

CHANGE OF VOICE - PRESENT TENSE

PRESENT INDEFINITE OR SIMPLE PRESENT

AFFIRMATIVE SENTENCES :-

ACTIVE VOICE

S + V₁ + s or es + O.

I play football.
She reads a book.
My father loves me.
I teach you.

Sir Imtiaz Ahmed
03033714200

PASSIVE VOICE

S + is/am/are + V₃ + by + O.

Football is played by me.
A book is read by her.
I am loved by my father.
You are taught by me.

NEGATIVE SENTENCES :-

ACTIVE VOICE

I do not play football.
She does not read a book.
My uncle does not love me.
I do not teach you.

03033714200
Sir Imtiaz Ahmed

PASSIVE VOICE

Football is not played by me.
A book is not read by her.
I am not loved by my uncle.
You are not taught by me.

INTERROGATIVE SENTENCES :-

ACTIVE VOICE

Do I play football?
Does she read a book?
Does your uncle love you?
Do I teach you?

PASSIVE VOICE

Is football played by me?
Is a book read by her?
Are you loved by your uncle?
Are you taught by me?

INTERROGATIVE-NEGATIVE SENTENCES :-

ACTIVE VOICE

Do/Does + S + not + V₁ + O?
Do I not play football?
Does she not read a book?
Does your uncle not love you?
Do I not teach you?

PASSIVE VOICE

Is/Am/Are + S + not + V₃ + by + O?
Is football not played by me?
Is a book not read by her?
Are you not loved by your uncle?
Are you not taught by me?

PRESENT CONTINUOUS TENSE

AFFIRMATIVE SENTENCES :-

ACTIVE VOICE

S + is/am/are + V₁ + ing + O.

We are taking tea.

He is eating mangoes.

She is calling me.

I am reading a book.

We are not teaching you. (Neg)

PASSIVE VOICE

S + is/am/are + being + V₃ + by + O.

Tea is being taken by us.

Mangoes are being eaten by him.

I am being called by her.

A book is being read by me.

You are not being taught by us. (Neg)

NEGATIVE SENTENCES :-

ACTIVE VOICE

S + is/am/are + not + V₁ + ing + O.

We are not taking tea.

He is not eating mangoes.

She is not calling me.

I am not reading a book.

PASSIVE VOICE

S + is/am/are + not + being + V₃ + by + O?

Tea is not being taken by us.

Mangoes are not being eaten by him.

I am not being called by her.

A book is not being read by me.

INTERROGATIVE SENTENCES :-

ACTIVE VOICE

Is/Am/Are + S + V₁ + ing + O?

Are you taking tea?

Am I reading a book?

Is he eating mangoes?

Why are you running a race?

What are you doing?

PASSIVE VOICE

Is/Am/Are + S + being + V₃ + by + O?

Is tea being taken by you?

Is a book being read by me?

Are mangoes being eaten by him?

Why is a race being run by you?

What is being done by you?

INTERROGATIVE-NEGATIVE SENTENCES :-

ACTIVE VOICE

Is/Am/Are + S + not + V₁ + ing + O?

Are you not taking tea?

Is he not eating mangoes?

Am I not reading a book?

Why are you not running a race?

PASSIVE VOICE

Is/Am/Are + S + not + being + V₃ + by + O?

Is tea not being taken by you?

Are mangoes not being eaten by him?

Is a book not being read by me?

Why is a race not being run by you?

Sir Imtiaz Ahmed
03033714200

Sir Imtiaz Ahmed
03033714200

PRESENT PERFECT TENSE

AFFIRMATIVE SENTENCES :-

ACTIVE VOICE

S + Has/Have + V₃ + O.

He has stolen my watch.

I have received her letter.

She has broken my slate.

Rama has bought a new car.

I have seen this film.

PASSIVE VOICE

S + Has/Have + been + V₃ + by + O.

My watch has been stolen by me.

Her letter has been received by me.

My slate has been broken by her.

A new car has been bought by Rama.

This film has been seen by me.

NEGATIVE SENTENCES :-

ACTIVE VOICE

S + Has/Have + not + V₃ + O.

He has not stolen my watch.

I have not received her letter.

She has not broken my slate.

I have not seen this film.

We have not won the match.

PASSIVE VOICE

S + Has/Have + not + been + V₃ + by + O.

My watch has not been stolen by him.

Her letter has not been received by me.

My slate has not been broken by her.

This film has not been seen by me.

The match has not been won by us.

INTERROGATIVE SENTENCES :-

ACTIVE VOICE

Has/Have + S + V₃ + O?

Have you done your work?

Have you received her letter?

Has she broken my slate?

What have you done?

Why have you run a race?

PASSIVE VOICE

Has/Have + S + been + V₃ + by + O?

Has your work been done by you?

Has her letter been received by you?

Has my slate been broken by her?

What has been done by you?

Why has a race been run by you?

INTERROGATIVE NEGATIVE SENTENCES :-

ACTIVE VOICE

Has/Have + S + not + V₃ + O?

Have you not done your work?

Have you not received the parcel?

Has she not broken my slate?

Why have you not run a race?

PASSIVE VOICE

Has/Have + S + not be + V₃ + by + O?

Has your work not been done by you?

Has the parcel not been received by you?

Has my slate not been broken by her?

Why has a race not been run by you?

CHANGE OF VOICE - PAST TENSE

PAST INDEFINITE OR SIMPLE PAST TENSE

ACTIVE VOICE

AFFIRMATIVE SENTENCES

PASSIVE VOICE

S + V₂ + O.

S + was/were + V₃ + O.

She helped the beggar.

The beggar was helped by her.

Mohan played football.

Football was played by Mohan.

I read a book.

A book was read by me.

My father purchased a new car.

A new car was purchased by my father.

We taught you.

You were taught by us.

NEGATIVE SENTENCES :-

ACTIVE VOICE

S + did not + V₁ + O.

She did not help the beggar.

Mohan did not play football.

Radha did not sing a song.

PASSIVE VOICE

S + was/were + not + V₃ + by + O.

The beggar was not helped by her.

Football was not played by Mohan.

A song was not sung by Radha.

INTERROGATIVE SENTENCES :-

Did + S + V₁ + O ?

Did she help the beggar ?

Did Mohan play football ?

Did Radha sing a song ?

What did you do ?

Why did you hit him ?

Sir Imtiaz Ahmed
03033714200

Was/Were + S + V₃ + by + O ?

Was the beggar helped by her ?

Was football played by Mohan ?

Was a song sung by Radha ?

What was done by you ?

Why was he hit by you ?

INTERROGATIVE-NEGATIVE SENTENCES :-

ACTIVE VOICE

Did + S + not + V₁ + O ?

Did she not help the beggar ?

Did Mohan not play football ?

Did Radha not sing a song ?

Did you not eat bread ?

What did you not do ?

PASSIVE VOICE

Was/Were + S + not + V₃ + by + O ?

Was the beggar not helped by her ?

Was football not played by Mohan ?

Was a song not sung by Radha ?

Was bread not eaten by you ?

What was not done by you ?

PAST CONTINUOUS TENSE

AFFIRMATIVE SENTENCES :-

ACTIVE VOICE

S + was/were + V₁ + ing + O.

I was reading a book.

He was winding his watch.

I was driving a car.

She was cheating you.

PASSIVE VOICE

S + was/were + being + V₃ + by + O.

A book was being read by me.

His watch was being wound by him.

A car was being driven by me.

You were being cheated by her.

NEGATIVE SENTENCES :-

ACTIVE VOICE

S + was/were + not + V₁ + ing + O.

I was not reading a book.

He was not winding his watch.

I was not driving a car.

She was not cheating you.

PASSIVE VOICE

S + was/were + not + being + V₃ + by + O.

A book was not being read by me.

His watch was not being wound by him.

A car was not being driven by me.

You were not being cheated by her.

INTERROGATIVE SENTENCES :-

ACTIVE VOICE

Was/were + S + V₁ + ing + O?

Was she watching T.V.?

Was he driving your car?

Was she cheating you?

Was he solving sums?

Why were you selling the house?

Who was driving your car?

PASSIVE VOICE

Was/were + S + being + V₃ + by + O?

Was T.V. being watched by her?

Was your car being driven by him?

Were you being cheated by her?

Were sums being solved by him?

Why was the house being sold by you?

By whom was your car being driven?

INTERROGATIVE NEGATIVE SENTENCES :-

ACTIVE VOICE

Was she not watching T.V.?

Was he not solving sums?

Was she not cheating you?

Were you not taking tea?

PASSIVE VOICE

Was T.V. not being watched by you?

Were sums not being solved by him?

Were you not being cheated by her?

Was tea not being taken by you?

PAST PERFECT TENSE

AFFIRMATIVE SENTENCES :-

ACTIVE VOICE

S + had + V₃ + O.

I had read a book.

Sohan had constructed a house.

We had taken tea.

I had paid my fee.

The police had caught the thief.

PASSIVE VOICE

S + had + been + V₃ + by + O.

A book had been read by me.

A house had been constructed by Sohan.

Tea had been taken by us.

My fee had been paid by me.

The thief had been caught by the police.

Sir Imtiaz Ahmed
03033714200

NEGATIVE SENTENCES :-

ACTIVE VOICE

S + had not + V₃ + O.

I had not read a book.

We had not taken tea.

I had not paid my fee.

I had not taught the class.

PASSIVE VOICE

S + had not + been + V₃ + by + O.

A book had not been read by me.

Tea had not been taken by us.

My fee had not been paid by me.

The class had not been taught by me.

INTERROGATIVE SENTENCES :-

ACTIVE VOICE

Had + S + V₃ + O ?

Had he read a book ?

Had we taken tea ?

Had I paid my fee ?

Where had she placed her books ?

When had he won the match ?

PASSIVE VOICE

Had + S + been + V₃ + by + O ?

Had a book been read by him ?

Had tea been taken by us ?

Had my fee been paid by me ?

Where had her books been placed by her ?

When had the match been won by him ?

INTERROGATIVE-NEGATIVE SENTENCES :-

ACTIVE VOICE

Had + S + not + V₃ + O ?

Had he not read a book ?

Had we not taken tea ?

Had I not paid the fee ?

Had he not won the match ?

PASSIVE VOICE

Had + S + not + been + V₃ + by + O ?

Had a book not been read by him ?

Had tea not been taken by us ?

Had the fee not been paid by us ?

Had the match not been won by him ?

Sir Imtiaz Ahmed

03033714200

CHANGE OF VOICE - FUTURE TENSE

FUTURE INDEFINITE TENSE

AFFIRMATIVE SENTENCES :-

ACTIVE VOICE

S + will/shall + V₁ + O.

I shall read a book.

She will help you.

He will teach me.

You will repay my debt.

NEGATIVE SENTENCES :-

ACTIVE VOICE

S + will/shall + not + V₁ + O.

I shall not read a book.

She will not help you.

He will not teach me.

We shall not buy eggs.

INTERROGATIVE SENTENCES :-

ACTIVE VOICE

Will/shall + S + V₁ + O?

Will she help you?

Will he teach me?

Shall we buy eggs?

Will you repay my debt?

What will you eat?

Who will save you?

INTERROGATIVE - NEGATIVE SENTENCES :-

ACTIVE VOICE

Will/shall + S + not + V₁ + O?

Shall I not read a book?

Will she not help you?

Shall we not buy eggs?

PASSIVE VOICE

S + will/shall + be + V₃ + by + O.

A book will be read by me.

You will be helped by her.

I shall be taught by him.

My debt will be repaid by you.

NEGATIVE SENTENCES :-

S + will/shall + not + be + V₃ + by + O.

A book will not be read by me.

You will not be helped by her.

I shall not be taught by him.

Eggs will not be bought by us.

PASSIVE VOICE

Will/shall + S + be + V₃ + by + O?

Will you be helped by her?

Shall I be taught by him?

Will eggs be bought by us?

Will my debt be repaid by you?

What will be eaten by you?

By whom will you be saved?

PASSIVE VOICE

Will/shall + S + not + be + V₃ + by + O?

Will a book not be read by me?

Will you not be helped by her?

FUTURE PERFECT TENSE

AFFIRMATIVE SENTENCES :-

ACTIVE VOICE

S + will/shall + have + V₃ + O.

I shall have read a book.

You will have eaten bread.

Radha will have written a letter.

He will have won a prize.

Ramesh will have opened the window.

PASSIVE VOICE

S + will/shall + have + been + V₃ + by + O.

A book will have been read by me.

Bread will have been eaten by you.

A letter will have been written by Radha.

A prize will have been won by him.

The window will have been opened by Ramesh.

NEGATIVE SENTENCES :-

ACTIVE VOICE

S + will/shall + not + have + V₃ + O.

I shall not have read a book.

Radha will not have eaten bread.

He will not have taught you.

I shall not have taken tea.

I shall not have done it.

PASSIVE VOICE

S + will/shall + not + have been + V₃ + by + O.

A book will not have been read by me.

Bread will not have been eaten by Radha.

You will not have been taught by him.

Tea will not have been taken by me.

It will not have been done by me.

INTERROGATIVE SENTENCES :-

ACTIVE VOICE

Will/shall + S + have + V₃ + O?

Shall I have read a book?

Will you have eaten bread?

Shall we have taught you?

What shall I have done?

PASSIVE VOICE

Will/shall + S + have been + V₃ + by + O?

Will a book have been read by me?

Will bread have been eaten by you?

Will you have been taught by us?

What will have been done by me?

INTERROGATIVE NEGATIVE SENTENCES :-

ACTIVE VOICE

Will/shall + S + not have + V₃ + O?

Shall I not have read a book?

Shall we not have taught you?

PASSIVE VOICE

Will/shall + S + not have been + V₃ + by + O?

Will a book not have been read by me?

Will you not have been taught by us?

SENTENCES WITH QUESTION-WORD

- (i) If the question, given in active voice begins with Simple Present / Simple Past or who / do / does / did, the form of the verb in passive voice will be - Question word + is / am / are / was / were + V₃.
- (ii) If a Question-word is followed by a modal auxiliary, the form of the verb in passive voice will be - Question word + Modal Aux + be + V₃.
- (iii) 'Who' changes into 'By whom' and 'Whom' into 'who'.

Examples :-

ACTIVE VOICE

PASSIVE VOICE

Who stole your book?

By whom was your book stolen?

Who will bell the cat?

By whom will the cat be belled?

Whom did you see there?

Who was seen there by you?

What are you doing?

What is being done by you?

Why did you disturb me?

Why was I disturbed by you?

Whom do you want?

Who is wanted by you?

Who told you this?

By whom were you told this?

When did he insult you?

When were you insulted by him?

What did you see?

What was seen by you?

Which shirt do you like?

Which shirt is liked by you?

If 'wh-word' forms part of the subject or acts as subject, it will not undergo any change.

How many books do you want?

How many books are wanted by you?

How many boys did this job?

By how many boys was this job done?

How much money do you want?

How much money is wanted by you?

How much sugar does this pot contain?

How much sugar is contained in this pot?

Sir Imtiaz Ahmed

03033714200

PASSIVE OF COMMANDS, ADVICE etc. OR IMPERATIVE SENTENCES

- (i) When the verbs expressing command, order, advice or request are changed into passive voice, 'Let' is placed at the beginning of the subject. Passive infinitive 'to' is placed after 'be'. The form of passive voice will be - Let + subject + be + V₃. Subject is placed between 'Let' and 'be'.
- (ii) We put 'You are requested' + 'to' + V₃ while changing the imperative sentences beginning with please and kindly into passive voice.
- (iii) If the advice/order is limited only to the subject and the action is not carried up to the object, we use 'You are advised/ordered' followed by active infinitive in the passive voice ; as -

ACTIVE VOICE

PASSIVE VOICE

Obey your parents.

You are advised to obey your parents. or
Let your parents be obeyed.

Please lend me your book.

You are requested to lend me your book.

Post this letter.

Let this letter be posted.

Speak the truth.

Let the truth be spoken.

Shut the windows.

Let the windows be shut.

Keep to the left.

You are advised to keep to the left.

Sit down, please.

You are requested to sit down.

Do not tell a lie.

You are advised not to tell a lie.

Love your country.

Let your country be loved.

Run away from here.

You are ordered to run away from here.

Kindly help me.

You are requested to help me.

Do not touch it.

You are ordered not to touch it.

Never speak ill of others.

You are advised never to speak ill of others.

Kindly grant me leave.

You are requested to grant me leave.

Sir Imtiaz Ahmed

03033714200

CHANGE OF VOICE - MISCELLANEOUS

TWO OBJECTS OF THE VERB

Some verbs have two objects - the Direct objects are normally the things. Similarly, the Indirect Objects are normally the animate things - Either of them may be made the Subject of the Verb in the Passive Voice. The other one (object) remains unchanged.

ACTIVE VOICE

My father gave me five rupees.

Sir Imtiaz Ahmed

The teacher asked me a question.

03033714200

He gave me a ring.

PASSIVE VOICE

I was given five rupees by my father. or

Five rupees were given to me by my father.

I was asked a question by the teacher.

A question was asked to me by the teacher.

A ring was given to me by him.

I was given a ring by him.

THE PASSIVE OF MODAL AUXILIARIES

While changing into passive voice, put 'be' between the modal auxiliary and the third form of the verb. While changing the 'Auxiliary + perfect infinitive' into passive voice, use the passive perfect infinitive; as -

ACTIVE VOICE

I can do this work.

You must obey your parents.

She can help you.

You may take my umbrella.

You should help your brother.

I shall buy a car.

Rashid will assist you.

She must have sold that house.

You could have written a letter.

You could have helped me.

PASSIVE VOICE

This work can be done by me.

Your parents must be obeyed by you.

You can be helped by her.

My umbrella may be taken by you.

Your brother should be helped by you.

A car will be bought by me.

You will be assisted by Rashid.

That house must have been sold by her.

A letter could have been written by you.

I could have been helped by you.

ACTIVE AND PASSIVE VOICE

Active Voice :- When the Subject of a Verb acts, the Verb is said to be in the Active Voice ; as -

She sang a song.

He will write a letter.

Sir Imtiaz Ahmed

03033714200

I learn my lesson.

Suman can solve this sum.

Passive Voice :- A Verb is in the Passive Voice when its form shows that something is done to the person or thing denoted by the Subject.

A song was sung by her.

My lesson is learnt by me.

A letter will be written by me. This sum can be solved by Suman.

The Passive Voice is used :-

- (i) When the action shown by the verb is important and the doer may not be equally important and is not mentioned on account of the same.
- (ii) When the subject or agent is either unknown or insignificant.
- (iii) When there is need for objective reporting while describing some technical or scientific process.

Rules for changing a verb from the Active Voice into the Passive Voice

- (i) The object of the verb in the active voice takes the position of the subject of the verb in the passive voice, and vice versa; e.g.,
She opened the door. The door was opened by her.
- (ii) The form of the verb is changed into past participle (V_3); as,
She writes a letter. A letter is written by her.
- (iii) Some vague and indefinite subjects like 'everyone', 'people', 'they', 'someone', 'somebody', 'anybody' etc. are dropped when they are thought to be changed into subjects.
- (iv) When the subject of the active voice is changed into the object of the passive voice, some preposition is placed before it.
- (v) The tense of the verb does not change. As,
I am writing a letter. A letter is being written by me.

The Pronouns are changed as given below :-

Subject		Object
I	becomes	me
We	becomes	us
You	becomes	you
She	becomes	her
He	becomes	him
They	becomes	them
It	becomes	it
Who	becomes	Whom

03033714200

Sir Imtiaz Ahmed

TENSE CHART (PASSIVE VOICE)

TENSE	INDEFINITE	CONTINUOUS	PERFECT
Present	is/am/are + V ₃	is/am/are + being + V ₃	has/have + been + V ₃
	is seen	is being seen	has been seen
	am seen	am being seen	have been seen
	are seen	are being seen	
Past	was/were + V ₃	was/were + being + V ₃	had + been + V ₃
	was seen	was being seen	had been seen
	were seen	were being seen	
Future	will/shall + be + V ₃	NO CHANGE	will/shall + have been + V ₃
	will be seen		will have been seen
	shall be seen		shall have been seen

Sir Imtiaz Ahmed

03033714200

Intransitive Verbs have no objects. These cannot be changed into the Passive Voice ; as,

I go to school.

These horses run very fast.

Birds fly in the air.

Lions roar in the forest.

* Only transitive verbs can be changed into passive voice.