delivered .

Transformation of Interrogative Sentences

5. While changing interrogative sentences from active to passive use the following sentence structure- **helping verb + subject + v3**

For example:-

Does he keep his promise?

H.V + S + V₁ + O

Is his promise kept by him?

H.V + O + V₃ + S

Transformation of Interrogative Sentences

6. However, in Wh-words the following structure is followed-
Wh-words + helping verb + subject + v3. e.g.

What will you buy?

What will be bought by you?

Who is dusting the room?

By whom is the room being dusted?

How will you do it?

How will it be done by you?

Poll Question- 2

Q:- Why did you wait for her?

1. Why she was waited for by you?
2. Why was she waited for by you?
3. Why she was waited by you?
4. Why was she waited for you ?

Transformation of Sentences with Modals

7. Modals such as will, shall, can, may are followed by **past form of modals + be + v₃** . e.g.

Active voice modals	Passive voice modals
Will	Would
Shall	Should
Can	Could
May	Might

Poll Question- 3

Q:- They will demolish the entire block.

1. The entire block is being demolished.
2. The block may be demolished entirely.
3. The entire block will have to be demolished by them.
4. The entire block will be demolished by them.

Transformation of Imperative Sentences

8. To change the active construction of imperative sentences use
Let + subject (the object of active voice) + be + v₃.

For Examples:-

1. Touch this screw.

Let this screw be touched.

Let + S + be + v₃

2. Solve these sums.

Let these sums be solved.

Transformation of Imperative Sentences

9. Imperative sentences can also be transformed by using the words such as- requested, ordered, suggested, advised etc.

For example:-

1. Chew your food slowly.

You are advised to chew your food slowly.

2. Shut the door.

You are ordered to shut the door.

Transformation of Imperative Sentences

3. Leave the room at once.

You are ordered to leave the room at once.

OR

Let the room be left at once.

OR

The room should be left at once.

Practice Exercise

1. They were being paid.
2. Allison was sending him to a high school.
3. They will make large sums of money.
4. A face was being painted on it.
5. Who teaches you English?
6. She uses my nice carpet when I was absent.
7. I will never forget this experience.
8. Did she do her duty?
9. This pot contains milk.

Answers

1. The company was paying them.
2. He was being sent to a high school by Allison.
3. Large sums of money will be made by them.
4. She was painting a face on it.
5. By whom are you taught English?
6. My nice carpet is used by her when I was absent.
7. This experience will never be forgotten by me.
8. Was her duty done by her?
9. Milk is contained in this pot.

APPLICATIONS

- Teaching grammar to students is to think from creative angles.
- It's about having the ability to organize words, phrases, and sentences for maximum communication power.
- If students don't know grammar, they don't know what's possible with the English language.

Assessment Pattern

Students are assessed on the basis of the following parameters:

- Hourly Tests - 2
- Assignments
- Surprise Test
- Quiz
- Student Engagement
- End Semester Exam

REFERENCES

Reference Books:-

- Murphy, R., Essential Grammar in Use, 5th Edition Cambridge University Press (2018), UK
- Hewing, Martin, English Grammar (Intermediate Level), Cambridge University Press (2017), UK

Reference Websites:-

- <https://www.slideshare.net/idadhisyam/active-and-passive-voice-ppt-53307051>
- https://www.academia.edu/31597806/GrammarVoice_and_Narration



THANK YOU

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