

## ACTIVE AND PASSIVE VOICE

### Active Voice:

When the subject of a verb performs an action the verb is said to be in the active voice. The effect of the action may or may not fall on an object, that is, the verb may or may not have an object.

Examples: The boy kicked the ball.

The girl cries.

In the first sentence, 'kicked' is the verb or the action; the 'boy' is the subject or the 'doer' who performs that action; and the 'ball' is the object on whom the effect of that action is directed.

In the second sentence, 'cries' is the verb or the action; and the 'girl' is the subject or the doer of that action. There is no object because the effect of the girl's crying cannot be directed at another object.

### Passive Voice:

When the object of a verb appears to perform an action so that the effect of that action appears to fall on the subject the verb is said to be in the passive voice.

Examples: The work was completed on time.

The song was sung beautifully by the singer.

- A sentence in the active voice can be converted to form a sentence in the passive voice.

Examples: A film was watched by us.

A kite was flown by me.

Rules for changing voice:

- Only sentences containing transitive verbs can be changed from the active voice to the passive voice. A subject—that is, a 'doer' of the action—is required to change a sentence from the passive to the active voice.

Examples: My mother cut the fruit.

The fruit was cut by my mother.

Here, the object 'fruit' is acted upon by the doer 'mother'.

- For the simple present tense use **am**, **is** or **are** with a past participle to form the passive voice.

**Active voice**

The caretaker locks the door.

The waiter carries the trays.

**Passive voice**

The doors are locked by the caretaker.

The trays are carried by the waiter.

- For the simple past tense, use **was** or **were** with a past participle to form the passive voice.

**Active voice**

Dad drove us home.

He caught the ball.

**Passive voice**

We were driven home by Dad.

The ball was caught by him.

- For the present continuous tense, use **am**, **is** or **are** with **being** followed by a past participle, to form the passive voice.

**Active voice**

The waves are washing away the sandcastle.

She is working on the computer.

**Passive voice**

The sandcastle is being washed away by the waves.

The computer is being worked upon by her.

- For the past continuous tense, use **was** or **were** with **being**, followed by a past participle, to form the passive voice.

**Active voice**

Jimmy was making our costumes.

She was reading a book.

**Passive voice**

Our costumes were being made by Jimmy.

The book was being read by her.

- For the future tense, use **shall** or **will** with **be**, followed by a past participle, to form the passive voice.

**Active voice**

The choir will sing the next hymn.

We will celebrate her birthday.

**Passive voice**

The next hymn will be sung by the choir.

Her birthday will be celebrated by us.

- For the present perfect tense, use **have** or **has** with **been**, followed by a past participle, to form the passive voice.

**Active voice**

Ali has scored two goals.

I have seen that movie.

**Passive voice**

Two goals have been scored by Ali.

That movie has been seen by me.

- For the past tense, use **had** with **been**, followed by a past participle, to form the passive voice.

**Active voice**

The hunter had caught a fox.

Sheila had given a gift to Rina.

**Passive voice**

A fox had been caught by the hunter.

A gift had been given to Rina by Sheila.

## WORKSHEET 16

### I. The following sentences are in the active voice. Change them into the passive voice.

- a) My mother will punish me.
- b) The children are studying grammar.
- c) I had finished my homework.
- d) They called off the match.
- e) Mrs Bajaj teaches us English.
- f) You must switch off the lights.
- g) I must finish this assignment.
- h) The children ate the food.
- i) The painter created a beautiful painting.
- j) Mr Kumar has filed the papers properly.

### II. Change the following sentences into the active or the passive voice as appropriate.

- a) The poet wrote a nice poem.
- b) My camera has been stolen.
- c) My dress is ruined!
- d) Trespassers will be prosecuted.
- e) No smoking.
- f) Keep your city clean.
- g) The milk has soured.
- h) Please switch on the lights.

### III. Put the verb in the brackets in a suitable passive form.

- a) The car \_\_\_\_\_ (park) in the drive.
- b) The illegal immigrants \_\_\_\_\_ (take) to the police station.
- c) We \_\_\_\_\_ (teach) ballet by Mr Harry.
- d) The school play \_\_\_\_\_ (produce) by me this year.
- e) Snow white \_\_\_\_\_ (poison) by her stepmother.

**IV. Read the following instructions and fill in the blanks.**

**Construction of the road**

- Assess the needs
- Plan the route
- Take the soil samples
- Clear and level the route
- Put down thick layers of concrete
- Lay the top surface and add traffic guides

The needs a) \_\_\_\_\_ assessed. The soil samples b) \_\_\_\_\_ and the route c) \_\_\_\_\_. The route is d) \_\_\_\_\_ thick layers of concrete e) \_\_\_\_\_. The top surface f) \_\_\_\_\_ and the traffic guides g) \_\_\_\_\_.

**Making Soap**

- Take some castor oil in a beaker.
- Add an equal volume of sodium hydroxide solution to it.
- Heat the mixture. Keep stirring till a paste is formed.
- Cool the contents.
- Separate the solid soap from the aqueous solution.

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**Plain Rice**

- Pour water into the cooker and boil.
- Add rice and salt and stir.
- Bring to full pressure and high heat.
- Reduce heat and cook for two minutes.
- Allow to cook naturally after removing from heat.

The water a) \_\_\_\_\_ and boiled. The rice and salt b) \_\_\_\_\_ and it c) \_\_\_\_\_. It is brought d) \_\_\_\_\_ for two minutes. The heat e) \_\_\_\_\_ and it is further f) \_\_\_\_\_. The rice is g) \_\_\_\_\_ naturally after h) \_\_\_\_\_ heat.

**V. Look at the newspaper items below. Then use the information in the headlines to complete the passage.**

- a) Sunday TV at its best: Six year old's amazing escape.  
A six year old boy \_\_\_\_\_ after 50 hours of being trapped in a 60 ft pit.
- b) Nuke deal goes before US House.  
The stage is set \_\_\_\_\_ the US congress this week.
- c) Heat wave worsens; Already claimed 62 lives.  
The heat wave prevailing in the North for more than a week \_\_\_\_\_ further by dust storms in Rajasthan. Meanwhile 62 lives \_\_\_\_\_ so far by the heat wave.
- d) PM dares Jaswant to name mole in PMO.  
Jaswant Singh has \_\_\_\_\_ by the PM to name the mole \_\_\_\_\_ snooped on a former PM's office.
- e) Hall crowd rattled by hoax.  
The Satyam Cineplex \_\_\_\_\_ by hoax calls in the afternoon. It was \_\_\_\_\_ the calls were made by a group of pranksters.

**VI. The following passage has not been edited. There is an error in each of the lines. Write the incorrect word and the correct word.**

- First the chicken was take and chopped a) \_\_\_\_\_  
It was wash and dried. Salt, chilli b) \_\_\_\_\_  
powder and curd was add. The chicken c) \_\_\_\_\_  
was marinate for one hour. The pieces d) \_\_\_\_\_  
were fry in oil. Then it was e) \_\_\_\_\_  
cook with milk, chillies and sauces. f) \_\_\_\_\_

**VII. In the passage given below, few words are missing. Write the missing word from the box along with the word that comes before and after in the given space.**

put	rinse	separate	brush	squeeze
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- First the white clothes are a) \_\_\_\_\_  
The clothes are then in a bucket b) \_\_\_\_\_  
with detergent. The dirty part is c) \_\_\_\_\_  
vigorously and they are d) \_\_\_\_\_  
in clean water. They are and put to dry. e) \_\_\_\_\_