



SNS COLLEGE OF TECHNOLOGY

Coimbatore-35
An Autonomous Institution

Accredited by NBA – AICTE and Accredited by NAAC – UGC with ‘A+’ Grade
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

DEPARTMENT OF ENGLISH

19ENB101- COMMUNICATIVE ENGLISH
I YEAR / I SEMESTER

UNIT 1: FUNCTIONAL GRAMMAR

TOPIC : Active voice & Passive voice





ACTIVE VOICE

In **Active voice subject** is the doer of an action.



Here, The subject Tom performs the action of **chasing**



PASSIVE VOICE

In **Passive voice subject** is the receiver of an action



Here, The subject Tom receives the action of **chasing**



TRANSFORMATION OF VOICE



- ❖ Identify the tense form of a given sentence.
- ❖ Do not change the tense form.
- ❖ Demarcation of a sentence (i.e) divide the sentence into s/v/o pattern.
- ❖ Change object into subject
- ❖ Use helping verb(Be,Do,Have form of verbs)
- ❖ Use past participle form of the verb (Ex:spoken,written,arrived)
- ❖ Use 'by'
- ❖ Change subject into object.



Active Voice

Simple Present Tense: S+V+O
He writes a letter.

Present Continuous:
S+am/is/are+V(ing)+O
He is writing a letter

Present Perfect:S+has/have+P.P+O
He has written a letter

Simple Past Tense: S+V(past)+O
He wrote a letter

Past Continuous: S+was/were+V(ing)+O
He was writing a letter

Passive Voice

Simple Present Tense:
O+am/is/are+P.P+by+S
A letter is written by him.

Present Continuous:
O+am/is/are+being+P.P+by+S
A letter is being written by him.

Present Perfect:O+has/have+been+P.P+by+S
A letter has been written by him.

Simple Past Tense: O+was/were+P.P+by+S
A letter was written by him.

Past Continuous:O+ was/were +being+
P.P+by+S
A letter was being written by him.



TRANSFORMATION
RULES



Past Perfect: S+had+P.P+O
He had written a letter.

Past Perfect: O+had+been+P.P+by+S
A letter had been written by him.

Simple Future Tense: S+ will/shall +V+O
He will write a letter

Simple Future Tense: O+will/shall+be+P.P+by+S
A letter will be written by him.

Future Perfect: S+will/shall+have+P.P+by+O
He will have written a letter.

Future Perfect: O+will/shall+have+been+P.P+by+S
He will have been written a letter.

TRANSFORMATION RULES





Nehru/ writes /The Discovery of India

Here the subject Nehru performs the action of writing a book

Explanation

while changing the active sentence into passive form first we have to identify sentence form, then bring the object into subject place, should use helping verb based on the subjects which means whether it is singular or plural. use past participle form of verb along with helping verb then use passive indicator by. atlast will write subject into object place.

The Discovery of India is written by Nehru

Here the the action of writing a book is performed by the subject
Nehru

EXAMPLE



Change the active sentences below into passive sentences. Write “No change” if you think sentences cannot be changed.

1. She writes a letter.
2. They go to school every day.
3. He doesn't paint the wall.
4. Why are you crying?
5. Did the mechanic fix your car?
6. You should do your homework.
7. Don't talk so loudly.
8. They are painting their house.
9. We have drunk milk tea.
10. Will you watch TV tonight?

ASSESSMENT





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Thank You