

Class - VIITeacher - Ms JaswinderSubject - English LanguageChapter - 15 Active and Passive Voice

Good morning students

Today we will be learning the topic 'Active and Passive Voice' as a part of your English Language assignment which will be submitted to you on dated 1. July, 2022.

All the students are requested to open page number-93, Ch-15 of your English Language book titled 'Collins English Grammar and Composition'. Students, keep your practice notebook ready as during this lesson you will be asked a few questions in order to check your understanding of the topic.

Students, in our previous classes we have already done this topic. So all of you must be knowing that a sentence can be in the active voice or passive voice as there are two ways of expressing an action by using a transitive verb. Now let us revise active and passive voice.

- Active Voice -

A sentence is said to be in the active voice when the subject of a verb is the doer of the action.

Example -

- I write a story.

- Renu plays tennis

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• Passive Voice -

A sentence is said to be in the passive voice when the subject of a verb receives the action.

Example - A story is written by me.

- Tennis is played by Renu.

⇒ Passive Voice is used -

- When we do not know the doer of the action.

Example - My watch was stolen.

- When the action is more important than the doer himself

Example -

The bill was passed by the parliament.

- When writing notices, newspaper reports, headlines, advertisements and experiments.

Example -

- The winner will be awarded by the minister.

- The matter is being looked into by the police.

• Changing Assertive Sentences to Passive Voice -

When we change an assertive sentence from active to passive voice, the object of the verb is put in the subject position, and the subject in the object position.

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★ Changing Assertive Sentences to Passive Voice.
When we change a sentence to Passive Voice, the object of the verb is put in the Subject position, and the Subject in the object position.

★ Change in Pronouns
If the Subject or the object in an active voice sentence is a pronoun, it changes its form as shown in the table below.

Subject position to object position		Object position to Subject position	
I	me	me	I
We	us	us	We
You	you	you	You
he	him	him	he
She	her	her	She
they	them	them	they
it	it	it	it

★ Change in Tenses
When we change an active voice sentence to a passive voice the verb is changed into its passive voice form in different tenses. The table given on the next page shows how the verb is changed -

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Tense	Active Voice	Passive Voice
Simple present	I write a letter.	A letter is written by me
Present Continuous	I am writing a letter.	A letter is being written by me.
Present perfect	I have written a letter.	A letter has been written by me
Simple Past	I wrote a letter.	A letter was written by me.
Past Continuous	I was writing a letter.	A letter was being written by me
Past Perfect	I had written a letter.	A letter had been written by me.
Past Perfect Continuous	I had been writing a letter.	— No passive —
Simple Future	I will write a letter	A letter will be written by me.
Future Continuous	I will be writing a letter.	— No passive —
Future perfect	I will have written a letter	A letter will have been written by me.

★ Perfect Continuous tenses are not changed into passive voice.

★ Past participle (V₃) is always used in passive voice sentences.

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— Students now let us take a break in order to check your understanding of the topic. You will be asked a few questions and after listening to the questions you may pause the audio for three minutes to write your answers.

Q1. Change the voice in the following sentences.

- i. I help the poor.
- ii. He does not sing a song.
- iii. Shilpi is driving a car.
- iv. He has not seen a lion.
- v. They will do nothing.

Q2. Change these sentences from passive voice to active voice.

- i. The clothes were being ironed by her.
- ii. All the books have been returned by me.
- iii. What is wanted by you?
- iv. I was surprised by the news.
- v. The bell had been rung by the peon.

— Students, break is over now we will continue with the topic.

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Students, you have learnt how to change an assertive sentence and a sentence with modal auxiliary from an active voice to the passive voice. Now you will be learning about change of interrogative sentences, imperative sentences and verbs with two objects into passive voice.

★ Changing Verbs with Two Objects to Passive Voice

Some sentences have two objects of the verb: the direct and the indirect object. Either of the objects can be made the subject. In most cases the indirect object or person is the preferred subject in passive voice.

Examples -

- Father gave a watch to me. (active)
- I was given a watch by father. (passive)
- A watch was given to me by father (passive)

★ Changing Imperative Sentences to passive voice

You know that an imperative sentence is used to express an order, an advice or a request. We change each type of imperative sentences to passive voice in a different way.

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* Order or Command

The sentence begins with 'let' and imperative verb changes into 'be' past participle verb V_3 is used.

Example - Open the door. (active)

- Let the door be opened. (passive)

If the sentence is in the negative we use 'Let not'.

Example - Do not leave the food uncovered. (active)

- Let not the food be left uncovered. (passive)

* Advice or Suggestion

The object in the imperative sentence takes the position of the subject and the verb expressing the advice or suggestion changes to should / must / ought to + be + past participle (V_3).

Example -

Do Exercise every day. (active)

Exercise should be done every day. (passive)

* Request beginning with 'Please' and 'kindly'

We use the phrase 'You are requested to' before the imperative verb.

Example - Please give me some money. (active)

- You are requested to give me some money. (P)

In negative sentences, the structure becomes 'You are requested not to + verb.'

Example - Please do not cut the trees. (active)

- You are requested not to cut the trees. (passive)

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★ Changing Interrogative Sentences to Passive Voice -

• Yes/No Questions

The auxiliary verbs do, did, does in an interrogative sentence with the verb in the active voice change into is, was, and are, or were in the passive voice.

Examples -

1. Do they play cricket every day? (active)
- Is cricket played by them everyday? (passive)
2. Did they play a match yesterday? (active)
- Was a match played by them yesterday? (passive)

The auxiliary verb have or has and had in an interrogative sentence in the active voice changes into have been, has been and had been + past participle (V₃).

Modals do not undergo any change in the active or the passive voice.

Examples -

1. Had she knitted a sweater for you? (active)
Had a sweater been knitted by her for you? (passive)
2. Can she solve this sum? (active)
Can this sum be solved by her? (passive)

• Wh- Questions

Questions beginning with who, what, which, when, why, etc. retain the question word in the passive voice in the beginning of the sentence and sometimes a preposition,

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usually 'by', is placed at the end.

Example -

1. Who did this? (active voice)

- By whom was this done? (passive voice)

Alright students we have done with the topic Active and Passive Voice. Now you all are required to revise the content carefully and attempt exercises A to G, (94-97) given in your English Language book as a part of your home assignment.
Thank you.

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