

VOICE

1. Voice is a form of a verb shows the relation of the subject to the action in a sentence in English.
2. The term voice in Grammar refers to one aspect of the verb.
3. It shows whether the subject does the action (or) receives the action.
4. There are two types of voice in English. They are
 - Active Voice
 - Passive Voice

➤ Active Voice:

- ✚ When the subject performs, we call it “an active voice”.
- ✚ In other words subject is the “doer” and important person (or) thing.
- ✚ If the verb group in Active Voice, the subject of the sentence, doer of the action shown by the verb.

Verb active voice

Active Voice

➤ Passive Voice:

- ✚ When the subject suffers due to the effect of the action, we call it a passive voice.
- ✚ If the verb is in the passive form, the subject of that sentence is just the “suffer of the action” indicated by the verb.
- ✚ If the verb group in a sentence has “Be form + V₃” that sentence is said to be in the passive voice.
- ✚ If any of (or) both the elements (Be form+ V₃) are missing in the structure of the verb. Then the sentence is said to be in active voice.

Note:- There are five important rules to change a sentence from active voice to passive voice. They are as follows.

For Example:- “Columbus discovered America(A.V)”

- i. Object in active voice becomes subject in Passive Voice.
- ii. Take a helping verb with respect to tense or Use the be form.
- iii. Use the past participle (V₃) of the verb.
- iv. Subject in active voice becomes object in passive voice.

Passive Voice – Structure:



S + Tense Helping Verb + V₃ + By + S



Be Forms:- There are 8 be forms in English Grammar. They are

✚ Present	:	Am / is / are
✚ Past	:	Was / Were
✚ Future	:	Be
✚ Perfect	:	Been
✚ Continuous	:	Being

Pronoun Case: $\square \equiv \text{C} \theta \geq T \varepsilon + \{ \mid \psi \square \downarrow \leq \leftrightarrow \varepsilon T T \theta T \text{ Active Voice } \theta T + \equiv \text{ Passive Voice}$

$\downarrow \varepsilon \downarrow \mid \varepsilon \sqrt{\neq} \sigma \geq \mid \square \vee \& \square T \mid \downarrow \mid \varphi \langle T \varphi \mid T T \downarrow \leq \neg$

$\sigma \tilde{\mathcal{V}} \beta \subseteq \square \square \varepsilon \sqrt{\sigma} \tilde{\mathcal{C}} \geq +^{\text{TM}} \wp \beta \subseteq \geq T, \text{ Pronoun}$

$\sigma \tilde{\mathcal{V}} \beta \subseteq \square \square \varepsilon \sqrt{\sigma} \tilde{\mathcal{C}} \geq + \oplus \leq \Lambda \& \square, \square \mid \downarrow \mid + \sim \exists < \int \square + > \pm \varepsilon \sqrt{\sigma} \square \text{C}^*.$

Subject Case

I

We

You

He

She



Object Case

Me

Us

You

Him

Her



It	→	It
They		Them
Tense of the verb in active voice – “Be” form to be used in passive voice		
1. Simple Present Tense	-	Am/ is /are
2. Present Continues Tense	-	Being(is being / are being)
3. Present Perfect Tense	-	Been(has been/ have been)
4. Simple Past Tense	-	was / were
5. Past continuous Tense	-	was being / were being
6. Past perfect Tense	-	been(had being)
7. Simple future Tense	-	be(will be / shall be)
8. Future perfect Tense	-	Been

Model I:

1. Simple present Tense:

Be forms – am / is / are

Note: I – Am

He, she, it (Singular) - is

We , you, they(Plural) - are

Ex:-	1)	Raju eats a Mango	(A.V)
		A Mango is eaten by Raju	(P.V)
	2)	Sneha writes the novels	(A.V)
		The Novels are written by Sneha	(P.V)
	3)	We expect Good News	(A.V)
		Good News is expected by us	(P.V)
	4)	They sell radios	(A.V)
		Radios are sold by them	(P.V)
	5)	He doesn't eat raw food	(A.V)
		Raw food is not eaten by him.	(P.V)

Model II:

Add – Being

Active Voice } \rightarrow Present Continuous Tense

Passive Voice } \rightarrow is (or) are \therefore “being”

form \rightarrow (is being / are being)

Ex:-	1)	Sita is singing a song	(A.V)
		A song is being sung by Sita	(P.V)
	2)	The boys are making Kites	(A.V)
		Kites are being made by the boys	(P.V)
	3)	Ravi is solving the sum	(A.V)
		The sum is being solved by Ravi	(P.V)
	4)	Rajitha is taking the dog for a walk	(A.V)
		The dog is being taken by Rajitha for a walk	(P.V)
	5)	We are cleaning the room	(A.V)
		The room is being cleaned by us	(P.V)

Model-III

3) Present Perfect Tense:-

Add – Been

Has been / have been

Ex:-

✚	They have finished the work	(A.V)
	They work has been finished by them	(P.V)
✚	R.K Narayana has written many novels	(A.V)
	Many novels have been written by R.K Narayana	(P.V)
✚	The wood cutter has cut the tree	(A.V)
	The tree has been cut by the wood cutter.	(P.V)

✚ The children have burst the balloons	(A.V)
The balloons have been burst by the children	(P.V)
✚ Radha has painted the pictures	(A.V)
The pictures have been painted by Radha	(P.V)

Model – IV

4) Simple past Tense:

Add was/were

Note: I , He, She, It (Singular) - Was
We, you, they (Plural) -Were

Ex:

✚ She broke the glass	(A.V)
The glass was broken by her	(P.V)
✚ He built two houses	(A.V)
Two houses were built by him	(P.V)
✚ Pratap took some photographs	(A.V)
Some photographs were taken by Pratap	(P.V)
✚ The Cat killed the mouse	(A.V)
The mouse was killed by the Cat	(P.V)

Model – V

5) Past Continuous Tense:

Add Being

Was being / were being

Ex:

✚ She was singing a song	(A.V)
A song was being sung by her	(P.V)
✚ We were bringing vegetables	(A.V)
Vegetables were being brought by us	(P.V)
✚ The carpenters were making chairs	(A.V)
Chairs were being made by the carpenters	(P.V)
✚ The lion was chasing the deer	(A.V)
The deer was chased by the lion	(P.V)
✚ The teacher was teaching the lesson	(A.V)
The lesson was taught by the teacher.	(P.V)

Model – VI

Add been

Ex:

✚ He had sent the parcel	(A.V)
The parcel had been sent by him	(P.V)
✚ Ram had killed many tigers	(A.V)
Many tigers had been killed by Ram	(P.V)
✚ The fisherman had caught many fishes	(A.V)
Many fishes had been caught by the fisherman.	(P.V)
✚ She had finished the work	(A.V)
The work had been finished by her	(P.V)
✚ I had paid the bills	(A.V)
The bills had been paid by me	(P.V)

Model – VII

7) Simple Future Tense:

Add - be

Ex:

✚ I shall punish you	(A.V)
You will be punished by me	(P.V)
✚ They will sing a song	(A.V)
A song will be sung by them	(P.V)
✚ He will send the tickets tomorrow	(A.V)

The tickets will be sent by him tomorrow (P.V)
 They will look into your case (A.V)
 Your case will be looked into by them (P.V)

Active Voice

Will
 Has to , Shall
 Had to, Can
 Need to, may
 Might
 Could
 Should
 Would

+ V1

Passive Voice

Will be
 Has to be, shall be
 Had to be, can be
 Need to be, may be
 Need to be, might
 could be
 should be
 would be

I shall write the letter (A.V)
 The letter will be written by me. (P.V)
 She will scold us (A.V)
 We shall be scolded by her (P.V)
 They will finish the work in a week (A.V)
 The work will be finished by them in a week (P.V)
 He can lift the box (A.V)
 The box can be lifted by him (P.V)
 We should follow the rules (A.V)
 The rules should be followed by us (P.V)
 They must finish the work (A.V)
 The work must be finished by them. (P.V)

Model – VIII

8) Future Perfect Tense:

Add - been

Ex:

He will have written the Novel (A.V)
 The Novel will have been written by him (P.V)
 They will have completed the work by tomorrow (A.V)
 The work will have been completed by them by tomorrow (P.V)
 I shall have finished my home work, by the time you woke up (A.V)
 My home work will have been finished by me, by the time you woke up (P.V)
 You will have received the orders (A.V)
 The orders will have been received by you (P.V)

Active Voice

Will have -
 Shall have -
 Can have -
 May have -
 Could have -
 Should have -
 Would have -

Passive Voice

Will have been
 Shall have been
 Can have been
 May have been
 could have been
 should have been
 Would have been

+V₃+by

Sentence with two objects:-

Some sentences in English have two objects. They are

1. Direct Object
2. In direct Object

1. Direct Object:- When an object denotes “ non- living things”, it is said to be a direct object.

The Cow gives us Milk. (*Milk* – Direct Object)

2. Indirect Object:- When an object denotes a Person or Pronoun is said to be a indirect object.

Ex:- The Cow gives us milk. (*Us* – Indirect Object)

Note:- Passive voice starts with direct object. The preposition “to” is added before Indirect Object.

Ex:-

✚ The Cow gives us milk	(A.V)
Milk is given to us by the Cow.	(P.V)
Or	
We are given milk by the Cow.	(P.V)
✚ Latha teaches us Hindi	(A.V)
Hindi is taught to us by Latha	(P.V)
Or	
We are taught Hindi by Latha	(P.V)
✚ She told me the new the news	(A.V)
The news was told to me by her	(P.V)
Or	
I was told the news by her.	(P.V)
✚ They supply us Rice	(A.V)
Rice is supplied to us by them	(P.V)
Or	
We are supplied rice by them	(P.V)
✚ The Sun gives us by light	(A.V)
Light is given to us by the Sun	(P.V)
Or	
We are given light by the Sun	(P.V)
✚ My father was presented me a watch	(A.V)
A watch was presented to me by my father	(P.V)
Or	
I was presented a watch by my father.	(P.V)

Interrogative Sentences:- An Interrogative sentence usually begin with “helping verb” and the subject becomes after helping verb.

Present Tense:- Helping Verbs - Do or Does

Ex:

✚ Does he play Cricket?	(A.V)
Is cricket played by him?	(P.V)
Or	
He plays Cricket.(Does + Play = Plays)	
Cricket is played by him	
Is cricket played by him?	(P.V)
✚ Do you make a kite?	(A.V)
Is a kite made by you?	(P.V)
Or	
You make a kite	
A kite is made by you.	
Is a kite made by you?	(P.V)
✚ Do you kiss the snakes?	(A.V)
Are snakes killed by you?	(P.V)
✚ Does he write novels?	(A.V)
Are Novels written by him?	(P.V)
✚ Does anand save money?	(A.V)
Is money saved by Anand?	(P.V)
✚ Has he invited to dinner by him?	(A.V)
Have you been invited to dinner by him?	(P.V)
✚ Are they singing songs?	(A.V)
Are songs being sung by them?	(P.V)

Past Tense:-

✚ Did you post the letter?	(A.V)
Was the letter posted by you?	(P.V)
✚ Were you repairing it?	(A.V)
Was it being repaired by you?	(P.V)
✚ Had they rung the bells?	(A.V)
Had the bells been rung by them?	(P.V)

Future Tense:-

✚ Will you solve it?	(A.V)
Will it be solved by you?	(P.V)
✚ Can be lift this box?	(A.V)
Can this box be lifted by him?	(P.V)
✚ Can they solve the problem?	(A.V)
Can the problem be solved by them?	(P.V)
✚ Should we enclose the marks list?	(A.V)
Should the marks list be enclosed by us?	(P.V)

“ wh words” or Questions

Ex:	What	Who
	When	Whom
	Where	Whose
	Why	How
	Which.....	

✚ When will they complete the work?	(A.V)
When will the work be completed by them?	(P.V)
✚ Where did you buy the book?	(A.V)
Where was the book bought by you?	(P.V)
✚ When did you sing the song?	(A.V)
When song was sing sung by you?	(P.V)
✚ Which articles do you like?	(A.V)
Which article is liked by you?	(P.V)
✚ When did you send the elephant?	(A.V)
When was the elephant sent by you?	(P.V)
✚ Who wrote Geethanjali?	(A.V)
By whom was Geethanjali written?	(P.V)
✚ Who sang this song?	(A.V)
By whom was this song sung?	(P.V)
✚ Who wrote this poems?	(A.V)
By whom were this poems written?	(P.V)
✚ Who is driving the car?	(A.V)
By whom is the car being driven?	(P.V)
✚ Who can lift this box?	(A.V)
By whom can this box be lifted?	(P.V)
✚ How will paint it?	(A.V)
How will it be painted?	(P.V)

Imperative sentence:-

1. An Imperative sentence makes a “request, order or a piece of advice”.
2. An imperative sentence usually lack’s subject. But the subject ‘you’ is understood.
3. An imperative sentence usually starts with “verb”
4. Imperative sentence θT passive

voice $\} \varnothing \square \downarrow \mid \varepsilon \sqrt{\square} \mid \square \theta \mid \square \vee \& \square T \square \mid \downarrow \mid + \sim \delta \square \sqrt{\square} \mid^{TM} \langle + \mid \mid \square \downarrow \pm \sigma \mathfrak{Z} + \varepsilon \sqrt{\sigma} \square \subset *$.

Let + object + be + V₃

We follow a completely different method to change imperative sentences form active voice to passive voice. The Passive Voice sentence begins with “Let”

The object in the Active Voice becomes the subject in the passive voice.

Active Voice { Ʒ □ object θ T Let ™ { σ ℑ T ψ □ ™ { | ψ □ φ { T ε } ⊃ θ T.

Ex:

- ✚

Open the door.

(A.V)
- Let the door be opened.

(P.V)
- ✚

Shut the door

(A.V)
- Let the door be shut

(P.V)
- ✚

Read the letter

(A.V)
- Let the letter be read

(P.V)
- ✚

Post the letter

(A.V)
- Let the letter be posted.

(P.V)
- ✚

Do it.

(A.V)
- Let it be done.

(P.V)
- ✚

Don't open the door

(A.V)
- Let the door be not opened.

(P.V)
- ✚

Close all gates at once

(A.V)
- Let the all gates be closed at once

(P.V)
- ✚

Declare the results

(A.V)
- Let the result be declared

(P.V)
- ✚

Please, help the poor men.

(A.V)
- Let the poor man be helped.

(P.V)
- Or
- You are requested to help the poor man

(P.V)
- ✚

Kindly grant me a week's leave

(A.V)
- Let a week's leave kindly be granted to me

(P.V)
- Or
- You are request to Grant me a week's leave

(P.V)
- ✚

Please eat the mango

(A.V)
- Let the mango be eaten

(P.V)
- Or
- You are requested to eat the mango

(P.V)

Text Book – Voice – Important Examples

1.

The boy made a kite

(A.V)
- A kite was made by the boy

(P.V)
2.

The cat killed the mouse

(A.V)
- The mouse was killed by the cat

(P.V)
3.

My pen has been stolen

(A.V)
- Someone has stolen my pen

(P.V)
4.

Who wrote the letter?

(A.V)
- By whom was the letter written?

(P.V)
5.

Catch the bird

(A.V)
- Let the bird be caught

(P.V)
6.

I shall be obliged to go

(A.V)
- Circumstances will oblige me to go

(P.V)
7.

Advertise the post

(A.V)
- Let the post be advertised

(P.V)
8.

They treated us to coffee

(A.V)
- We were treated to coffee by them

(P.V)
9.

The applicant rejected the job

(A.V)
- The job was rejected by the applicant.

(P.V)
10.

The examiner will ask the candidates many questions

(A.V)

- The candidates will be asked many questions by the examiner (P.V)
11. The employer promised them higher bonus (A.V)
They were promised a higher bonus by the employer (P.V)
 12. The lady is typing a letter (A.V)
A letter is being typed by the lady (P.V)
 13. Cows give milk (A.V)
Milk is given by cows (P.V)
 14. The exhibition was opened by the Governor (A.V)
The governor opened the exhibition (P.V)
 15. English is spoken all over the world (A.V)
People speak English all over the world. (P.V)
 16. The old gentle man takes snuff (A.V)
Snuff is taken by the old gentleman. (P.V)
 17. The boy has broken the jug. (A.V)
The jug has been broken by the boy. (P.V)
 18. We prohibit smoking (A.V)
Smoking is prohibited (P.V)
 19. They elected Kumar as captain (A.V)
Kumar was elected captain (P.V)
 20. I saw him opening the box (A.V)
He was seen opening the box (P.V)
 21. Do not insult the weak (A.V)
Let the weak not be insulted. (P.V)
 22. Shall I ever forget those happy days? (A.V)
Shall those happy days be forgotten by me (P.V)
 23. The telegraph wires have been cut (A.V)
They have cut the telegraph wires (P.V)
 24. The ship was driven on shore (A.V)
Somebody drove the ship on shore (P.V)
 25. Why should you suspect me? (A.V)
Why should I be suspected by you? (P.V)
 26. He was refused admittance (A.V)
They refused him admittance. (P.V)
 27. He keeps me waiting (A.V)
I am kept waiting by him. (P.V)
 28. No one gave him the correct information (A.V)
He was not given the correct information by anyone. (P.V)
 29. Dinesh is painting the door (A.V)
The door is being painted by Dinesh. (P.V)
 30. Vinoba I preaching many ideals for social upliftment (A.V)
Many ideals are being preached by Vinoba for social upliftment. (P.V)
 31. By whom were you taught grammar? (A.V)
Who taught you grammar? (P.V)
 32. Were you shown this letter? (A.V)
Did anyone show you this letter? (P.V)
 33. The horse was frightened by the noise. (A.V)
The noise frightened the horse. (P.V)
 34. Deposit this money in the bank (A.V)
Let this money be deposited in the bank. (P.V)
 35. My book has been stolen (A.V)
Someone has stolen by book (P.V)
 36. The thief was arrested by the police (A.V)
The police arrested the thief. (P.V)
 37. She kept me waiting. (A.V)
I was kept waiting by her. (P.V)

38. Did you ever see that film. (A.V)
Was that film ever seen by you? (P.V)
39. Please post this letter (A.V)
Let this letter be posted. (P.V)
40. Circumstances obliged him to accept the job. (A.V)
He was obliged to accept the job by circumstances. (P.V)
41. The chairman was ringing the bell (A.V)
The bell was being rung by the chairman. (P.V)
42. The dog was left in the park (A.V)
Someone left the dog in the park. (P.V)
43. The servant washes our clothes. (A.V)
Our cloths are washed by the servant. (P.V)
44. A high court judge will conduct the enquiry (A.V)
The enquiry will be conducted by a high court judge. (P.V)
45. Why did your brother write such a letter? (A.V)
Why was such a letter written by your brother? (P.V)
46. The auditors are checking the accounts. (A.V)
The accounts are being checked by the auditors. (P.V)
47. Some boys were helping the wounded man (A.V)
The wounded man was being helped. (P.V)
48. Mother has cooked the dinner (A.V)
The dinner has been cooked by mother. (P.V)
49. We have posted most of the invitations (A.V)
Most of the invitations have been posted by us. (P.V)
50. Poverty made the mad dog. (A.V)
He was made ill by the poverty. (P.V)
51. The crowd killed the mad dog. (A.V)
The mad dog was killed by the crowd. (P.V)
52. They admitted children free to the Zoo. (A.V)
Children were admitted free to the Zoo. (P.V)

Using 'it' as Subject.:

53. People say that the new syllabus is a great improvement. (A.V)
It is said that new syllabus is a great improvement. (P.V)
54. They thought that he would recover. (A.V)
It was thought that would recover. (P.V)
55. Everybody believes that the couple will announce their engagement soon (A.V)
It is believed that the couple will announce their engagement soon. (P.V)
56. People suspected that she has poisoned him (A.V)
It is suspected that he has been poisoned by her (P.V)
57. They announced that the book would be published on 1st April (A.V)
It was announced that the books would be published on 1st April. (P.V)

Followed by a to – infinite:

58. We expect that the new park will open soon (A.V)
The new park is expected to be opened soon (P.V)
59. People believe that the house is haunted. (A.V)
The house is believed to be haunted. (P.V)
60. They think that the clay figure comes from ancient India (A.V)
The clay figure is thought to come from ancient India. (P.V)
61. Nobody expected that she would survive. (A.V)
She was not expected to survive. (P.V)
62. Everybody said the island was uninhabited. (A.V)
This island was said to be uninhabited. (P.V)