



Active and Passive Voice

What is Voice?

Voice shows whether the subject of a sentence performs an action or receives it.

- In the Active Voice, the subject performs the action.
- In the Passive Voice, the subject receives the action.

Examples:

Active Voice	Passive Voice
Rahul met Aman.	Aman was met by Rahul.
Megha won the match.	The match was won by Megha.
The guard locks the doors.	The doors are locked by the guard.

When is Passive Voice Used?

Use passive voice when:

- The doer of the action is unknown
E.g., His house was robbed at midnight.
- The action itself is more important than who did it
E.g., The aircraft was badly damaged.

Conversion Rules: Active → Passive

General Rules:

- Object of the active sentence becomes the subject in passive.
- **Verb form changes to:**
be + past participle (e.g., is eaten, was done)



Tense-wise Conversion Rules

Tense	Active Structure	Passive Structure	Example (Active → Passive)
Simple Present	S + V1 + O	O + is/am/are + V3	She sings a song → A song is sung by her.
Simple Past	S + V2 + O	O + was/were + V3	He played football → Football was played by him.
Simple Future	S + will/shall + V1 + O	O + will/shall + be + V3	They will write a letter → A letter will be written by them.
Present Continuous	S + is/am/are + V+ing + O	O + is/am/are + being + V3	He is driving a car → A car is being driven by him.
Past Continuous	S + was/were + V+ing + O	O + was/were + being + V3	The students were reading books → Books were being read by the students.
Present Perfect	S + has/have + V3 + O	O + has/have + been + V3	She has finished the work → The work has been finished by her.
Past Perfect	S + had + V3 + O	O + had + been + V3	He had painted a picture → A picture had been painted by him.



Tense	Active Structure	Passive Structure	Example (Active → Passive)
Future Perfect	S + will/shall + have + V3	O + will/shall + have been + V3	They will have completed the task → The task will have been completed by them.
Modals (can, should, may, etc.)	S + modal + V1 + O	O + modal + be + V3	You can do it → It can be done by you.

Important Rules to Remember:

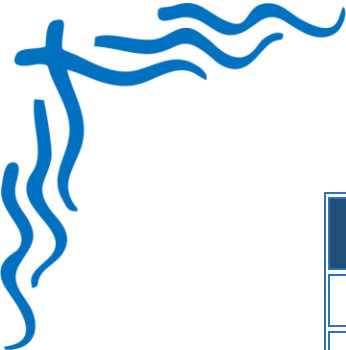
- Only transitive verbs (verbs with an object) can be changed into passive voice.
- Intransitive verbs like “cry,” “sleep,” “go” cannot be made passive.
- Interrogatives, imperatives, and modals follow special structures.

Passive Voice with Imperatives

Active Voice	Passive Voice
Don't tell her anything.	She must not be told anything.
Open the door.	Let the door be opened.
Please help him.	You are requested to help him.
Let him go.	Let him be allowed to go.

Subject-Object Pronoun Changes:

Subject	Object	Passive Subject
I	me	I
We	us	we



Subject	Object	Passive Subject
You	you	you
He	him	he
She	her	she
They	them	they

Examples for Practice

1. Simple Present:

- **Active:** My parents love me.
 - **Passive:** I am loved by my parents.

2. Simple Past:

- **Active:** Nisha sang a song.
 - **Passive:** A song was sung by Nisha.

3. Future Tense:

- **Active:** Amit will send an email tomorrow.
 - **Passive:** An email will be sent by Amit tomorrow.

4. Present Continuous:

- **Active:** Raj is buying a mobile.
 - **Passive:** A mobile is being bought by Raj.

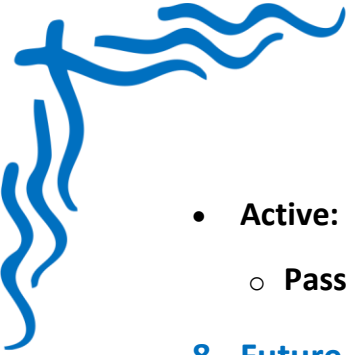
5. Past Continuous:

- **Active:** The labourers were digging a canal.
 - **Passive:** A canal was being dug by the labourers.

6. Present Perfect:

- **Active:** They have paid the workers.
 - **Passive:** The workers have been paid by them.

7. Past Perfect:



- **Active:** Rohan had cleaned the tables.
 - **Passive:** The tables had been cleaned by Rohan.

8. Future Perfect:

- **Active:** The painter will have painted the house.
 - **Passive:** The house will have been painted by the painter.

9. Modals:

- **Active:** She can speak French.
 - **Passive:** French can be spoken by her.

10. Imperative Sentences:

- **Active:** Let Uma speak the truth.
 - **Passive:** Let the truth be spoken by Uma.

Summary:

- **Active Voice** = Subject does the action
- **Passive Voice** = Subject receives the action
- Use passive voice when the doer is unknown, unimportant, or the action is more important
- Follow the correct tense structure and use the past participle form of the verb in passive voice.