

# Lecture No 9

## ACTIVE & PASSIVE VOICE

### What is Voice of a verb?

The voice of a verb expresses whether the subject in the sentence has performed or received the action.

#### Example:

- The watchman opens the door.
- The door is opened by the watchman.

### Types of Voices of Verb

Verbs have two voices (i) Active Voice (ii) Passive Voice

**Active Voice** – When an action performed by the subject is expressed by the verb, it is an active voice

#### Active Voice example:

- Hens lay eggs.
- Birds build nests.

**Passive Voice** – When the action expressed by the verb is received by the subject, it is passive voice. Passive voice is used when the doer of the action is not known and the focus of the sentence is on the action and not the subject.

#### Passive Voice Examples:

- Eggs are laid by hens.
- Nests are built by birds.

## RULES FOR CONVERSION OF SENTENCE

Below are the active-passive voice rules to follow for changing an active sentence into a passive voice. Before heading to the rules of active-passive voice, let's check the examples of active and passive voice sentences.

### Conversion of Active and Passive voice examples

- Asif wrote a letter. (Subject + Verb + Object)
- A letter was written by Asif. (Object) + (auxiliary verb) + (past participle) + (by subject).
- She cooks the food. (Subject + Verb + Object)
- The food is cooked by her. (Object) + (auxiliary verb) + (past participle) + (by subject)

### Rules for Active – Passive Voice Conversions

**Rule 1.** Identify the (S+V+O) Subject, Verb and object in the active sentence to convert to passive voice

**Example:**

He drives a car. (Subject – He, verb – Drives, object – Car)

**Rule 2.** Interchange the object and subject with each other, i.e. object of the active sentence become the subject of the passive sentence.

**Example :**

Active voice : She knits the sweater. (Subject – She, Verb – Knits, Object – Sweater)

Passive Voice : The sweater is knitted by her. (Object sweater is interchanged with the subject She).

**Rule 3.** In passive voice, 3<sup>rd</sup> form of verb is used

**Example :** She writes a letter

A letter is **written** by her

**Rule 4.** Change the base verb in the active sentence into the past participle ie. third form verb in a passive sentence i.e. preceded by (By, With, to, etc).

**Example:**

- Active voice: She prepares the dinner.
- Passive voice: The dinner is prepared **by** her.
- Active voice: She knows him.
- Passive voice: He is known **to** her.
- Active voice: Juice fills the jar.
- Passive voice: The jar is filled **with** juice.

**Rule 5.** While conversion of Active voice sentence to Passive voice sentence, the pronoun used in the sentence also changes in the following manner.

Active Voice Pronoun	Passive Voice Pronoun
I	Me
We	Us
He	Him
She	Her
They	Them
You	You
It	It

**Rule 6.** Use the suitable helping or auxiliary verb (is/am/are/was, etc.). The rules for using auxiliary verbs in passive voice sentences are different for each tense.

**Example:**

- The letter **is** written by her
- A book **was** not bought by her
- Chocolates **are being** eaten by them.

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## FORMS OF ACTIVE & PASSIVE FOR ALL TENSES

### SIMPLE PRESENT TENSE

Active Sentences	Passive Sentences
He writes an essay	An essay is written by him
Sheena does the housework	The housework is done by Sheena
She cares for the rabbit	The rabbit is cared for by her
Javid always plays the guitar	The guitar is always played by Javid

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### SIMPLE CONTINUOUS TENSE

  

Active Sentences	Passive Sentences
They are eating bananas	The bananas are being eaten by them
Uzma is drawing a diagram	A diagram is being drawn by Uzma
Amna is playing the piano	The piano is being played by Amna
She is waiting for Reema	Reema is being waited for by her

## PRESENT PERFECT TENSE

Active Sentences	Passive Sentences
Has he done the work?	Has the work been done by him?
Have they left the apartment?	Has the apartment been left by them?
He has created this masterpiece	This masterpiece has been created by him
He has read the newspaper	The newspaper has been read by him

## PAST INDEFINITE TENSE

Active Voice	Passive Voice
Uzma paid the bills	The bills were paid by Uzma
The teacher called the student	The student was called by the teacher
She did not buy the fruits	The fruits were not bought by her

## PAST CONTINUOUS TENSE

Active Voice	Passive Voice
They were waiting for him	He was being waited for by them
Amna was learning Urdu	Urdu was being learnt by Amna
She was playing kabaddi	Kabaddi was being played by her

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## PAST PERFECT TENSE

Active Voice	Passive Voice
She had won the match	The match had been won by her
I had finished her work	Her work had been finished by me
He had missed the last metro	The last metro had been missed by him

## SIMPLE FUTURE TENSE

Active Voice	Passive Voice
He will write a letter	A letter will be written by him
He will repair his cycle	His cycle will be repaired by him
He shall start the meeting	The meeting will be started by him

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## FUTURE PERFECT TENSE

Active Voice	Passive Voice
Meena will not have changed the bed- sheet	The bed sheet will not have been changed by Meena
They will have won the match	The match will have been won by them
Adnan will have washed the car	The car will have been washed by Adnan

## TIP #1 'LET'

If the given sentence in the active voice is in the imperative form, to get the passive voice use '**Let**'.

**FORMATION OF PASSIVE VOICE = LET + OBJECT + BE + PAST PARTICIPLE**

Examples:

Active: Help me.

Passive: Let me be helped.

Active: Open the door.

Passive: Let the door be opened.

## TIP #2: HELPING VERBS LIKE AM, IS, ARE, WAS, WERE, WILL, HAVE, SHOULD, COULD, WILL

If the question in the Active Voice begins with a Helping verb the Passive voice must also begin with a suitable helping verb.

Active: Are you writing a letter?

Passive: Is a letter being written by you?

Active: Will you write a letter?

Passive: Will a letter be written by you?

What, When, Who, Why, How:

If the question begins with 'Wh' or How' form (what, when, how, etc.) the Passive Voice must begin with the same. Only 'who' gets replaced by 'By whom'.

Active: Why did you break the box?

Passive: Why was the box broken by you?

Active: Who broke the window?

Passive: By whom was the window broken?

## TIP #3: GERUND, INFINITIVE

When used in passive form, gerund and Infinitive are formed differently.

**Infinitive:** passive is formed as 'to be + past participle'

Active: I want to shoot the tiger.

Passive: I want the tiger **to be shot**.

**Gerund:** passive is formed as 'being + past participle'

Active: I remember my father taking me to the theatre.

Passive: I remember **being taken to** the theatre by my father.

## TIP #4: DIRECT AND INDIRECT OBJECT

If a sentence contains two objects namely Indirect Object and Direct Object in the Active Voice, two forms of Passive Voice can be formed.

Active: She brought me a cup of coffee.

Passive: (I) I **was brought** a cup of coffee **by** her.

Passive: (II) A cup of coffee **was brought** to me **by** her.

**Object Complement:** When made passive, these objects complements become subject complements; they come after the verb.

Active: They elected **him their leader**.

Passive: He was **elected their leader**.

## TIP #5: CASES WHERE 'BY' IS NOT USED

**With:** use with in place of 'by' to talk about an instrument used by the agent/subject.

Active: Somebody hit the dog with a stick.

Passive: (I) The dog was hit **with a stick by somebody**.

**Impersonal Passive:** In scientific / technical / business writing, the emphasis is usually on the action or process. So the 'by' phrase is generally omitted.

Active: One finds mosquitoes everywhere.

Passive: Mosquitoes are found everywhere.

## TIP #6: CASES WHERE NO PASSIVE FORM EXISTS

**Present perfect Continuous:** She **has been writing** a letter.

**Past perfect Continuous:** He **had been cleaning** the house.

**Future Continuous:** I **will be filing** all the documents tomorrow.

**Future Perfect Continuous:** I **will have been serving** tea for customers at this hotel for twenty years by then.

### Intransitive verb which do not take objects:

- I eat.
- I am living here.
- I have travelled by train.
- I went there.
- I waited for a long time.

## Exercise No 1

1. She writes a letter.
2. They go to school every day.
3. He doesn't paint the wall.
4. Why are you crying?
5. Did the mechanic fix your car?
6. You should do your homework.
7. Don't talk so loudly.
8. They are painting their house.
9. We have drunk milk tea.
10. Will you watch TV tonight?

## Exercise No 2

11. I am not going to work today.
12. He has been teaching English for ten years.
13. When are you going to buy a car?
14. Who taught you the active and passive sentences?
15. She had cleaned the kitchen.
16. We will have eaten dinner by the time you get there.
17. People speak Urdu in the Pakistan.
18. Would you rather learn English or Urdu?
19. You must not come late to class.
20. She has to pass the test.

## Exercise No 3

21. He bought his son a book.
22. Adnan teaches us every day.
23. Who is your teacher?
24. Who fights the coalition forces?
25. Who have you invited to the party?
26. I'll build a hospital if I have a million dollars.
27. If I had had a million dollars, I would have built a big mosque.
28. We will be playing cricket at this time tomorrow.
29. Aren't they going to be building a house?
30. It has been raining since yesterday.

## Exercise No 4

31. The explosion had killed many people.
32. I have never been to Karachi.
33. Have you been digging out the ground since morning?
34. I will have written a poem by the time you call me.
35. The heavy storm damaged a lot of crops in Punjab.
36. I was playing football yesterday.
37. Could you help me, please?
38. Who can answer my question?
39. Will she have been watering the garden?
40. Uzma is helping me solving the active and passive voice exercise.

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