

## 9. VOICE

- A way of expressing a statement .
- Voice is of two types :-
  - 1) Active voice
  - 2) Passive voice

Eg:- Rama killed Rawana. (A/V)  
                V<sub>2</sub>

Rawana was Killed by Rama. (P/V)  
V<sub>3</sub>

- కేవలం Transitive verb గల వాఖ్యాలను passive voice లోకి మార్చగలము.

- ఒక వాక్యంలో **sub + verb** ను కలిపి అని ప్రశ్నించినపుడు ఖచ్చితమైన సమాధానం వస్తే
- What ?
  - Whom ?

ఆ వాఖ్యంలో Transitive verb ఉంది అని అర్థం .

- sub + verb ను కలిపి అని ప్రశ్నిస్తే వచ్చే సమాధానం Direct object అవుతుంది.

**Eg:-** I        drink        milk  
S                      V                      Direct object        (I drink - what ? Ans : milk)

- What ? = D.obj (ఎవరికి)  
sub + verb + obj ని కలిపి to whom ? అని ప్రశ్నిస్తే Indirect object వస్తుంది.  
(ఎవరికోసం) for whom

**Eg:-** I gave a book to him (I gave a book - to whom ? Ans : to him)  
S V D.obj Indirect object

to whom ? → to him ఇది Indirect object అవుతుంది.

- \* Active voice లో Subject వాఖ్య ప్రారంభంలో ఉంటుంది.
- \* Passive voice లో object వాఖ్య ప్రారంభంలో , subject వాఖ్యం చివరన ఉంటుంది.

**The following do not have passive voice**

- The sentences with “Intransitive verbs”. (object లేనివి).
- Exclamatory sentences (!)
- Present Perfect Continuous Tense.
- Past Perfect Continuous Tense.
- Future Perfect Continuous Tense.
- Future Continuous Tense.

A/V నుండి P/V లోకి మార్చేటప్పుడు గమనించాల్సిన అంశాలు :

A/V → P/V

- 1) Identify the tense of the sentence.  
(ఇచ్చిన వాక్కు యొక్క Tense ని గుర్తించాలి.)
- 2) Change subject into object , object into subject.  
(Subject ను object గా, object ను subject గా మార్చాలి.)
- 3) Write suitable helping verb for the object.  
(Object కు తగ్గ Helping verb వ్రాయాలి.)
- 4) We should use only  $V_3$  in passive voice.  
(కేవలం ' $V_3$ ' ని మాత్రమే వ్రాయాలి. )
- 5) After writing  $V_3$  we should use 'by'.  
( $V_3$  వ్రాసిన వెంటనే 'by' అనే preposition వ్రాయాలి.)

\* ( known to, married to) తప్ప మిగతా అన్నింటికీ 'by' నే వ్రాయాలి .

<u>A/V</u>		<u>P/V</u>
I	-	me
We	-	us
You	-	you
They	-	them
He	-	him
She	-	her
It	-	it
Mohan	-	Mohan
Murali	-	Murali

Note: If you want to understand "**Voice**", you must read page no. 64, 65 carefully.

## VOICE

Tense - Active voice	Passive Voice		Example
	obj singular	obj plural	
1) Simple Present sub + V <sub>1</sub> + obj	is+V <sub>3</sub>	are +V <sub>3</sub>	I drink coffee. (A/V) Coffee is drunk by me. (P/V)
2) Present Continuous sub + is/am/ are +V <sub>4</sub> +obj	is being+V <sub>3</sub>	are being+V <sub>3</sub>	I am drinking coffee. (A/V) Coffee is being drunk by me. (P/V)
3) Present Perfect sub +have/has+V <sub>3</sub> +obj	has been +V <sub>3</sub>	have been+V <sub>3</sub>	I have drunk coffee. (A/V) Coffee has been drunk by me. (P/V)
4) Simple Past sub + V <sub>2</sub> + obj	was+V <sub>3</sub>	were +V <sub>3</sub>	I drank coffee. (A/V) Coffee was drunk by me. (P/V)
5) Past Continuous sub + was/were+V <sub>4</sub> +obj	was being+V <sub>3</sub>	were being+V <sub>3</sub>	I was drinking coffee. (A/V) Coffee was being drunk by me. (P/V)
6) Past Perfect Tense sub + had + V <sub>3</sub> +obj	had been+V <sub>3</sub>	had been +V <sub>3</sub>	I had drunk coffee. (A/V) Coffee had been drunk by me. (P/V)
7) Simple Future sub+will/shall+V <sub>1</sub> +obj	will be+V <sub>3</sub>	will be+V <sub>3</sub>	I will drink coffee. (A/V) Coffee will be drunk by me. (P/V)
8) Future Perfect sub+will have/shall have+V <sub>3</sub> +obj	will have been+V <sub>3</sub>	will have been+V <sub>3</sub>	I will have drunk coffee. (A/V) Coffee will have been drunk by me. (P/V)
<u>Modal Auxiliaries</u> can, could, should, would may, must etc.....	can be, could be, would be, should be, may be, must be+V <sub>3</sub>		I can speak English. (A/V) English can be spoken by me. (P/V)

## Exercise -I

### Assertive Sentences / Statements

- Eg:- 1) They collect tax. (A/V)  
V<sup>1</sup>  
Tax is collected by them. (P/V).
- 2) She selects good sarees. (A/V)  
V<sup>1</sup>  
Good sarees are selected by her. (P/V).
- 3) I am learning French. (A/V)  
French is being learnt by me. (P/V)
- 4) Suresh is flying kites. (A/V)  
Kites are being flown by Suresh. (P/V)
- 5) The farmer is ploughing the field. (A/V)  
(దున్నడం)  
The field is being ploughed by the farmer. (P/V)
- 6) Ramesh has beaten Ganesh. (A/V)  
Ganesh has been beaten by Ramesh. (P/V)
- 7) They have neglected the studies. (A/V)  
The studies have been neglected by them. (P/V)
- 8) We painted a house. (A/V)  
V<sup>2</sup>  
A house was painted by us. (P/V)
- 9) Latha cut paper. (A/V)  
V<sup>2</sup>  
Paper was cut by Latha. (P/V)
- 10) They were solving a problem. (A/V)  
A problem was being solved by them. (P/V)
- 11) She was making pots. (A/V)  
Pots were being made by her. (P/V)
- 12) We had sowed seeds. (A/V)  
Seeds had been sowed by us. (P/V)
- 13) Rain had ruined the crops. (A/V)  
↓  
(నాశనం చేయడం)  
The crops had been ruined by rain. (P/V)
- 14) I will complete notes. (A/V)  
Notes will be completed by me. (P/V)



- 15) He will construct a house. (A/V)  
A house will be constructed by him. (P/V)
- 16) I shall have got the job. (A/V)  
The job will have been got by me. (P/V)
- 17) They will have paid fee. (A/V)  
Fee will have been paid by them. (P/V)
- 18) We should drive a car. (A/V)  
A car should be driven by us. (P/V)

**Special Usage:- [known, married - to నే వ్రాయాలి.]**

- 1) I know her. (A/V)  
She is known to me. (P/V) - (known by (x) wrong)
- 2) Rama married Sita. (A/V)  
Sita was married to Rama. (P/V) - (married by (x) wrong)

### Excercise -II

#### Verb followed by prepositions

\* Verb తర్వాత preposition ఉంటే దానిని ఒకే పదంగా పరిగణించాలి.

- 1) The Principal is <sup>పరిశీలించుట</sup> looking into the complaint. (A/V)  
The complaint is being looked into by the principal. (P/V)
- 2) They <sup>(నేలమట్టం చేయడం)</sup> pulled down the house. (A/V)  
The house was pulled down by them. (P/V)
- 3) She <sup>(Switch on)</sup> turns on the T.V. (A/V)  
The T.V is turned on by her. P/V)
- 4) They look after the baby. (A/V)  
The baby is looked after by them. (P/V)  
(బాగోగులు చూసుకోవడం)
- 5) She <sup>(పోషించడం)</sup> brought up Ganesh. (A/V)  
Ganesh was brought up by her. (P/V)
- 6) He sets up a plant. (A/V).  
A plant is set up by him. (P/V).

**Exercise -III**  
**Vague subjects**  
**(unclear)**

→ If the subject of Active voice is vague, unnecessary or unknown, we don't use it in passive voice .

Like → people, one, everybody, everyone, no one, nobody, someone, somebody etc.

\* పైన ఇచ్చిన పదాలు A/V లో sub గా ఉంటే వాటిని P/V లో రాయడం అవసరం లేదు.

Eg:- 1) People speak English all over the world. (A/V)  
English is spoken all over the world. (P/V)

2) Someone has stolen my bag. (A/V)  
My bag has been stolen. (P/V)

3) One should respect elders. (A/V)  
Elders should be respected. (P/V)

4) Somebody painted a picture. (A/V)  
A picture was painted. (P/V)

5) Nobody played hockey. (A/V)  
Hockey wasn't played. (P/V)

6) No one supports corruption. (A/V)  
Corruption is not supported. (P/V)

**NOTE :-** A/V లో No one / Nobody లు subjects గా ఉన్నట్లైతే P/V లో 'not' ని వాడాలి.  
(H.V తర్వాత not ని కలపాలి).

## Exercise

### \* Double objects \*

→ tell, write, teach, send, offer, promise, hand over, give, ... etc. ఈ పదాలు ఎక్కువగా Double objects తో వస్తూ ఉంటాయి.

\* Direct object తో P/V వాస్తున్నప్పుడు Indirect object ముందు 'to' రాయాలి.

to + I.O

Eg:- He teaches us English. (A/V)  
sub V<sub>1</sub> I.O Direct object

→ English is taught by him to us. (P/V)  
(or) (I.O)

→ We are taught English by him. (P/V)

**Note :-** We can write passive voice with Direct object and Indirect object  
(Direct object | Indirect object రెండేటితో passive voice వ్రాయవచ్చు.)

1) I tell her truth. (A/V)

Truth is told by me to her - (D.O)

She is told truth by me - (I.O)

2) She brought me a pen. (A/V)

A pen was brought by her to me - (D.O)

I was brought a pen by her - (I.O)

3) I offered her a coffee. (A/V)

A coffee was offered by me to her - (D.O)

She was offered a coffee by me - (I.O)

4) Ramesh hands over her the documents. (A/V)

The documents are handed over by Ramesh to her. (D.O)

She is handed over the documents by Ramesh. (I.O)

5) She promised me a delicious dinner. (A/V)

A delicious dinner was promised by her to me. (D.O)

I was promised a delicious dinner by her. (I.O)

6) I sent my father a gift. (A/V)

A gift was sent by me to my father. (D.O)

My father was sent a gift by me. (I.O)

## Interrogative Sentences

### I. Ordinary Questions (Yes / No Questions)

**Note :-** Question Order ని Normal sentence order తోనికి మార్పుకొని P/V తోని H.V ముందు రాస్తే సులువుగా P/V వ్రాయవచ్చు

- |   |                                      |
|---|--------------------------------------|
| 1) Can he play chess ?                  | { He can play chess. }               |
| Can chess be played by him? (P/V)       | { chess can be played by him. }      |
| 2) Have you seen a parrot ?             | { you have seen a parrot. }          |
| Has a parrot been seen by you ? (P/V)   | { A parrot has been seen by you. }   |
| 3) Had he given your pen ?              | { He had given your pen. }           |
| Had your pen been given by him ? (P/V)  | { your pen had been given by him. }  |
| 4) Has he bought a ticket ?             | { He has bought a ticket. }          |
| Has a ticket been bought by him ? (P/V) | { A ticket has been bought by him. } |
| 5) Are they writing notes ?             | { They are writing notes. }          |
| Is notes being written by them ? (P/V)  | { Notes is being written by them. }  |
| 6) Will she write exam?                 | { She will write exam. }             |
| Will exam be written by her ? (P/V)     | { Exam will be written by her. }     |

### (Do, Does, Did)

- |  |                                    |
|--|------------------------------------|
| 7) Do I attend the class ? (simple present). | { I attend the class. }            |
| Is the class attended by me ? (P/V)          | { The class is attended by me. }   |
| 8) Do they practise telugu ?                 | { Telugu is practised by them. }   |
| Is Telugu practised by them ? (P/V)          | { Telugu is practised by them. }   |
| 9) Did you drink tea ? (simple past)         | { Tea was drunk by you. }          |
| Was tea drunk by you ? (P/V)                 | { Tea was drunk by you. }          |
| 10) Does he post the letters ?               | { The letters are posted by him. } |
| Are the letters posted by him ? (P/V)        | { The letters are posted by him. } |
| 11) Do I know her ?                          | { She is known to me. }            |
| Is she known to me ? (P/V)                   | { She is known to me. }            |

A/V తో do, does ఉంటే P/V తో is +V<sub>3</sub> (or) are +V<sub>3</sub> ఉంటుంది.

A/V తో did ఉంటే P/V తో was +V<sub>3</sub> (or) were +V<sub>3</sub> ఉంటుంది.



## 2. Wh - Questions

→ 'Wh' తో మొదలయ్యే ప్రశ్నలను P/V లో మార్చేటపుడు అదే Wh- word తో P/V ను

వ్రాయాలి 'who' తప్ప

- Eg:-**
- 1) Why has he broken the glass ?  
Why has the glass been broken by him ?
  - 2) How had she solved the problem ?  
How had the problem been solved by her?
  - 3) Where is he buying clothes ?  
Where are clothes being bought by him ?
  - 4) When are they planning a picnic ?  
When is a picnic being planned by them ?
  - 5) Where do you attend the classes ?  
(A/V లో Do, Does ఉంటే , P/V లో is | are + V<sub>3</sub> ఉంటుంది).  
Where are the classes attended by you ?
  - 6) When did you buy the ticket ?  
(A/V లో Did, ఉంటే , P/V లో was | were + V<sub>3</sub> ఉంటుంది).  
When was the ticket bought by you ?

\* **Who :-** A/V లో 'who' ఉన్నట్లైతే దానిని P/V లో మార్చేటపుడు "By whom"  
గా వ్రాయాలి (By whom వ్రాసిన వెంటనే H.V వ్రాయాలి)

- Eg:-**
- 1) Who gave the book ?  
By whom was the book given ?
  - 2) Who beats him ?  
By whom is he beaten ?
  - 3) Who takes money ?  
By whom is money taken ?
  - 4) Who is playing jokes ?  
By whom are jokes being played ?
  - 5) Who is making pots ?  
By whom are pots being made ?
  - 6) Who has confused the students ?  
By whom have the students been confused ?

## IMPERATIVE SENTENCES

(\* V<sub>1</sub> , don't , please , Let \*)

A/V → P/V

V<sub>1</sub> → **Let + obj + be + V<sub>3</sub>**

- Eg:- 1) Open the window. (A/V)  
V<sub>1</sub>  
Let the window be opened. (P/V)
- 2) Close the books. (A/V)  
Let the books be closed. (P/V)
- 3) Shut the door. (A/V)  
Let the door be shut. (P/V)
- 4) Write the notes. (A/V)  
Let the notes be written. (P/V)
- 5) Consult the doctor. (A/V)  
Let the doctor be consulted. (P/V)
- 6) Post these letters. (A/V)  
Let these letters be posted. (P/V)

A/V → P/V

**Don't** → **Let + obj + not be + V<sub>3</sub>**

→ Don't ఉన్నట్టే not be వ్రాయాలి .

- Eg:- 1) Don't open the window. (A/V)  
Let the window not be opened. (P/V)
- 2) Don't close the books. (A/V)  
Let the books not be closed. (P/V)
- 3) Don't shut the door. (A/V)  
Let the door not be shut. (P/V)
- 4) Don't write the notes. (A/V)  
Let the notes not be written. (P/V)
- 5) Don't consult the doctor. (A/V)  
Let the doctor not be consulted. (P/V)
- 6) Don't post these letters. (A/V)  
Let these letters not be posted. (P/V)

\* **Please :-** A/V "please" ఉన్నట్టి P/V లో **you are requested to** వ్రాయండి.

- Eg:-**
- 1) Please come in.(A/V)  
You are requested to come in. (P/V)
  - 2) Please take care of your health.(A/V)  
You are requested to take care of your health.(P/V)
  - 3) Please sit down.(A/V)  
You are requested to sit down. (P/V)
  - 4) Get out.(order). (A/V)  
You are ordered to get out(P/V)
  - 5) Read well. (suggestion / advice ) (A/V)  
You are advised / suggested to read well (P/V)
  - 6) Don't smoke.(warning/ order) (A/V)  
You are warned / ordered not to smoke.(P/V)

\* **Let** → **A/V → P/V**  
**Let + obj + be + V<sub>3</sub> + by + sub**

- Eg:-**
- 1) Let me take the pen. (A/V)  
Let the pen be taken by me. (P/V)
  - 2) Let him buy a car. (A/V)  
Let a car be bought by him. (P/V)
  - 3) Let her learn mathematics. (A/V)  
Let mathematics be learnt by her. (P/V)
  - 4) Let me sell this new bike.(A/V)  
Let this new bike be sold by me.(P/V)

\* **Special usage :-**

**\* Object Complimentary \***

- Eg:-**
- 1) They made Ramu Chairman. (A/V)  
Ramu was made chairman by them. (P/V)
  - 2) She has made Ganesh C.E.O. (A/V)  
Ganesh has been made CEO by her. (P/V)

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