



**Part 2**

**BEST**  
**TIPS AND TRICKS**

**VOICE**



**BY POONAM SHA**



## PRESENT SIMPLE TENSE

### ① Affirmative Sentence.

A.V. → Sub + V<sub>1</sub> / V<sub>1</sub> + s/es + Obj. + C.O.



P.V. → Obj. + is/am/are + V<sub>3</sub> + Rest obj. + by + S + C.O.

eg → 1) He completes his work on time.

P.V. → His work is completed by him.

eg-2) You teach me in the morning.

I am taught by you in the morning.



## 2) Negative Sentence:-

A.V. → Sub + do/does + not + V<sub>1</sub> + Obj + C.O.



P.V. → Obj. + is/am/are + not + V<sub>3</sub> + R.O + by + S

eg:- You do not achieve your goal.  
Your goal is not achieved by you.



### 3) Interrogative Sentence:-

A.V. | Do/Does + Sub + (not) + V<sub>1</sub> + Obj. + C.O. + ?

P.V. | Is/Am/Are + Obj. + (not) + V<sub>3</sub> + Rest Obj. + by + S  
+ C.O.

Eg:- Do you take tea?

Is tea taken by you?



eg :- Do you not repair the vehicle?

Is vehicle not repaired by you?

eg. Do she not cook food?

Is food not cooked by her?



#### 4) Wh-word. Sentence. →

A.V. → Wh-word + do/does + S + (not) + V<sub>1</sub> + obj. + C.O. + ?

P.V. → Wh-word + is/am/are + obj. + (not) + V<sub>3</sub> + R.O.

+ by + S + C.O. + ?

eg:- How does he solve many questions?

P.V. → How are many questions solved by him?





eg → 1) Why do you not teach me <sup>I.O.</sup> <sup>D.O.</sup> English?

P.V → Why am I not taught English by you?  
or.

P.V-2) Why is English not taught to me by you?

$V_1 / V_1 + s/es$        $is/am/are + V_3$   
 $do/does + V_1$



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