

ACTIVE AND PASSIVE VOICE

Tense	Simple	Continuous	Perfect
Present	is/am/are + V₃ is loved am loved are loved	is/am/are + being + V₃ is being loved am being loved are being loved	has/have + been + V₃ has been loved have been loved
Past	was/were + V₃ was loved were loved	was/were + being + V₃ was being loved were being loved	had + been + V₃ had been loved
Future	will/shall + be + V₃ will be loved shall be loved	—	will/shall + have been + V₃ will have been loved shall have been loved

The case of pronoun also changes from Nominative to Accusative. Study the following table:

PRONOUN

Nominative Case (As 'Subject' in Active Voice)	Becomes	Accusative Case [As 'Object' in Passive Voice]
I We He She They		me us him her them
you It	remains remains	you It

1. THE SIMPLE PRESENT TENSE

Active Voice

*First form of Verb + s/es,
do/does + V₁*

1. I *write* a letter.
2. The mongoose *kills* the snake
3. You *have* many books.
4. She *does not like* me.
5. *Does she teach* you music?
6. Which pen *do you want*?
7. *Do you like* such films?
8. He *does not recite* a poem
9. *Do you take* exercise?

Passive Voice

*is/am/are + Third form
of the Verb (V₃)*

1. A letter *is written* by me.
2. The snake *is killed* by the mongoose.
3. Many books *are had* by you.
4. I *am not liked* by her.
5. *Are you taught* music by her?
6. Which pen *is wanted* by you?
7. *Are such films liked* by you?
8. A poem *is not recited* by him.
9. Is exercise *taken* by you?

10. I *know* your father quite well.
11. People *speak* English all over the world.

10. Your father *is quite well known to* me.
11. English *is spoken* all over the world.

2. THE SIMPLE PAST TENS

Active Voice

*Second Form of the Verb,
Did + First Form of the Verb*

1. I *kept* my promise
2. She *spoke* the truth
3. We *did not tell* a lie.
4. The cat *drank* all the milk.
5. She *kept* me waiting.
6. He *offered* her a chair.
7. Somebody *stole* my purse yesterday.

Passive Voice

*was/were + Third form
of the Verb*

1. My promise *was kept* by me.
2. The truth *was spoken* by her.
3. A lie *was not told* by us.
4. All the milk *was drunk* by the cat.
5. I *was kept* waiting by her.
6. She *was offered* a chair by him.
7. My purse *was stolen* yesterday.

3. THE SIMPLE FUTURE TENSE

Active Voice

*will/shall + First Form
of the verb (V₁)*

1. I *shall buy* a car.
2. He *will not tease* you.
3. *Will you help* me?
4. When *will you return* my book?
5. Who *will take* his place?

Passive Voice

*will/shall + be + Third
form of the Verb (V₃)*

1. A car *will be bought* by me.
2. You *will not be teased* by him.
3. Shall I *be helped* by you?
4. When *will my book be returned* by you?
5. By whom *will his place be taken*?

4. PRESENT CONTINUOUS TENSE

Active Voice

*is / am / are + Present
Participle (V₁ + ing)*

1. I am *singing* a song.
2. He *is flying* a kite.
3. They *are watching* the play.
4. I *am not making* a noise.
5. *Are you cleaning* your teeth?
6. Who *is driving* a car?
7. What *are you looking for*?

Passive Voice

*is / am / are + being + Third
form of the Verb (V₃)*

1. A song *is being sung* by me.
2. A kite *is being flown* by him.
3. The play *is being watched* by them.
4. A noise *is not being made* by me.
5. *Are your teeth being cleaned* by you?
6. By whom *is a car being driven*?
7. What *is being looked for* by you?

5. PAST CONTINUOUS TENSE

Active Voice

*was / were + First form of the
Verb + ing*

1. She *was plucking* flowers.
2. I *was not drawing* a map.
3. The doctor *was examining* her.
4. *Were you boiling* eggs?
5. What *was he doing* there?
6. Whom *were you shouting at*?

Passive Voice

*Was / were + being + third
form of the Verb*

1. Flowers *were being plucked* by her.
2. A map *was not being drawn* by me.
3. She *was being examined* by the doctor.
4. *Were eggs being boiled* by you?
5. What *was being done* by him there?
6. Who *was being shouted at* by you?

6. PRESENT PERFECT TENSE

Active Voice

*has / have + third form
of the Verb (V₃)*

1. I *have sold* my old car.
2. She *has not informed* me.
3. He *has already divided* the property.
4. *Have they won* the match?
5. The police *has arrested* the thief.
6. Has he *solved* the sum?

Passive Voice

*has / have + been + third
form of the Verb (V₃)*

1. My old car *has been sold* by me.
2. I *have not been informed* by her.
3. The property *has already been divided* by him.
4. *Has the match been won* by them?
5. The thief *has been arrested* by the police.
6. *Has the sum been solved* by him.

7. PAST PERFECT TENSE

Active Voice

*had + third form
of the Verb (V₃)*

1. I *had already seen* this movie
2. She *had never visited* a zoo before.
3. *Had the peon cleaned* the desks?
4. Why *had you not taken* the seats before?
5. They *had already defeated* the enemy.
6. She *had not washed* the clothes before you came.

Passive Voice

*had + been + third
form of the Verb (V₃)*

1. This movie *had already been seen* by me.
2. A zoo *had never been visited* by her before.
3. *Had the desks been cleaned* by the peon?
4. Why *had the seats not been taken* before by you?
5. The enemy *had already been defeated* by them.
6. The clothes *had not been washed* by her before you came.

8. FUTURE PERFECT TENSE

Active Voice

*will / shall + have + third
form of the Verb (V₃)*

1. I shall have finished the job by now.
2. She *will not have paid* her school dues.
3. They *will have missed* the train.

Passive Voice

*will / shall + have + been +
third form of the Verb (V₃)*

1. The job *will have been finished* by me by now.
2. Her school dues *will not have been paid* by her.
3. The train will have been missed by them.

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ACTIVE INTO PASSIVE FORM:

Active Voice

Harry ate six shrimp at dinner.

Beautiful giraffes roam the savannah.

Sue changed the flat tire.

We are going to watch a movie tonight.

I ran the obstacle course in record time.

The crew paved the entire stretch of highway.

Mom read the novel in one day.

I will clean the house every Saturday.

The company requires staff to watch a safety video every year.

Tom painted the entire house.

The teacher always answers the students' questions.

The choir really enjoys that piece.

A forest fire destroyed the whole suburb.

The two kings are signing the treaty.

The cleaning crew vacuums and dusts the office every night.

Passive Voice

At dinner, six shrimp were eaten by Harry.

The savannah is roamed by beautiful giraffes.

The flat tire was changed by Sue.

A movie is going to be watched by us tonight.

The obstacle course was run by me in record time.

The entire stretch of highway was paved by the crew.

The novel was read by Mom in one day.

The house will be cleaned by me every Saturday.

The staff are required by the company to watch a safety video every year.

The entire house was painted by Tom.

The students' questions are always answered by the teacher.

That piece is really enjoyed by the choir.

The whole suburb was destroyed by a forest fire.

The treaty is being signed by the two kings.

Every night, the office is vacuumed and dusted by the cleaning crew.

Rewrite the following sentences so that the verbs will be in the active voice.

1. We are taught grammar by Ms Sullivan.
2. He was praised by the teacher.
3. The injured were taken to the hospital by the firemen.
4. The town was destroyed by an earthquake.
5. The teacher was pleased with the boy's work.
6. The building was damaged by the fire.
7. By whom were you taught French?
8. You will be given a ticket by the manager.
9. The streets were thronged with spectators.
10. We will be blamed by everyone.
11. The trees were blown down by the wind.
12. The thieves were caught by the police.
13. The letter was posted by Alice.
14. We were received by the hostess.
15. The snake was killed with a stick.

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16. The minister was welcomed by the people.
17. He was found guilty of murder.
18. This house was built by John Mathews in 1991.

Answers

1. Ms Sullivan teaches us grammar.
2. The teacher praised him.
3. The firemen took the injured to the hospital.
4. An earthquake destroyed the town.
5. The boy's work pleased the teacher.
6. The fire damaged the building.
7. Who taught you French?
8. The manager will give you a ticket.
9. Spectators thronged the streets.
10. Everyone will blame us.
11. The wind blew down the trees.
12. The police caught the thieves.
13. Alice posted the letter.
14. The hostess received us.
15. They/somebody killed the snake with a stick.
16. The people welcomed the minister.
17. They found him guilty of murder.
18. John Mathews built this house in 1991.

Rewrite the sentences in Active voice.

1. The president was elected by the people.
The people elected the president.
2. This book was written by an Irishman.
An Irishman wrote this book.
3. The club was founded by Ron and Peggy.
Ron and Peggy founded the club.
4. The bag was packed by his mother.
His mother packed the bag.
5. The child was hit by a car.
A car hit the child.

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Rewrite the sentences in Passive voice.

1. Levi Strauss invented the blue jeans.

The blue jeans were invented.

2. Frank takes photos.

Photos are taken.

3. The mechanic repairs cars.

Cars are repaired.

4. They understand Spanish.

Spanish is understood.

5. The dog did not bite the cat.

The cat was not bitten.

Are the sentences written in Active or Passive voice?

1. The bus driver was hurt. **Passive voice**
2. These cars are produced in Italy. **Passive voice**
3. They often read e-mails. **Active voice**
4. A letter was written. **Passive voice**
5. Bingo is played in Britain. **Passive voice**