

Voice

VOICE:

Voice is that form of verb which tells whether the subject (person or thing) of the sentence performs or receives action.



voice

Narration

1) NO change of tense

Tense changes

2) Inversion v

NO inversion

A.v - ?

D.s ?

P.v - ?

I.D.S .

How you are? x

How are you? ✓

I am fine. ✓

who ^v wrote the ^s book? (A.v)

- a) By whom the ^s book was ^v written? x
b) By whom ^v was the ^s book written? ✓ (P.v)

He said, "What ^v ^s are you doing?" (D.s)

- a) He asked what ^v ^s I was ^v doing. ✓ (IDS)
b) He asked what ^v was ^s I ^v ^s doing, x

ACTIVE VOICE → When the subject performs the action.

PASSIVE VOICE → When the subject receives the action.

Ex:

(1) He took the books. (Active voice)

(2) The books were taken by him. (Passive voice)

He went to the hospital . A.V —
He was taken to the hospital . P.V —

(1) The subject of Active voice becomes the object in passive voice and the object becomes the subject.

In Active-Passive conversion, we use the v³ form of verb.

In Active-Passive conversion, the tense doesn't change.

P. V - V³

V³ - P.V ↗

V³ . A.V ↗

A·V M·V
am/is/are/was/were + V₃ - P·V

am/is/are/was/were + V₄ - A·V

have/has/had + V₃ - A·V

A·V M·V
have/has/had+been + V₃ - P·V

have/has/had+been + V₄ - A·V

He is Giving a book - A.V
v_u

He is Given a book - P.V
v₃

He has Given a book - A.V
v₃

He has been Given a book - P.V
v₃

A book has been Given by him - P.V
v₃

P.V - UGÖ, ULG

Area Of Confusion

i) By - Passive ↗ By - A.V ↗

By < દ્વારા - P.V
beside (જગદિઃ) - A.V ↗

He is sitting by me - A.V
-
beside

2) V3 - P.V

M.V

be

been

being

Y-A.V

A.V

be

been

being

M.V

Y

+ V3 - P.V

He will be present - A.V
M.V A.V Adj

He will be given a pen - P.V
 V3

He has been fairthal to his parents · A · V
M · V3 Adj

Tomatoes, sown in the month of July
which was V3

are harvested in October (P. V)
V3

The work done was perfect - P. V
which was V3
^

amliu. . . . + V3 - P. V

Note :

am/is/are/ was/were + V3 → V_{PV}B - P.V ~

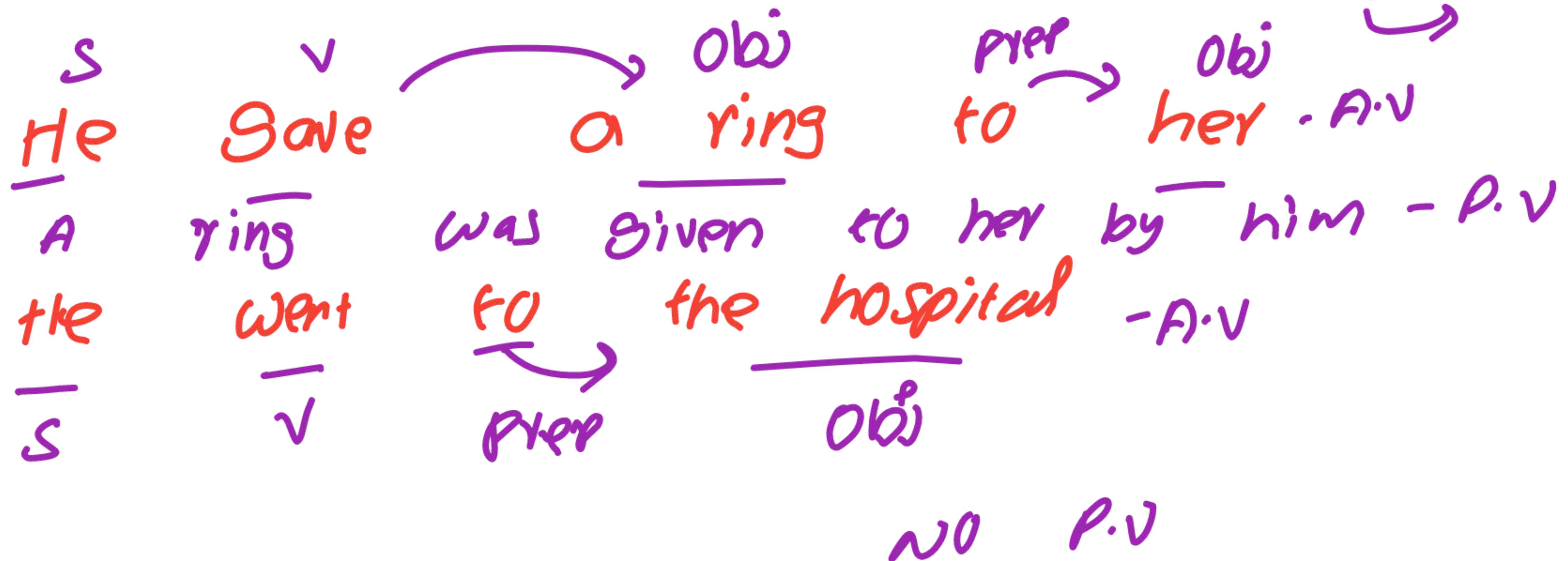
am/is/are/ was/were + V3 → A.V ~
Main.V V1 Adj
↓
Adj

I am shocked - A.V Past Partic

I am helped - P.V
-
V_{PV}B

NO Obj = NO P.V

Obj - verb Obj - P.V
Prep Obj - P.VX



He gave ^v
 her ^{Obj}
 a ^{Obj}
 ring

She was given a ring by him Pv ✓
- -

A ring was given to her by him Pv ✓
- -

NO Obj → P.v ↗ Universal Truth
General Rule.

The Sun rises in the East - A.V

It is said that the Sun rises in the East
(P.v)

Sugar is sweet - A.V
Adj

It is said that the sugar is sweet (P.v)

1) Simple Present

A.v

P.v

v₁/v₅ → am/is/are + v₃

2) Present Continuous

am/is/are + v₄ → am/is/are + be + ing + v₃

3) Present Perfect

have/has + v₃ → have/has + been + v₃

4) Present Perfect Continuous - NO P.v

have/has + been + v₄ → X

5) Simple Past

A.V

V2

P.V

$\rightarrow \text{was/were} + \underline{\text{V3}}$

6) Past Continuous

$\text{was/were} + \underline{\text{V4}}^{\text{ing}} \rightarrow \text{was/were} + \underline{\text{being}} + \underline{\text{V3}}$

7) Past Perfect

$\underline{\text{had}} + \text{V3}$

$\rightarrow \underline{\text{had}} + \underline{\text{been}} + \text{V3}$

8) Past Perfect Continuous

- NO P.V

$\underline{\text{had}} + \underline{\text{been}} + \text{V4}$

$\rightarrow \times$

9) Simple Future

$$\underline{A \cdot v} \quad \rightarrow \quad \underline{P \cdot v}$$

10) Future Continuous

will shall + be + V4 → NO PV

11) Future Perfect

perfect
will/shall + have + V3 → *will/shall + have +
been+V3*

12) Future Perfect Continuous

- NO P.V

will/shall + have + been + V4

PRESENT TENSE

Simple present / Present indefinite

Examples: *v, /vz*

ACTIVE VOICE

- (1) s We v respect him.
- (2) Ram washes the clothes.
- (3) Manners reveal character.
- (4) She teaches English.

am/is/are + v₃

PASSIVE VOICE

- (1) He is respected by us.
- (2) Clothes are washed by Ram.
- (3) Character is revealed by manners.
- (4) English is taught by her.

(2) PRESENT CONTINUOUS

Examples: *am illustrating vs*

ACTIVE VOICE

(1) The students are helping the poor.

(2) The mason is building the wall.

(3) He is singing songs.

*am illustrating
are being illustrated by V3*

PASSIVE VOICE

(1) The poor are being helped by the children.

Stud~~ents~~ pr~~o~~s

(2) The wall is being built by the mason.

(3) Songs are being sung by him.

Note:

vu-Gerurd ^{Adj} ^N

- 1) I see them doing the work diligently. (active)
- 2) They are seen doing the work diligently by me.
(passive) — v₃ —

(2) PRESENT PERFECT

Examples: *have/has + v3*

ACTIVE VOICE

- (1) Hari has invited all his friends.
- (2) I have completed all the work.
- (3) He has eaten the fruit.

have/hast been + v3

PASSIVE VOICE

- (1) All his friends have been invited by Hari
- (2) All the work has been completed by me.
- (3) The fruit has been eaten by him.

Note: Present perfect continuous → No passive

(2) PAST TENSE

(1) Simple Past/Past indefinite

Examples: *v2*

ACTIVE VOICE

(1) The peon opened the gate.

(2) India won the match.

(3) The boy killed the birds.

v2

was/were + v3

PASSIVE VOICE

(1) The gate was opened by the peon.

(2) The match was won by India.

(3) The birds were killed by the boy.

— —

(2) PAST CONTINUOUS

Examples: *Was/Were + V₂*

ACTIVE VOICE

- (1) The boys were helping him.
- (2) She was making tea.
- (3) They were flying the kites.
- - -

Was/Were + Being + V₃

PASSIVE VOICE

- (1) He was being helped by the boys.
- (2) Tea was being made by her.
- (3) The kites were being flown by
- - -
them.

(2) PAST PERFECT

Examples: *had + v3*

ACTIVE VOICE

- (1) She had completed the work.
- (2) The farmer had ploughed the field.
- (3) The boy had made all the arrangements.

Note: Past perfect continuous → No passive

had + been + v3

PASSIVE VOICE

- (1) The work had been completed by her.
- (2) The field had been ploughed by the farmer.
- (3) All the arrangements had been made by the boy.

(2) FUTURE TENSE

(1) Simple future

Examples: *will/shall + v1*

ACTIVE VOICE

(1) I shall complete the work.

(2) They will tell me.

(3) My father will write a letter.

Will/ Shall + verb

PASSIVE VOICE

(1) The work will be completed by me.

(2) I shall be told by them.

(3) A letter will ^{be} written by my father.

Note:- Future continuous → No passive

1st - I/We - Shall

2nd, 3rd - will

(2) FUTURE PERFECT TENSE

Examples: *Will / Shall have + v3*

ACTIVE VOICE

(1) They will have finished the work.

(2) I shall have completed the project

Will / shall have + been + v3

PASSIVE VOICE

(1) The work will have been finished by them.

(2) The project will have been completed by me.

Note:- Future perfect continuous → No passive

NOTE:- In sentences where we have two objects, the passive is made in two different ways.

Ex:

(1) She teaches us Grammar. (active)

Ind. object Distr. object

(a) Grammar is taught to us by her. (passive) *2nd*

(b) We are taught Grammar by her. (passive) *1st*

taushr to Person

** -*

I know him (A.V)

He is known by me x (A.V)

He is known to me (P.V)
—

(2) She will tell us the truth. (Active voice)

(a) I shall be told the truth by her. (Passive voice) ^{1st}

(b) The truth will be told to us by her. (Passive voice) ^{2nd}

NOTE:- In sentences where we have a **VAGUE(UNCLEAR) NOUN OR PRONOUN**, the preposition “**BY**” is not used

ACTIVE VOICE

- (1) Somebody killed the dog.
- (2) Somebody cleaned the room.
- (3) The cleaner cleaned the room.
- (4) People speak English all over the world.
- (5) No one desired ^{v2}riots.

PASSIVE VOICE

- (1) The dog was killed. ↗
- (2) The room was cleaned. ↗
- (3) The room was cleaned by the cleaner. ↗
- (4) English is spoken all over the world. ↗
- (5) Riots ~~are~~ ^{were} not desired. ↗

People speak English all over the world (A.V)

- a) English is spoken all over the world (P.V)
b) English is spoken all over the world
by people X

somebody broke the window

- a) The window was broken, by somebody X.
b) The window was broken. ✓

Past

Somebody cut the wires

- a) The wires were cut by some body ✓
- b) The wires will be cut X
- c) The wires are cat by somebody X
- d) The wires had been cat X

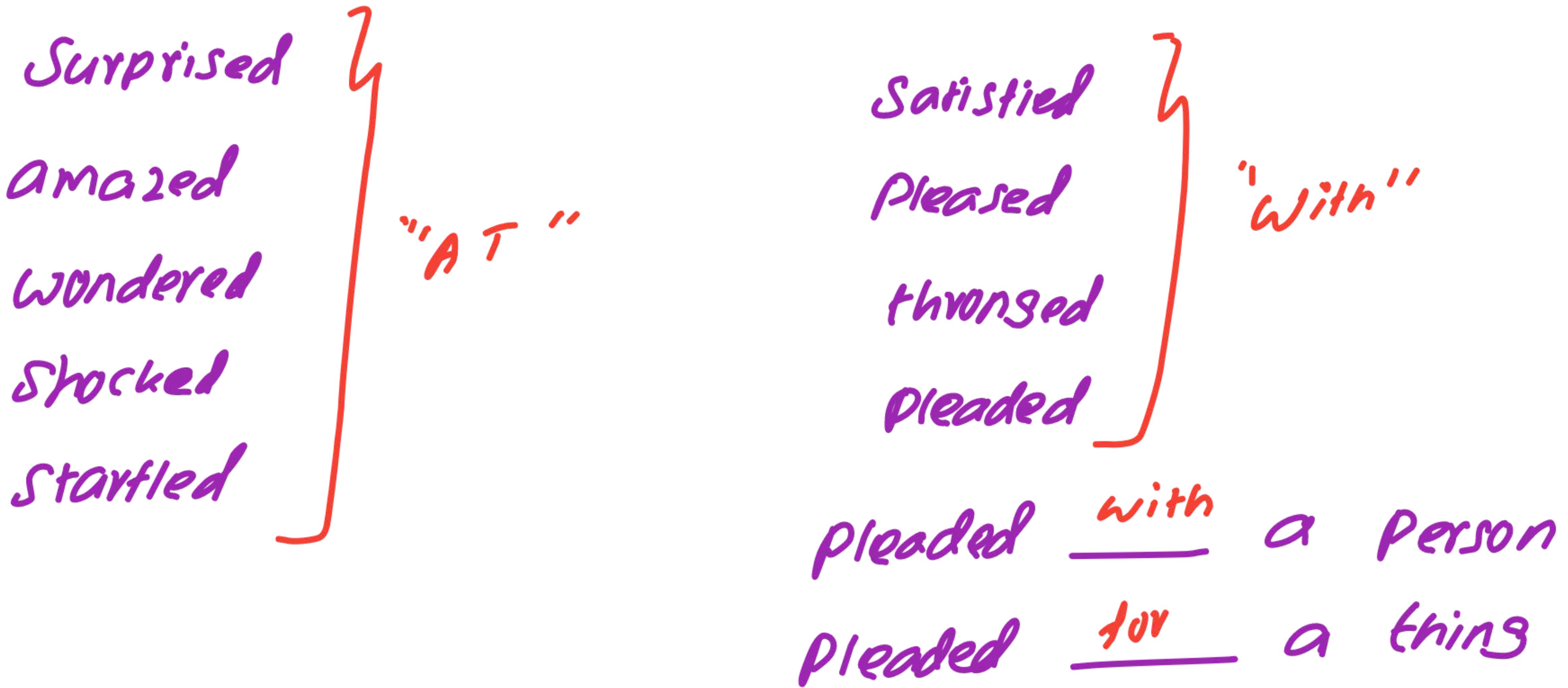
The room was cleaned (P.v)

a) someone cleaned the room (A.v)

b) The cleaner cleaned the room (A.v)

20
15

Fixed Preposition



1) I know him

He is known to me

2) He is known for his honesty

PASSIVE OF SENTENCES WITH DIFFERENT PREPOSITIONS

ACTIVE VOICE

- (1) I know him.
- (2) His behaviour surprised me.
- (3) A thick layer of snow covers the mountain.
- (4) Snakes frighten me.
- (5) His performance satisfied me.

PASSIVE VOICE

- (1) He is known to me.
- (2) I was surprised at his behaviour.
- (3) The mountain is covered with a thick layer of snow.
- (4) I am frightened of snakes.
- (5) I was satisfied with his performance.

afraid of

PASSIVE OF INFINITIVES

ACTIVE VOICE

- (1) I was to sell the watch. ^{v_i}
- (2) The students have to bring the admit cards.
- (3) There's no time to lose.
- (4) It's time to take tea. ^{int} ^{obj}
- (5) It's time to stop writing.

Agurd
Obj

PASSIVE VOICE

- (1) The watch was to be sold by me.
- (2) The admit cards have to be brought by the students.
- (3) There's no time to be lost. ^{drop}
- (4) It's time for tea to be taken.
- (5) It's time for writing to be stopped.

A.v

T0 + v1



P.v

T0 + beta v3

T0 + have + v3



T0 + have + been + v3

It's time to do ^{to vi} the ^{ubj} work A.V

It's time for the work to be done (P.V)

There's no time to lose ^{v1} A.V

There's no time to be lost (P.V)

NOTE:

Ex:

(1) Women like men to flatter them.(active)

(a) Women are liked to be flattered by men. X

(b) Men are liked to be flattered by women. X

(c) Women like to be flattered by men. ↗

(d) Women like that men should flatter them. X

(2) He likes people to call him "sir".(active)

- (a) He is liked to be called "sir". ~~x~~
- (b) He likes to be called sir. (P.v)

PASSIVE OF INTERROGATIVE SENTENCES

(1) WHO/WHOM

A.V P.V

Who → By whom

Whom → who

Who wrote the Ramayana? A.V

By whom the ^S Ramayana ^V was written? X

By whom was the ^S Ramayana written? ✓

Who wrote the Ramayana? A.V

↗ By whom was the Ramayana written? ^{1st}

- The Ramayana was written by whom? ^S ^V ^{2nd}

Who wrote the book? A.V

≤ By whom was the book written? ^{1st}

- Who was the book written by? ^{2nd}

Ex:

(a) Whom does he look for ?

1. He is looked after for whom ? ✗
2. Who is looked after for him ? ✗
3. Who is looked for by him ? ✓
4. He is looked after by whom ? ✗

(b) Who can question Gandhi's integrity ?

- (1) ~~By whom Gandhi's integrity can be questioned ?~~
- (2) ~~By whom can Gandhi's integrity be questioned ?~~
- (3) ~~Gandhi's integrity can be questioned by whom ?~~
- (4) ~~Who could have questioned Gandhi's integrity ?~~

(c) Who inaugurated the fair ?

(1) The fair was inaugurated by whom ?

(2) The fair is inaugurated by who ?

(3) By whom was the fair inaugurated ?

(4) By who was the fair inaugurated ?

(d) Who asked you to draft this letter ?

(1) ~~By who you~~ are asked to draft this letter ?

(2) ~~By who have you been~~ asked to draft this letter ?

(3) ~~By whom were you~~ asked to draft this letter ?

(4) ~~By whom you were~~ asked to draft this letter ?

(2) **DO/DOES/DID** *Pv*

D1 V *D2 V*
Do/Does → IS/AM/ARE

DID → WAS/WERE

Ex:

obj

(a) Do you understand what I mean?

(1) ~~What~~ I mean is that understood by you ?

(2) Was what I mean understood by you ?

(3) Is what I mean understood by you ?

(4) ~~What~~^s I mean is understood by you ?~~x~~

(b) Did the ^snoise ^{verb}frighten you ?

(1) Did you frighten the noise ? \times

(2) Was the ^snoise frightened by you ? \times

(3) Were you frightened by the noise ?

(4) Were you frighten ^{v3}by the noise ? \times

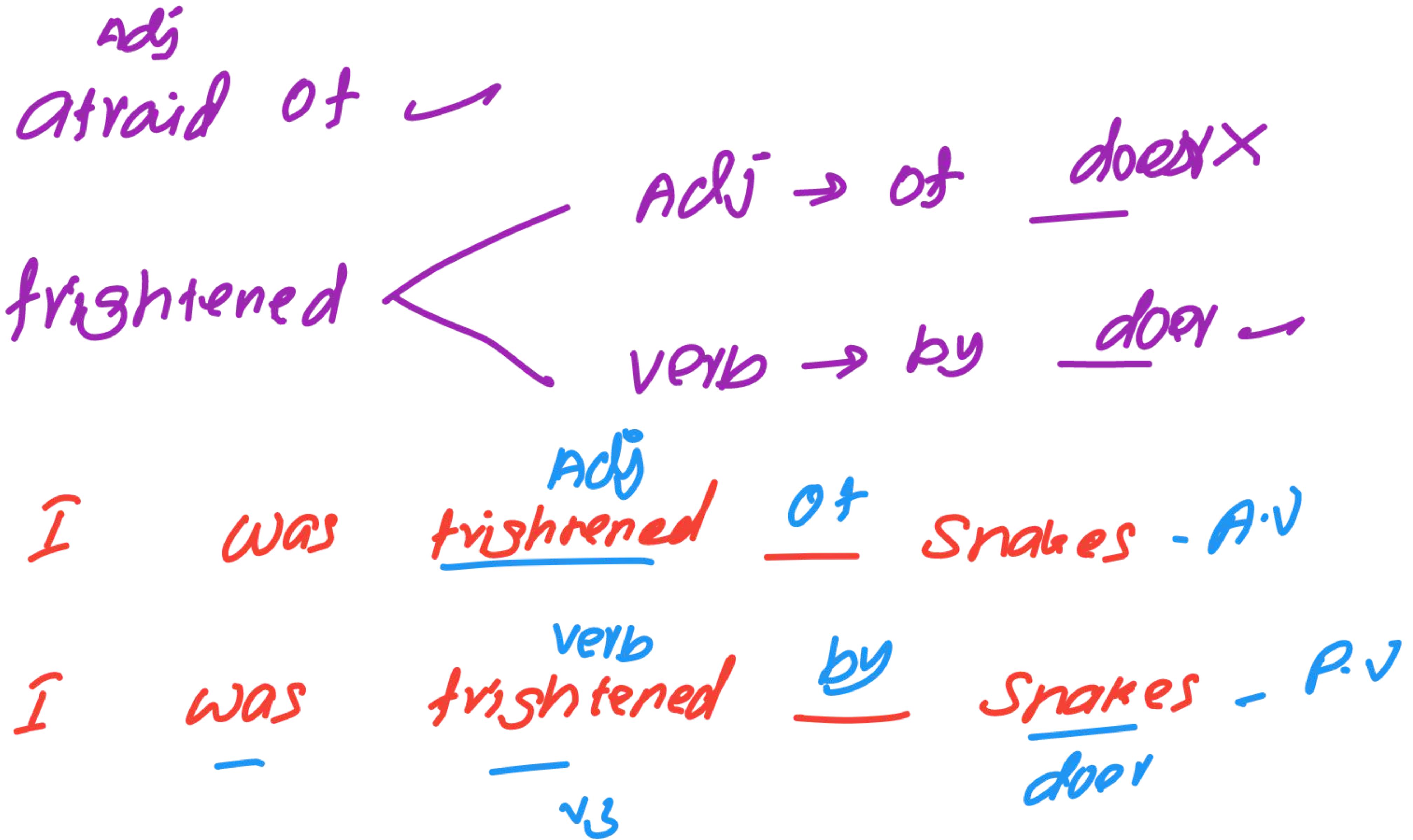
(c) Did everybody miss the first bus ?

(1) ~~The first bus was~~ ^smissed by everybody ?

(2) ~~Was~~ the first bus missed by everybody ?

(3) ~~Everybody~~ missed the first bus ?

(4) ~~Had the~~ first bus been missed by everybody ?



(d) Do you expect your parents^o to come from Dubai today ?

(1) Did you parents come today from Dubai ?

(2) Where your parents expected to come from Dubai today ?

(3) Are you expecting your parents to come from Dubai today ?

(4) Are your parents expected to come form Dubai today ?

I was frightened ^{add} of the noise ✓

I was ^{Vrb} frightened by him ↗

Did the noise frighten ^{verb} you? A: v

* Were you frightened ^{adj} at the noise? P.v

were you frightened by the noise? P.V

(e) Does he race cars ? ✓

(1) Is racing of the cars done by him ?

(2) Are cars raced by him ?

(3) Does he the racing of cars ?

(4) Are race cars done by him ?

ADJ

(3)

**WHAT/WHEN/HOW/HAS/HAVE/WILL/SHALL/W
HERE/WHY/CAN/COULD.....**

Ex:

(a) Why did you not agree to my proposal ?

(1) ~~Why was my proposal not agreed to ?~~

(2) ~~Why was my proposal not agreed by you ?~~

(3) ~~Why my proposal was not agreed to by you ?~~

(4) ~~Why was my proposal not agreed to by you ?~~

(b) Will she tell us the truth ? A·V

(1) ~~Is~~ the truth told to us by her ?

(2) The truth ~~will~~ be ~~told~~ to us by her ?

(3) Will the truth be told ~~to~~ us by her ?

(4) ~~Will~~ the truth be told us by her ?

told to 1

Who knows it?

—

By whom it is known? X

^{TO}
~~By~~ whom is ^{V S} it known? ✓

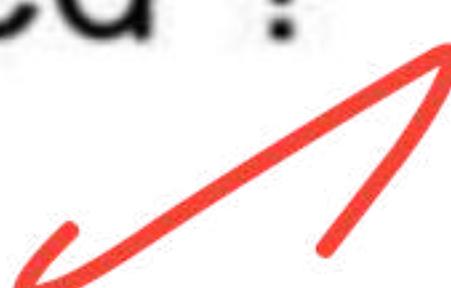
(c) Has the price rise affected all the people?

- (1) Have all the people been affected by the price-rise? ✓
- (2) ~~Are~~ all the people being affected by the price-rise?
- (3) ~~Had~~ all the people being affected by the price-rise?
- (4) ~~Are~~ all the people affected by the price-rise?

(d) What amused you ?

(1) What you are made to amuse by ?~~X~~

(2) By what are you being amused ?~~X~~

(3) By what were you amused ? 

(4) By what have you been amused ?~~X~~

(e) How much a month are you paid ? $P \cdot V \rightarrow A \cdot V$

(1) How much a month do you pay ?

(2) In a month how much do you pay ?

(3) How much a month do they pay you ? $A \cdot V$

(4) How much a month do you pay them ?

(f) Could you pass the salt ? A.✓

(1) Could the salt been passed ?

(2) Could the salt be passed by anyone ?

(3) Could the salt be past ?

(4) Could the salt be passed ?

(g) When did he return my books ?

(a) When were my books returned by him ?

(b) When will my books be returned by him ?

(c) When has he returned my books ?

(d) When are my books returned by him ?

(h) Can we send this big parcel by air ?
^{✓/}

(1) Can this big parcel be sent by air ?

(2) Can this big parcel sent by air ?

(3) Could this big parcel be sent by air ?

(4) Could this big parcel sent by us by air ?

- (i) Have you been shown what to do ? P.V
- (1) Have anybody been shown by you what to do ?
- (2) Have anybody been showing you what to do ?
- (3) Has you been shown what to do ?
- (4) Has anybody shown you what to do ?

(j) Were you washing the clothes ? A·V

(1) Was the clothes being washed by you ?

(2) Were the clothes being washed by you ?

(3) Is the clothes being washed by you ?

(4) Has the clothes being washed by you ?

PASSIVE OF IMPERATIVE SENTENCES

(ORDER, REQUEST, SUGGESTION, ADVICE)

FOR ORDERS → “LET” + *PRESENT PARTICIPLE*
“You are ordered to ” + *INF.*

FOR REQUESTS → “You are requested to”

FOR ADVICE/SUGGESTIONS → “SHOULD”

Ex:

1) Don't laugh at me.

a. ~~x~~ Let me be laughed at.

b. Let me be not laughed at.

~~x~~ I am laughed at.

~~x~~ Let me be not laughed.

not ~~be~~^{not} ~~laughed~~
~~at~~

Go there A·V

Respect your elders

Please go there

2) Let me do this A.V

- a. ~~Let us do this.~~
- b. ~~this be done by me.~~
- c. Let this be done by me.
- d. ~~Let do this.~~

Let < ^{Per}
Sugg

Order

P.v

LET + BE + V₃

you are

ordered TO + V₁

V₃

Shut the Obj door (A.v)

vs

LET the door be shut P.v

you are ordered to shut the door P.v

GO there
Adv

V₁

you are ordered to go there

P.v

A.v - Obj for
you are ordered
to

↑

↑

Objx let x
you are
ordered to

3) Do all the necessary tests soon.

- a. All the necessary tests may be done soon.
- b. Let all the necessary tests be done soon.
- c. Let all the necessary tests were done soon.
- d. All the necessary tests have to be done soon.

Request - You are requested to

1. Please, shut the door Av

You are requested to shut the door (P.V)

2. Do it for me, kindly Av

You are requested to do it for me (P.V)

4) Close the doors

- a. ~~Let the doors are closed.~~
- b. ~~The doors are to be closed.~~
- c. Let the doors be closed.
- d. ~~Allow the doors to close.~~



P.V

Suggestion - Should + be ^{V3} 1st
advice must be ^{V3}

Respect your elders A.V

your elders should be respected ^{V3} P.N

5) One should avoid honking the horn unnecessarily.

a. Unnecessary honking of horn ought to be avoided.

b. ~~Unnecessary honking of horn can be avoided.~~

c. Unnecessary honking of horn should be avoided.

d. Unnecessary honking of horn must be avoided.

- 6) One should not give unsolicited advice. ✓ A.V
- a. Unsolicited advice is not to be given. ✗
 - b. Unsolicited advice can't be given. ✗
 - c. Unsolicited advice may not be given. ✗
 - d. Unsolicited advice should not be given. ✓

7) We must respect the elders.

- a. ~~The elders deserve respect from us.~~
- b. The elders must be respected.
- c. The elders must be respected by us.
- d. ~~Respect the elders we must.~~

we did the work

The work was done by us →

They
we

8) The traitors should be shot dead by them. P.V

- a. They should have shot the traitors dead. ✗
- b. They shall shoot the traitors dead. ✗
- c. They should shoot the traitors dead. A.V ✓
- d. They shot the traitors dead. ✗

9) Open the window

- a. Let the window open. ~~x~~
- b. Someone opens the window. ~~x~~
- c. Window is opened. ~~x~~
- d. Let the window be opened. ✓

10) Do not inform the police about the robbery.

- a. ~~The police do not be informed about the robbery.~~
- b. Let not the police be informed about the robbery.
- c. ~~Let the police be informed about the robbery.~~
- d. ~~The police need to be informed by the robbery.~~

PASSIVE OF SENTENCES STARTING WITH “LET”

*Sub/adv
RevM*

ACTIVE VOICE

(1) Let us help the poor.

(suggestion)

(2) Let us organise a party.

(3) Let them play.(permission)

(4) Let me do this.

PASSIVE VOICE

(1) The poor should be helped.

(2) A party should be organised.

(3) They may be allowed to play.

(4) Let this be done by me.



Ex:

- (1) Call the police at once.
- (2) Let the police be called at once.
- (3) The police was to be called at once.
- (4) Let the police called at once.
- (5) The police is to be called at once.

WE must respect our elders

Our elders must be respected —

One must respect One's elders

1) One's elders must be respected ✗

2) Elders must be respected ↗

PASSIVE OF MODAL VERBS

ACTIVE VOICE

- (1) We could do it.
- (2) He might suffer a great loss.
- (3) I shall take her to the hospital.
- (4) We ought to respect our parents.

mod vt vi

will - 2nd, 3rd person

shall - 1st - I, we

PASSIVE VOICE

- (1) It could be done by us.
- (2) A great loss might be suffered by him.
- (3) She will be taken to the hospital by me.
- (4) Our parents ought to be respected.

mod. v + be + V3

PASSIVE OF VERBS FOLLOWED BY ADJECTIVES

ACTIVE VOICE

- (1) Sugar is sweet. ^{Adj}
- (2) Wood feels hard. ^{Adj}
- (3) Quinine tastes bitter. ^{Adj}
- (4) The curd smelt sour. ^{Adj}

PASSIVE VOICE

- (1) Sugar is sweet when it is tasted. ~~is~~ ~~tasted~~
- (2) Wood is hard when it is felt. ~~is~~ ~~felt~~
- (3) Quinine is bitter when it is tasted. ~~is~~ ~~tasted~~
- (4) The curd was sour when it was smelt. ~~was~~ ~~smelt~~

PASSIVE OF VERBS WITH INCOMPLETE PREDICATION

ACTIVE VOICE

- (1) They elected him secretary.
(2) People called him a fool.
(3) We proclaimed him king.

people

Obj (Comp)

PASSIVE VOICE

- (1) He was elected secretary by them.
(2) He is called a fool.
(3) He was proclaimed king by people.

PASSIVE OF UNIVERSAL TRUTHS/GENERAL STATEMENTS

- (1) We all know that there is only one God.
- (a) ~~We~~ are all known that there is only one God.
- (b) ~~We~~ have all known that there is only one God.
- (c) Only one God is known by us all. ~~X~~
- (d) It is known to us that there is only one God.

2. The sun rises in the East. (active)

It is known to us that the sun rises in the east.(passive)

3. Honesty is the best policy.(active)

It is well said that honesty is the best policy.(passive)

The sun rises in the east

It is said that the sun rises in the east

it is well said that "

It is known to us that "

(2) Have the car painted. ↗ P.V

(a) Get someone to paint the car. ↗

(b) Paint the car. ✗

(c) I have painted the car. ✗

(d) The car has been painted. ✗

Causative Verbs

A.V

made + bare inf

S0 \pm → T0+V,
S0 \pm → V3

had + bare int
have

P.V

madet T0+V,
S0 \pm → V3

had + V3
have

I made him wash all the clothes A.V

I made all the clothes washed by him X

He was made to wash all the clothes by me ↗

I got him to do the work A.V

I got the work done by him ↗

He was got to do the work by me
= --