Active and Passive Voice

Active Voice:
When the subject of a verb performs an action the verb is said to be in the active voice. The effect of the action may or may not fall on an object, that is, the verb may or may not have an object.
Examples: The boy kicked the ball.
The girl cries.
In the first sentence, ‘kicked’ is the verb or the action; the ‘boy’ is the subject or the ‘doer’ who performs that action; and the ‘ball’ is the object on whom the effect of that action is directed.
In the second sentence, ‘cries’ is the verb or the action; and the ‘girl’ is the subject or the doer of that action. There is no object because the effect of the girl’s crying cannot be directed at another object.

Passive Voice:
When the object of a verb appears to perform an action so that the effect of that action appears to fall on the subject the verb is said to be in the passive voice.
Examples: The work was completed on time.
The song was sung beautifully by the singer.
A sentence in the active voice can be converted to form a sentence in the passive voice.
Examples: A film was watched by us.
A kite was flown by me.

Rules for changing voice:
- Only sentences containing transitive verbs can be changed from the active voice to the passive voice. A subject—that is, a ‘doer’ of the action—is required to change a sentence from the passive to the active voice.
Examples: My mother cut the fruit.
The fruit was cut by my mother.
Here, the object ‘fruit’ is acted upon by the doer ‘mother’.
- For the simple present tense use **am**, **is** or **are** with a past participle to form the passive voice.

  **Active voice** | **Passive voice**
  --- | ---
  The caretaker **locks** the door. | The doors **are locked** by the caretaker.
  The waiter **carries** the trays. | The trays **are carried** by the waiter.

- For the simple past tense, use **was** or **were** with a past participle to form the passive voice.

  **Active voice** | **Passive voice**
  --- | ---
  Dad **drove** us home. | We **were driven** home by Dad.
  He **caught** the ball. | The ball **was caught** by him.

- For the present continuous tense, use **am**, **is** or **are** with **being** followed by a past participle, to form the passive voice.

  **Active voice** | **Passive voice**
  --- | ---
  The waves **are washing** away the sandcastle. | The sandcastle **is being washed away** by the waves.
  She **is working** on the computer. | The computer **is being worked upon** by her.

- For the past continuous tense, use **was** or **were** with **being**, followed by a past participle, to form the passive voice.

  **Active voice** | **Passive voice**
  --- | ---
  Jimmy **was making** our costumes. | Our costumes **were being made** by Jimmy.
  She **was reading** a book. | The book **was being read** by her.

- For the future tense, use **shall** or **will** with **be**, followed by a past participle, to form the passive voice.

  **Active voice** | **Passive voice**
  --- | ---
  The choir **will sing** the next hymn. | The next hymn **will be sung** by the choir.
  We **will celebrate** her birthday. | Her birthday **will be celebrated** by us.

- For the present perfect tense, use **have** or **has** with **been**, followed by a past participle, to form the passive voice.

  **Active voice** | **Passive voice**
  --- | ---
  Ali **has scored** two goals. | Two goals **have been scored** by Ali.
  I **have seen** that movie. | That movie **has been seen** by me.
• For the past tense, use **had** with **been**, followed by a part participle, to form the passive voice.

**Active voice**

The hunter **had caught** a fox.

Sheila **had given** a gift to Rina.

**Passive voice**

A fox **had been caught** by the hunter.

A gift **had been given** to Rina by Sheila.
Worksheet 16

I. The following sentences are in the active voice. Change them into the passive voice.
   a) My mother will punish me.
   b) The children are studying grammar.
   c) I had finished my homework.
   d) They called off the match.
   e) Mrs Bajaj teaches us English.
   f) You must switch off the lights.
   g) I must finish this assignment.
   h) The children ate the food.
   i) The painter created a beautiful painting.
   j) Mr Kumar has filed the papers properly.

II. Change the following sentences into the active or the passive voice as appropriate.
   a) The poet wrote a nice poem.
   b) My camera has been stolen.
   c) My dress is ruined!
   d) Trespassers will be prosecuted.
   e) No smoking.
   f) Keep your city clean.
   g) The milk has soured.
   h) Please switch on the lights.

III. Put the verb in the brackets in a suitable passive form.
   a) The car ________ (park) in the drive.
   b) The illegal immigrants ________ (take) to the police station.
   c) We ________ (teach) ballet by Mr Harry.
   d) The school play ________ (produce) by me this year.
   e) Snow white ________ (poison) by her stepmother.
IV. Read the following instructions and fill in the blanks.

Construction of the road
- Assess the needs
- Plan the route
- Take the soil samples
- Clear and level the route
- Put down thick layers of concrete
- Lay the top surface and add traffic guides

The needs a) ____________ assessed. The soil samples b) ____________ and the route c) ____________. The route is d) ____________ thick layers of concrete e) ____________. The top surface f) ____________ and the traffic guides g) ____________.

Making Soap
- Take some castor oil in a beaker.
- Add an equal volume of sodium hydroxide solution to it.
- Heat the mixture. Keep stirring till a paste is formed.
- Cool the contents.
- Separate the solid soap from the aqueous solution.

__________________________________________
__________________________________________
__________________________________________
__________________________________________

Plain Rice
- Pour water into the cooker and boil.
- Add rice and salt and stir.
- Bring to full pressure and high heat.
- Reduce heat and cook for two minutes.
- Allow to cook naturally after removing from heat.

The water a) ____________ and boiled. The rice and salt b) ____________ and it c) ____________. It is brought d) ____________ for two minutes. The heat e) ____________ and it is further f) ____________. The rice is g) ____________ naturally after h) ____________ heat.
V. Look at the newspaper items below. Then use the information in the headlines to complete the passage.

a) Sunday TV at its best: Six year old’s amazing escape.
   A six year old boy __________ after 50 hours of being trapped in a 60 ft pit.

b) Nuke deal goes before US House.
   The stage is set __________ the US congress this week.

c) Heat wave worsens; Already claimed 62 lives.
   The heat wave prevailing in the North for more than a week __________
   further by dust storms in Rajasthan. Meanwhile 62 lives __________
   so far by the heat wave.

d) PM dares Jaswant to name mole in PMO.
   Jaswant Singh has __________ by the PM to name the mole __________
   snooped on a former PM’s office.

e) Hall crowd rattled by hoax.
   The Satyam Cineplex __________ by hoax calls in the afternoon. It was
   __________ the calls were made by a group of pranksters.

VI. The following passage has not been edited. There is an error in each of the lines. Write the incorrect word and the correct word.

First the chicken was take and chopped  a) ___________________
It was wash and dried. Salt, chilli  b) ___________________
powder and curd was add. The chicken  c) ___________________
was marinate for one hour. The pieces  d) ___________________
were fry in oil. Then it was  e) ___________________
cook with milk, chillies and sauces.  f) ___________________

VII. In the passage given below, few words are missing. Write the missing word from the box along with the word that comes before and after in the given space.

<table>
<thead>
<tr>
<th>put</th>
<th>rinse</th>
<th>separate</th>
<th>brush</th>
<th>squeeze</th>
</tr>
</thead>
</table>

First the white clothes are  a) ___________________
The clothes are then in a bucket b) ___________________
with detergent. The dirty part is c) ___________________
vigorously and they are d) ___________________
in clean water. They are and put to dry. e) ___________________