

A COMPLETE BOOK OF ACTIVE AND PASSIVE VOICE

**A COMPREHENSIVE AND PERFECT BOOK FOR EVERYONE,
ALL LEVELS & EVERY EXAM**

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ACTIVE AND PASSIVE VOICE

Voice

Voice is the form of the verb which indicates whether a person or a thing does something or something has been done to a person or a thing.

Kinds of Voice

There are two kinds of voice, namely:

1. Active Voice
2. Passive Voice

Active Voice

When a verb form shows that the subject has done something, it is known as Active Voice.

Example : I like apples.

Passive Voice

When a verb form shows that something has been done to the subject, it is known as Passive Voice.

Example : Apples are liked by me.

BASIC RULES

1. A sentence can be separated into subject, verb and object.

Example :

Umar writes an essay.

Subject verb object

2. The object of the sentence must be turned into subject.

Examples :

Umar writes an essay.

Subject verb object

An essay is written by Umar.

Subject verb object.

3. The 'be' form must be used according to the tense of the verb.

Example : An essay 'is' ...

4. Past participle of the verb must be used.

Example : An essay is written ...

5. Preposition 'by' must be added.

Example : An essay is written by ...

6. The subject must be made the object.

An essay is written by Umar.

7. All the three perfect continuous tenses can't be changed into Passive voice.

PERSONAL PRONOUNS

		Nominative Case	Possessive Case	Objective Case
First Person	Singular	I	My, Mine	Me
	Plural	We	Our, Ours	Us
Second Person	Singular, Plural	You	Your, Yours	You
Third Person	Singular Masculine Gender	He	His	Him

	Singular Feminine Gender	She	Her, Hers	Her
	Neuter Gender	It	Its	It
	Common Gender (Plural)	They	Their, Theirs	Them

IMPORTANT POINTS

1. Omission of the object in passive voice.

In some of the sentences, the object of the verb is omitted because the attention is not paid to the fact who does the action but to the action itself. In such cases, the agent of the action is either a well known person or unidentified. It is therefore not necessary for us to mention the agent of the action.

Examples :

The room was white washed. (by white washer)

The match was played. (by the players)

2. Two objects

A transitive verb is sometimes followed by two objects. In such cases, the sentence may have two passive forms.

Examples :

He gave me ten pencils.

Ten pencils were given to me by him.

I was given ten pencils by him.

3. Preposition

Certain verbs are always followed by prepositions. So a preposition after the verb must be retained in passive voice.

Examples :

He **looked after** his brother.

His brother was looked after by him.

PRESENT INDEFINITE TENSE

Examples

Active Voice		Passive Voice	
1.	I write a story.	1.	A story is written by me.
2.	We kill a lion.	2.	A lion is killed by us.
3.	You drink water.	3.	Water is drunk by you.
4.	He saves time.	4.	Time is saved by him.
5.	Ali likes him.	5.	He is liked by Ali.

NEGATIVE SENTENCES

Examples

Active Voice		Passive Voice	
1.	I do not write a story.	1.	A story is not written by me.
2.	We do not kill a lion.	2.	A lion is not killed by us.
3.	You do not drink water.	3.	Water is not drunk by you.
4.	He does not save time.	4.	Time is not saved by him.
5.	Ali does not like him.	5.	He is not liked by Ali.

INTERROGATIVE SENTENCES

Examples

Active Voice		Passive Voice	
1.	Do I write a story?	1.	Is a story written by me?
2.	Do we kill a lion?	2.	Is a lion killed by us?
3.	Do you drink water?	3.	Is water drunk by you?
4.	Does he save time?	4.	Is time saved by him?
5.	Does Ali like him?	5.	Is he liked by Ali?

PRESENT CONTINUOUS TENSE

Examples

Active Voice	Passive Voice
1. I am taking tea.	1. Tea is being taken by me.
2. We are building a house.	2. A house is being built by us.
3. You are drawing a map.	3. A map is being drawn by you.
4. She is writing a story.	4. A story is being written by her.
5. The cat is killing the rat.	5. The rat is being killed by the cat.

NEGATIVE SENTENCES

Examples

Active Voice	Passive Voice
1. I am not taking tea.	1. Tea is not being taken by me.
2. We are not building a house.	2. A house is not being built by us.
3. You are not drawing a map.	3. A map is not being drawn by you.
4. She is not writing a story.	4. A story is not being written by her.
5. The cat is not killing the rat.	5. The rat is not being killed by the cat.

INTERROGATIVE SENTENCES

Examples

Active Voice	Passive Voice
1. Am I taking tea?	1. Is tea being taken by me?
2. Are we building a house?	2. Is a house being built by us?
3. Are you drawing a map?	3. Is a map being drawn by you?
4. Is she writing a story?	4. Is a story being written by her?
5. Is the cat killing the rat?	5. Is the rat being killed by the cat?

PRESENT PERFECT TENSE

Examples

Active Voice	Passive Voice
1. I have broken a glass.	1. A glass has been broken by me.
2. We have flown a kite.	2. A kite has been flown by us.
3. You have eaten an apple.	3. An apple has been eaten by you.
4. He has helped us.	4. We have been helped by him.
5. They have polished their shoes.	5. Their shoes have been polished by them.

NEGATIVE SENTENCES

Examples

Active Voice	Passive Voice
1. I have not broken a glass.	1. A glass has not been broken by me.
2. We have not flown a kite.	2. A kite has not been flown by us.
3. You have not eaten an apple.	3. An apple has not been eaten by you.
4. He has not helped us.	4. We have not been helped by him.
5. They have not polished their shoes.	5. Their shoes have not been polished by them.

INTERROGATIVE SENTENCES

Examples

Active Voice	Passive Voice
1. Have I broken a glass?	1. Has a glass been broken by me?
2. Have we flown a kite?	2. Has a kite been flown by us?
3. Have you eaten an apple?	3. Has an apple been eaten by you?
4. Has he helped us?	4. Have we been helped by him?
5. Have they polished their shoes?	5. Have their shoes been polished by them?

PAST INDEFINITE TENSE

Examples

Active Voice	Passive Voice
1. I bought a diary.	1. A diary was bought by me.
2. We made a noise.	2. A noise was made by us.
3. You burnt a letter.	3. A letter was burnt by you.
4. He helped me.	4. I was helped by him.
5. They liked us.	5. We were liked by them.

INTERROGATIVE SENTENCES

Examples

Active Voice	Passive Voice
1. Did I buy a diary?	1. Was a diary bought by me?
2. Did we make a noise?	2. Was a noise made by us?
3. Did you burn a letter?	3. Was a letter burnt by you?
4. Did he help me?	4. Was I helped by him?
5. Did they like us?	5. Were we liked by them?

PAST CONTINUOUS TENSE

Examples

Active Voice	Passive Voice
1. I was calling you.	1. You were being called by me.
2. We were making excuses.	2. Excuses were being made by us.
3. You were eating an apple.	3. An apple was being eaten by you.
4. She was sewing the clothes.	4. The clothes were being sewn by her.
5. They were opening the door.	5. The door was being opened by them.

NEGATIVE SENTENCES

Examples

Active Voice	Passive Voice
1. I was not calling you.	1. You were not being called by me.
2. We were not making excuses.	2. Excuses were not being made by us.
3. You were not eating an apple.	3. An apple was not being eaten by you.
4. She was not sewing the clothes.	4. The clothes were not being sewn by her.
5. They were not opening the door.	5. The door was not being opened by them.

INTERROGATIVE SENTENCES

Examples

Active Voice	Passive Voice
1. Was I calling you?	1. Were you being called by me?
2. Were we making excuses?	2. Were excuses being made by us?
3. Were you eating an apple?	3. Was an apple being eaten by you?
4. Was she sewing the clothes?	4. Were the clothes being sewn by her?
5. Were they opening the door?	5. Was the door being opened by them?

PAST PERFECT TENSE

Examples

Active Voice	Passive Voice
1. I had bought a coat.	1. A coat had been bought by me.
2. We had planted a tree.	2. A tree had been planted by us.
3. You had repaired the radio.	3. The radio had been repaired by you.
4. He had driven a car.	4. A car had been driven by him.
5. They had blamed us.	5. We had been blamed by them.

NEGATIVE SENTENCES

Examples

Active Voice	Passive Voice
1. I had not bought a coat.	1. A coat had not been bought by me.
2. We had not planted a tree.	2. A tree had not been planted by us.
3. You had not repaired the radio.	3. The radio had not been repaired by you.
4. He had not driven a car.	4. A car had not been driven by him.
5. They had not blamed us.	5. We had not been blamed by them.

INTERROGATIVE SENTENCES

Examples

Active Voice	Passive Voice
1. Had I bought a coat?	1. Had a coat been bought by me?
2. Had we planted a tree?	2. Had a tree been planted by us?
3. Had you repaired the radio?	3. Had the radio been repaired by you?
4. Had he driven a car?	4. Had a car been driven by him?
5. Had they blamed us?	5. Had we been blamed by them?

FUTURE INDEFINITE TENSE

Examples

Active Voice	Passive Voice
1. I shall win the match.	1. The match will be won by me.
2. We shall buy a goat?	2. A goat will be bought by us.
3. You will deliver a lecture.	3. A lecture will be delivered by you.
4. She will cook the food.	4. The food will be cooked by her.
5. They will celebrate the Eid.	5. The Eid will be celebrated by them.

NEGATIVE SENTENCES

Examples

Active Voice	Passive Voice
1. I shall not win the match.	1. The match will not be won by me.
2. We shall not buy a goat.	2. A goat will not be bought by us.

3. You will not deliver a lecture.	3. A lecture will not be delivered by you.
4. She will not cook the food.	4. The food will not be cooked by her.
5. They will not celebrate the Eid.	5. The Eid will not be celebrated by them.

INTERROGATIVE SENTENCES

Examples

Active Voice	Passive Voice
1. Shall I win the match?	1. Will the match be won by me?
2. Shall we buy a goat?	2. Will a goat be bought by us?
3. Will you deliver a lecture?	3. Will a lecture be delivered by you?
4. Will she cook the food?	4. Will the food be cooked by her?
5. Will they celebrate the Eid?	5. Will the Eid be celebrated by them?

FUTURE CONTINUOUS TENSE

Examples

Active Voice	Passive Voice
1. I shall be watering the plants.	1. The plants will be being watered by me.
2. We shall be chasing them.	2. They will be being chased by us.
3. You will be losing the match.	3. The match will be being lost by you.
4. He will be riding a horse.	4. A horse will be being ridden by him.
5. Mohib will be teasing Mohsin.	5. Mohsin will be being teased by Mohib.

NEGATIVE SENTENCES

Examples

Active Voice	Passive Voice
1. I shall not be watering the plants.	1. The plants will not be being watered by me.
2. We shall not be chasing them.	2. They will not be being chased by us.
3. You will not be losing the	3. The match will not be being lost by you.

match.

4. He will not be riding a horse.
5. Mohib will not be teasing Mohsin.

4. A horse will not be being ridden by him.
5. Mohsin will not be being teased by Mohib.

INTERROGATIVE SENTENCES

Examples

Active Voice	Passive Voice
1. Shall I be watering the plants?	1. Will the plants be being watered by me?
2. Shall we be chasing them?	2. Will they be being chased by us?
3. Will you be losing the match?	3. Will the match be being lost by you?
4. Will he be riding a horse?	4. Will a horse be being ridden by him?
5. Will Mohib be teasing Mohsin?	5. Will Mohsin be being teased by Mohib?

FUTURE PERFECT TENSE

Examples

Active Voice	Passive Voice
1. I shall have read a story book.	1. A story book will have been read by me.
2. We shall have invited them.	2. They will have been invited by us.
3. You will have lost the pen.	3. The pen will have been lost by you.
4. He will have passed the exam.	4. The exam will have been passed by him.
5. They will have cut the cake.	5. The cake will have been cut by them.

NEGATIVE SENTENCES

Examples

Active Voice	Passive Voice
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1. I shall not have read a story book.	1. A story book will not have been read by me.
2. We shall not have invited them.	2. They will not have been invited by us.
3. You will not have lost the pen.	3. The pen will not have been lost by you.
4. He will not have passed the exam.	4. The exam will not have been passed by him.
5. They will not have cut the cake.	5. The cake will not have been cut by them.

INTERROGATIVE SENTENCES

Examples

Active Voice	Passive Voice
1. Shall I have read a story book?	1. Will a story book have been read by me?
2. Shall we have invited them?	2. Will they have been invited by us?
3. Will you have lost the pen?	3. Will the pen have been lost by you?
4. Will he have passed the exam?	4. Will the exam have been passed by him?
5. Will they have cut the cake?	5. Will the cake have been cut by them?

IMPERATIVE SENTENCES

Various ideas like commands, orders and requests may be expressed in passive voice.

Formula : Let + Object + Be + Past Participle.

Examples

Active Voice	Passive Voice
1. Open the book.	1. Let the book be opened.
2. Polish my shoes.	2. Let my shoes be polished.
3. Speak the truth.	3. Let the truth be spoken.
4. Prepare the tea.	4. Let the tea be prepared.
5. Serve the mankind.	5. Let the mankind be served.
6. Don't waste your time.	6. Let your time not be wasted.
7. Do not commit sins.	7. Let sins not be committed.

Sentences with 'Who'

Examples

Active Voice	Passive Voice
1. Who kills the lion?	1. By whom is the lion killed?
2. Who ate the cake?	2. By whom was the cake eaten?
3. Who will help me?	3. By whom will I be helped?
4. Who has broken my pen?	4. By whom has my pen been broken?
5. Who was knocking at the door?	5. By whom was the door being knocked at?

Sentences with Why, What, Where, When etc.

Examples

Active Voice	Passive Voice
1. What do you like?	1. What is liked by you?
2. When did you buy this book?	2. When was this book bought by you?
3. Where will she deliver a speech?	3. Where will a speech be delivered by her?
4. Why were you beating the dog?	4. Why was the dog being beaten by you?
5. When had you cooked the food?	5. When had the food been cooked by you?

EXERCISE

Three sentences are given in the passive voice. Choose the correct sentence and write it down in your note books.

- I write a letter.
(a) A letter is written by me.
(b) A letter is being written by me.
(c) A letter was written by me.
- You do not help me.
(a) I am not helped by you.
(b) I was not helped by you.
(c) I am not helped by me.

3. Does she learn the lesson?
(a) Is the lesson learnt by her?
(b) Is the lesson learn by her?
(c) Is the lesson learnt by she?
4. I ate the cake.
(a) The cake was eaten by me.
(b) The cake is eaten by me.
(c) The cake was ate by me.
5. Ahmad was telling a tale.
(a) A tale was being told by Ahmad.
(b) A tale had been told by Ahmad.
(c) A tale is being told by Ahmad.
6. They are playing cricket.
(a) Cricket is being played by them.
(b) Cricket was being played by them.
(c) Cricket is being played by they.
7. He has passed the exam.
(a) The exam has been passed by him.
(b) The exam was passed by him.
(c) The exam had been passed by him.
8. Have you helped her?
(a) Has she been helped by you?
(b) Have you been helped by her?
(c) Had she been helped by you?
9. Asim had cut his finger.
(a) His finger had been cut by Asim.
(b) His finger has been cut by Asim.
(c) His finger was cut by Asim.
10. They had not changed the clothes.
(a) The clothes had not been changed by them.
(b) The clothes have not been changed by them.
(c) The clothes were changed by them.
11. I shall help you.
(a) You will be helped by me.
(b) You shall be helped by me.
(c) You will be helped by I.
12. You will have taken the exam.
(a) The exam will have been taken by you.
(b) The exam will has been taken by you.
(c) The exam will have been took by you.
13. Shut the door.
(a) Let the door be shut.
(b) Please the door be shut.
(c) Let the door being shut.
14. Burn the fire.
(a) Let the fire be burnt.
(b) Let the fire being burnt.
(c) Let the fire be burn.
15. Do not make mistakes.
(a) Let mistakes not be made.

- (b) Let mistakes do not be made.
(c) Let mistakes are not made.
16. Who has cut the tree?
(a) By whom has the tree been cut?
(b) Who has the tree been cut?
(c) By whom was the tree cut?
17. Who will bring the lunch?
(a) By whom will the lunch be brought?
(b) By whom shall the lunch be brought?
(c) By whom will the lunch being brought?
18. My uncle has given me a pen.
(a) A pen has been given to me by my uncle.
(b) I have given a pen to my uncle.
(c) A pen was given to me by my uncle.
19. My father gave me the pen.
(a) The pen was given to me by my father.
(b) The pen was given to my father by me.
(c) The pen had been given to me by my father.
20. When do you like ice cream?
(a) When is ice cream liked by you?
(b) When does ice cream like by you?
(c) When is ice cream like by you?