



## Active and Passive voice

### What is Voice?

Voice is the form of a verb that shows whether the subject of a sentence performs the action or receives it. There are two types of voice:

#### Active Voice:

- The subject performs the action.

**Example:** He drinks coffee.

**Explanation:** "He" is the doer of the action (drinks), so the sentence is in active voice.

#### Passive Voice:

- The subject receives the action.

**Example:** Coffee is drunk by him.

**Explanation:** "Coffee" is receiving the action (is drunk), making the sentence passive.

### Learning Outcomes

- Understand the difference between active and passive voice.
- Learn how to convert sentences from active to passive voice and vice versa.

### How to Convert from Active to Passive Voice

#### General Steps:

- Identify the subject, verb, and object in the active sentence.  
**Example: Kapil eats an apple.** → Subject: Kapil, Verb: eats, Object: an apple.
- Move the object to the beginning of the sentence.
- Use the correct form of the verb "to be" + past participle of the main verb.
- Add "by" before the original subject.
  - ❖ Active: Kapil eats an apple.
  - ❖ Passive: An apple is eaten by Kapil



## Tense-Wise Conversion Rules

### Simple Present:

- Active: verb in base form (s/es)
- Passive: is/am/are + past participle

#### Examples:

- **Ritu writes a letter.** → A letter is written by Ritu.
- **We play hockey.** → Hockey is played by us.

### Simple Past:

- Active: past tense of the verb
- Passive: was/were + past participle

#### Examples:

- **He wrote a letter.** → A letter was written by him.
- **She ate a toffee.** → A toffee was eaten by her.

### Simple Future:

- Active: shall/will + base verb
- Passive: shall/will be + past participle

#### Examples:

- **Reema will sing a song.** → A song will be sung by Reema.
- **Will she help you?** → Will you be helped by her?

### Present Continuous:

- Active: is/am/are + verb + ing
- Passive: is/am/are + being + past participle

#### Examples:

- **Raja is writing a letter.** → A letter is being written by Raja.
- **Kavya is doing her homework.** → Homework is being done by Kavya.



### Past Continuous:

- Active: was/were + verb + ing
- Passive: was/were + being + past participle

#### Examples:

- **He was doing his homework.** → His homework was being done by him.

### Future Continuous:

- No passive form exists.

### Present Perfect:

- Active: has/have + past participle
- Passive: has/have been + past participle

#### Examples:

- **I have finished my work.** → My work has been finished by me.
- **She has drawn pictures.** → Pictures have been drawn by her.

### Past Perfect:

- Active: had + past participle
- Passive: had been + past participle

#### Examples:

- **He had received a telegram.** → A telegram had been received by him.

### Future Perfect:

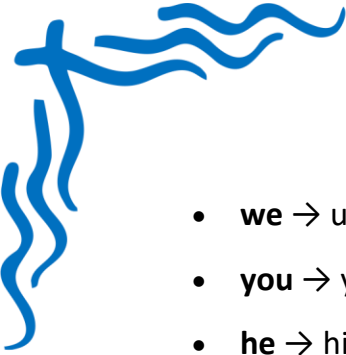
- Active: shall/will + have + past participle
- Passive: shall/will + have been + past participle

#### Examples:

- **I shall have learnt the lesson.** → The lesson will have been learnt by me.

### Pronoun Changes in Passive Voice:

- **I** → me



- **we** → us
- **you** → you
- **he** → him
- **she** → her
- **they** → them

## Practice Exercises

### Identify Voice:

Mark 'A' for Active Voice and 'P' for Passive Voice.

- **Suman writes a poem.** → A
- **Mr Gupta teaches us Maths.** → A
- **A sweet is eaten by Paras.** → P
- **We obey our parents.** → A
- **He was rewarded the Bharat Ratna by the Government.** → P

**B to I: Convert sentences from Active to Passive in various tenses (examples provided above in rules section).**

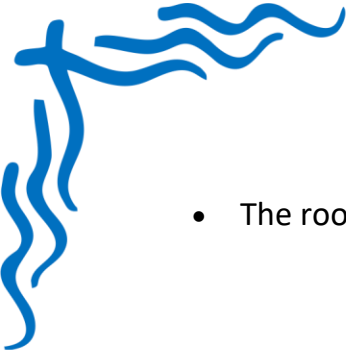
### Points to Remember:

- Always change the tense accordingly.
- Use the correct form of "to be" verb.
- Use the past participle form of the main verb.
- Add "by" + doer (if necessary).

### Activity Corner

Fill in the passive forms:

- Patients are treated by the doctor.
- Balloons are liked by little children.
- Electric bulb was invented by Thomas Edison.
- The thieves were caught by the policemen.



- The room is cleaned by someone.