

**Teaching is an art. Rajeev Ranjan**  
**Active and Passive Voice**

Active Voice	Passive Voice
Subject is important Main Verb is important Helping verb/auxiliary verb and Main Verb form can be changed according to meaning/expression/time/tense etc	Helping Verb/Auxiliary Verb + Verb 3 (V3) Always use V3-third form of main Verb  Active Voice Subject becomes doer We use <b>by + doer</b> i.e. by Ram/by John/by us/by him/by them etc.  We can use the indirect object as the subject of a passive verb/the object in the active voice becomes the subject in the passive
Sentences are short and easily understandable.	passive verb = form of be + past participle verb
	Sentence can be completed with or without doer (by + doer i.e. by Ram/by John/by us/by him/by them)
Active voice is generally shorter than passive voice.	Passive voice reports action indirectly.

We change the form of a sentence.

We do not change the meaning of a sentence.

**How to Identify Passive Voice**

passive verb = form of be + past participle verb
Helping Verb/Auxiliary Verb + Verb 3 (V3)

Active Voice	Passive Voice
Ram eats mango.	Mango is eaten by Ram.
I write a letter.	A letter is written by me.
The gardener waters the plants.	The plants are watered by the gardener.
He is killing a tiger	A tiger is being killed by him.
They are preparing a speech	A speech is being prepared by them
We have constructed a house.	A house has been constructed by us.
He has won the final cricket match.	The final cricket match has been won by him.
I gave him a book for his birthday.	He was given a book for his birthday.
The hunter killed the lion.	The lion was killed by the hunter.
The Prime minister inaugurated a Forensic Science University.	A Forensic Science University was inaugurated by the prime minister.
Raja was playing football	Football was being played by Raja

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Bhavin was conducting experiment	Experiment was being conducted by Bhavin
We had checked the letter	Letter had been checked by us.
She will sing a song.	A song will be sung by her.
They will bring the camera.	Camera will be brought by them.

**Transformation: -**

What is transformation?

We change the form of a sentence without changing its meaning. It is essentially known as transformation.

Formation: - Transformation of Sentence/Statement from Active Verb to Passive Verbs

Active Voice	Passive Voice
Do/does/did + Verb (V1)	Is /Am/are/was/were+ + Verb 3 form (V3) + by doer (according to time/need of expression)
Is/am/are/was/were+ Verb + Ing	Is/am/are/was/were+ being + Verb 3 form (V3) + by doer (according to time/need of expression)
Has/have/had+ Verb 3 form (V3)	Has/have/had+ been+ Verb 3 form (V3) (according to time/need of expression)
Will/should/would /can/could/may/might+V1	Will/should/would /can/could/may/might+be+ Verb 3 form (V3) (according to time/need of expression)

**Modal Verbs**

Active Voice	Passive Voice
Hari can sing a song	A song can be sung by Hari.
Ravi should print the paper	The paper should be printed by Ravi
She should finish the breakfast.	The breakfast should be finished by her.
He can solve your issue.	Your issue can be solved by him.
The government must punish the corrupt.	The corrupt must be punished by the government.

**Request/Advice/Order**

Sentences that express a request, advice or order, should be changed into Passive Voice by using the word 'Let' and 'be' or 'should be' or 'you are requested to' ; 'you are ordered to' ; 'you are advised to'.

Follow the traffic rules.	<b>Let the traffic rules be followed. Learn your lessons/The traffic rules should be followed.</b>
Learn your lessons.	<b>Let your lessons be learnt/ Your lessons should be learnt.</b>
Mind your business.	<b>Let your business be minded.</b>
Go out at once.	<b>You are ordered to go out at once.</b>
Help me, please.	<b>You are requested to help me.</b>

**Use of Passive Voice - Scientific Research Reports**

It has been suggested that-----

Data was taken-----

Statistics were calculated...

Results were evaluated-----

It is observed -----

It has been observed -----

**Use of Passive Voice- Various Reasons**

When we want to sound objective or avoid using the subject "I"

**It is well-known-----**

**Studies have shown-----**

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When we do not wish to mention the doer of the action-

**I was given some bad advice.**

When we do not know who performed the action-

**Zero was invented in India.**

**Use of Active Voice:** - We wish to write in Active Voice. It gives clarity to the message. It is direct, short and simple. Always try to write in Active voice to give precise and pure message to the reader.

Resources and References:

<https://developers.google.com/tech-writing/one/active-voice>

<https://www.olabs.edu.in/?sub=84&brch=23&sim=186&cnt=1>

<https://www.pseb.ac.in/sites/default/files/2021-07/EnglishGrammarcomposition-12-2018-03-04-108.pdf>

<https://www.englishgrammar.org/>