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The Voice Switchers! Active & Passive Voice



Hello, Sentence Transformers! ! It's me EeeBee!

Get ready for a powerful grammar adventure where we flip sentences like pancakes! Sometimes we say who did the action. Other times, we focus on what happened. Let's learn how to switch the Voice of a sentence and make it sound formal, fancy, or focused!

LEARNING OUTCOMES



- What is Active Voice
- What is Passive Voice
- Rules to change from active to passive
- Tense-wise Conversion
- Use in formal and academic writing
- Passive with modals and infinitives

Voice Basics

In grammar, Voice refers to the form of a verb that shows whether the subject of a sentence performs the action or receives the action. It is the way the relationship between the subject and the action is expressed.

There are two main types of voice in English:

- Active Voice
- Passive Voice

Active vs Passive Voice

Voice Type	Focus On	Structure
Active	The doer (subject)	Subject + Verb + Object
Passive	The receiver (object)	Object + form of "be" + past participle + by + doer

GRAMMAR BYTE



In passive voice, the "doer" can be left out if it's not important.)

Rules of Transformation (How to change voice)

Rule 1: Identify the Subject, Verb, and Object in the Active sentence.

Example: Riya (S) paints (V) a picture (O).

Rule 2: Move the object of the active sentence to the subject position in the Passive.

Rule 3: Use the correct form of the verb "to be" according to the tense and number of the new subject.

Rule 4: Use the past participle (3rd form) of the main verb.

Rule 5: Add "by + doer" (optional-omit if the doer is unknown or unimportant).

Tense-wise Conversion Chart

Tense	Active Voice	Passive Voice
Simple Present	He writes a letter.	A letter is written (by him).
Present Continuous	She is cooking pasta.	Pasta is being cooked (by her).
Present Perfect	They have made a cake.	A cake has been made (by them).
Simple Past	He closed the door.	The door was closed (by him).
Past Continuous	She was cleaning the room.	The room was being cleaned (by her).
Past Perfect	They had built a fort.	A fort had been built (by them).
Simple Future	He will deliver the speech.	The speech will be delivered (by him).
Future Perfect	She will have completed the project.	The project will have been completed (by her).

No passive for Future Continuous.

Passive with Modals & Infinitives

Active Sentence	Passive Sentence
You should do your homework.	Your homework should be done.
He can repair the car.	The car can be repaired.
They must complete the form.	The form must be completed.
I want to read the book.	I want the book to be read.

Use in Formal Writing

We often use passive voice in:

- Reports
- News writing
- Scientific writing
- When the doer is unknown or unimportant

Example:

- Active: The manager checked the data.
- Passive: The data was checked. (More formal)



PRACTICE ACTIVITIES - LET'S TRY TOGETHER



Skills/Level
READING & WRITING/A1



A Change into Passive Voice

1. She paints a beautiful picture.
2. They will announce the results tomorrow.
3. Someone has stolen my bicycle.
4. He can solve the problem.

B Choose the Correct Passive Form

1. The letter ____ by her.
a. writes b. was wrote c. is written
2. The floor ____ every morning.
a. was sweeping b. is swept c. sweeps
3. The questions ____ by the teacher.
a. asking b. will asked c. will be asked
4. A new bridge ____ across the river.
a. builds b. is being built c. is built



C Identify Active or Passive

1. The homework was completed on time.
2. He drives the car carefully.
3. The gifts were packed by the volunteers.
4. They arranged a party.



COMMUNICATION SKILLS - LET'S TALK

SPEAKING ACTIVITY: FLIP THE SENTENCE!



Skills/Level
SPEAKING/A2



Each student says one active sentence. The next person flips it into passive!

Example:

Student A: "The chef prepared dinner".

Student B: "Dinner was prepared by the chef".



LISTENING FOR FEELINGS



Skills/Level
LISTENING/A2



Spot the Passive Voice!

Teacher reads aloud:

"Last night, a book was read by Meera. The lights were turned off. The cookies had been eaten. Then, a story was told to the children".

Students raise their hand or clap when they hear a passive sentence!



ASSESSMENT & REVIEW - WHAT DID WE LEARN?



Concept	Key Learning
Voice	Change with tense or subject
Active Voice	Show action vs support
Passive Voice	With or without objects
Tense Conversion	Can, must, should, etc.
Modals + Passive	To + Verb
Formal Writing	Verb + ing as noun

SELF-ASSESSMENT CHECKLIST

How well did you learn? Colour the face that shows how you feel.



I can do it well !



I need a little help



I need more practice

A. Change Active to Passive voice



B. Identify Active and Passive sentences



C. Use Passive forms with Modals



D. Apply Passive voice in Writing tasks



EEEBEE INTERACTIVE ACTIVITIES



Listening



Speaking



Reading



Writing



Grammar



Vocabulary

WRITE YOUR SCORE

Practice your LSRW Skills



on Communication Lab



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ENGLISH