



# **Change the Voice**

**Presentation**

**by**

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# Change the Voice

- There are two types of voice in English. These are
  1. Active Voice
  2. Passive Voice

# Verb and Voice

- Voice is the form, a verb takes to indicate whether the subject of the verb **performs or receives** the action.

**Active Voice:-** John repaired the toaster.

**Passive Voice:-**The toaster was repaired by John.

# Active Voice

- In a active voice, the subject of a sentence is the Performer of the action indicated by the verb and the object of a sentence receives the action of the verb.

**John repaired the toaster.**

In the above sentence '**John**' is the subject, who is the Performer of the action and '**the toaster**' is the object, which is affected by the action. Whereas the verb 'repaired' expresses the action done by subject of the sentence.

# Passive Voice

- In a passive voice, the subject of sentence becomes the passive recipient of the action, because the subject is being ‘acted upon’ or ‘passive’.

**The toaster was repaired by John.**

‘**The toaster**’ is a subject in the passive voice becomes the passive recipient of the action.

# Please Note

- In short, the subject of a verb in the active voice is the '**doer / Performer**' of the action expressed by it. Whereas the subject of a verb in the passive voice is the recipient of the action indicated by the verb.

# Let's Practice

1. Leena dropped the spoons into the sink.  
➡ The Spoons were dropped into sink by Leena.
2. The people elected him.  
➡ He was elected by the people.
3. I received the prize.  
➡ The prize was received by me
4. He writes a letter.  
➡ A letter is written by him.
5. They eat mangoes.  
➡ Mangoes are eaten by them.

# General rules

1. Identify the subject, the verb and the object in the main sentence.
2. Change the place of object of the main sentence into the subject of the new sentence.
3. Use the suitable helping verb or auxiliary verb as per the form of tense in the main verb and number (singular, plural) of the object in the main sentence which becomes the subject of new sentence.
4. Change the verb into past participle of the verb in the new sentence.
5. Put the remaining words other than subject, verb & object from the main sentence.
6. Add the preposition 'by' before the object.
7. Change the subject of main sentence into the object of new sentence.
8. Use '**being**' after helping verb, if main sentence is in continuous tense and use '**been**' if main sentence is in perfect tense.



## Useful chart for change the voice.

<b>Active Voice</b>	<b>Passive Voice</b>	<b>Active Voice</b>	<b>Passive Voice</b>
<b>I</b>	<b>by me</b>	<b>We</b>	<b>by us</b>
<b>You</b>	<b>by you</b>	<b>He</b>	<b>by him</b>
<b>She</b>	<b>by her</b>	<b>It</b>	<b>by it</b>
<b>They</b>	<b>by them</b>	<b>Harsh</b>	<b>by harsh</b>

# **Verb Tenses used while changing active voice to passive voice.**

The rules for using auxiliary verb for passive voice is different for each tense.

# Present Tense

## Simple Present Tense

(s+base form or-s or, es form+o → o+am/is/are + past participle+by+s)

- Sachin teaches Sonia
- Sonia is taught by sachin
- They eat mangoes
- Mangoes are eaten by them.

## Present Perfect Tense

(s+have/ has/ + - ed/-en+o → o+have/ has+been-ed/-en+by+s)

- She has completed the work.
- The work has been completed by her.

# Simple Past Tense

**(s+base form+-ed+o → o+was/were+-ed/en+by+s)**

- Sachin did not buy a book.
- A book was not bought by Sachin.

# Past Progressive Tense

**(s+was/were+-ing+o → o+was/were+being+-ed/en+by+s)**

- Harsh was playing a cricket.
- A cricket was being played by Harsh

# Past Perfect Tense

**(s+had+-ed/en+o → o+had+been+-ed/en+by+s)**

- They had won the game.
- The game had been won by them.

# Past Perfect Progressive Tense

**(s+had+been+-ing+o → o+had+been+being+-ed/en+by+s)**

- Juber had been teaching English for ten years.
- English had been being taught for ten years by Juber.

# Present Progressive Tense

(s+am/is/are+-ing+o → o+am/is/are+being +-ed/en+by+s)

- They are eating mangoes.
- Mangoes are being eaten by them.

# Present Perfect Progressive Tense

(s+have/has+been+-ing+o → o+have/has/been+being+-ed/en+by+s)

- Harsh has been teaching English for ten years.
- English have been being taught for ten years by Harsh.

# Simple Future Tense

(s+will+base form+o → o+will+be+-ed/en+by+s)

or

(s+am/is/are+going to+base form+o → o+am/is/are+going to+be+ed/en+by+s)

- Digvijay will write a poem.
- A poem will be written by Digvijay.

# Future Perfect Tense

(s+will+have+-ed/en+o → o+will+have+been+-ed/en+by+s)

- He will have received the letter.
- The Letter will have been received by him.

# Some useful tips

## 1. Imperative sentence:

If the given sentence in the active voice is the imperative form, to get the passive voice use 'let'.

i.e. Close the door.

Let the door be closed.

## 2. How to change the voice of question.

### 1. Helping verb:

If the question in active voice begins with a helping verb like am, is, are, was, were, will, have, should, could, the passive voice must also begins with a suitable helping verb.

Can we change the curtains?

Can the curtains be changed?

Should Vikram Have an Injection?

Should an injection be had by Vikram?

### 2. Wh question:

If question begins with 'Wh' or 'How' form like for when, who, why, how the passive voice must begins with the same.

When did Padma shut down the computer?

When was the computer shut down by Padma?

### Important Note:

Wh Question which begins with 'who' gets replace '**By whom**' in new sentence.



### **3. Gerund and infinitive:**

In passive voice gerund and infinitive are formed differently.

#### **Infinitive:**

passive voice is form as 'to be + past participle.'

i.e. I want to shoot the tiger.

I want the tiger to be shot.

**Gerund; :** Passive voice is form as 'being+past participle.'

I Remember my father taking my to the garden.

I Remember being taken to the garden by my father.

#### **4. Direct and Indirect Object**

If a main sentence contains two objects.

i.e. direct and indirect object in the active voice, two forms of passive voice can be formed.

i.e. She brought me a cup of tea

I was brought a cup of tea by her.

A cup of tea was brought to me by her.

#### **5. Negative Sentence:**

i.e. Active voice of negative sentence is changed into passive voice in the following manner.

I.e. I do not write a letter.

A letter is not written by me.

#### **6. Negative Imperative sentence:**

In such cases active voice can be changed into passive in the following way.

i.e. don't write a letter

Let a letter be not written.