

ACTIVE & PASSIVE VOICE

When the sentence begins with a subject, it is called **Active Voice.**

Example: I decorate my home with flowers.

When the subject begins with the object, it is called **passive voice.**

Example: My home is decorated with flowers by me.

How to change active to passive

1. Object comes first.
2. Don't change the tense.
3. Don't remove the punctuation mark.
4. Form of sentence remains same.
5. Add helping verb (is, am, are, was, were, be, been, being) with 3rd form of verb
6. Change -ing into 'being'.

IMPERATIVE SENTENCES:

(a) For orders and Commands we use the structure:

Let + Object + be + V3

Active: Close the app immediately.

Passive: Let the app be closed immediately.

(b) For Advice and Request we use the structure:

You are requested + to + V1 + Object

Active: Kindly exchange all your 1000 and 500 rupees notes.

Passive: You are requested to exchange all your 1000 and 500 rupees notes.

(c) For sentences that start with 'Let' we use the structure:

Let + Object + be + V3

Active: Let me take a selfie.

Passive: Let a selfie be taken by me.

INFINITIVES

For sentences having infinitive we use the structure:

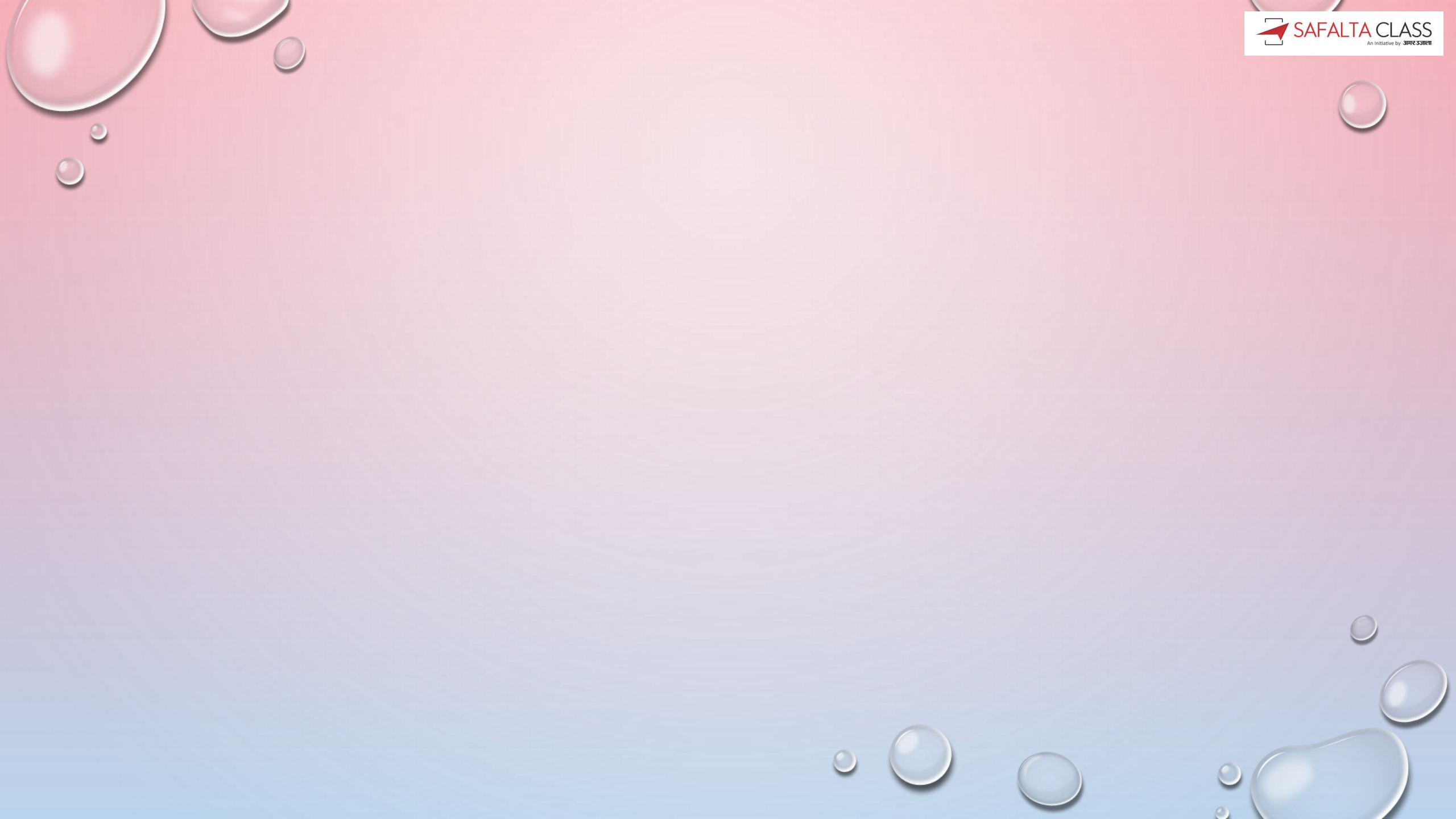
Subject + verb + object + to be + V3

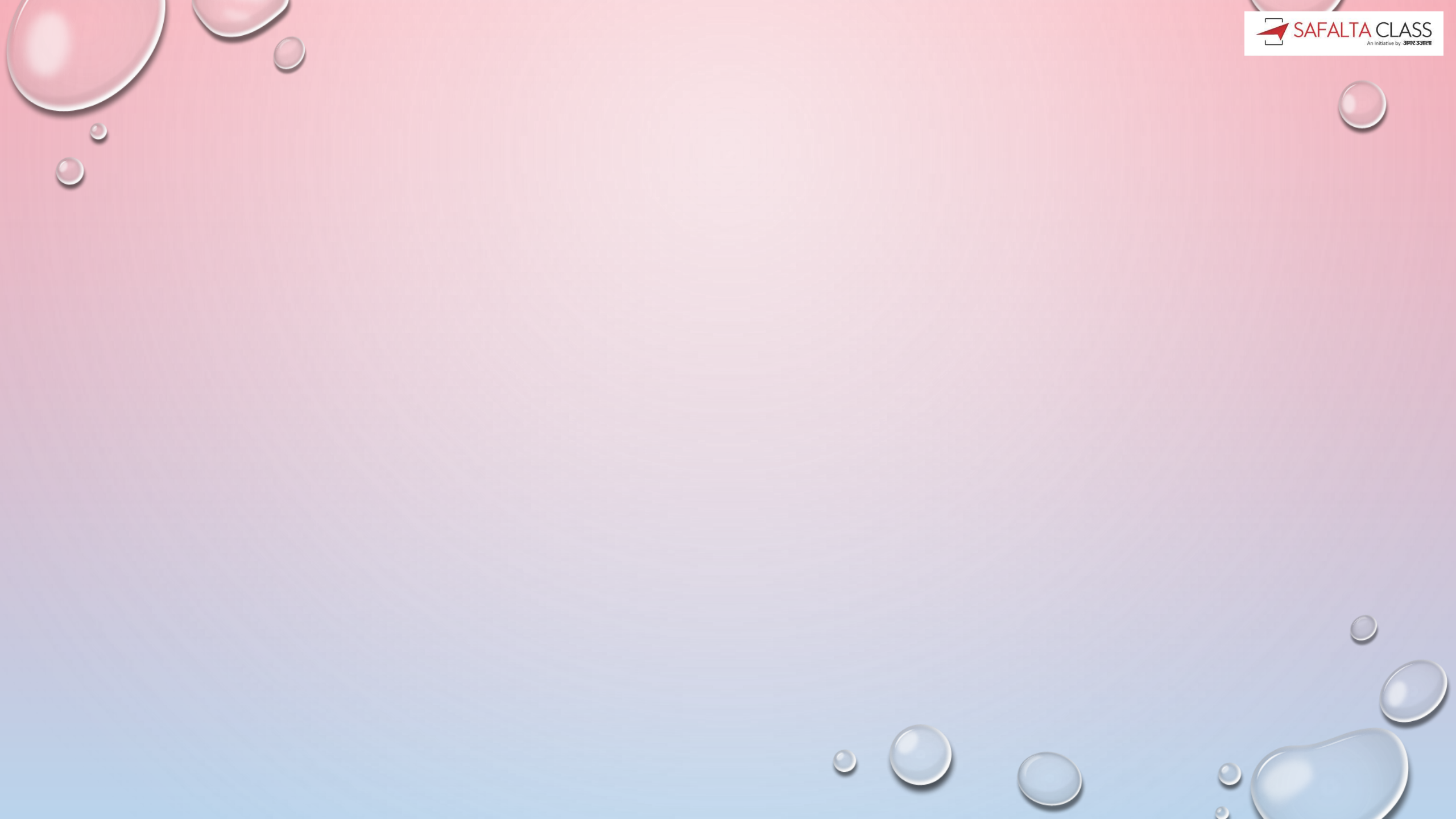
Active: Jack wants Jill to fetch a pail of water.

Passive: Jack wants a pail of water to be fetched by Jill.

Active :Rita wishes to perform a song.

Passive :Rita wishes a song to be performed.





1. The waiter filled the glasses with water.

a) The glasses filled with water by the waiter.

b) The glasses were filled with water by the waiter.

c) The waiter was filled the glasses with water.

d) The water were filled in the glasses by the waiter.

2. She took the dog for a walk.

a) The dog was taken for a walk by her.

b) The dog took her for a walk.

c) The dog had been taken for a walk by her.

d) The was took for a walk.

3. They will laugh at you.

a) You can be laughed at by them.

b) You may be laughed at by them.

c) You will be laughed at by them.

d) You will have been laughed at by them.

4. We had not decorated the walls.

a) The walls have not been decorated by us.

b) The walls were not being decorated by us.

c) The walls were not been decorated by us.

d) The walls had not been decorated by us.

5. I shall have written the letter.

a) The letter will be written by me.

b) The letter has been written by me.

c) The letter is being written by me.

d) The letter will have been written by me.

6. Have they carried out his instruction?

- a) Have his instructions been carried out by them.**
- b) Have his instructions been carried out by them?**
- c) Are his instructions being carried out by them?**
- d) Are his instructions being carried out by them.**

7. Who is bothering you?

a) By whom are you being bothered?

b) By who are you being bothered?

c) Who is being bothered by you?

d) Who has been bothered by you?

8. His shop will have been closed by him by 8pm.

a) He will close his shop by 8pm.

b) He will have been closed his shop by 8pm.

c) He will have closed his shop by 8pm.

d) He would have closed his shop by 8pm.

9. Let them do it now.

a) Let it be done by them now.

b) Let it have been done by them now.

c) Let it be done by them then.

d) Let it have been done by them then.

10. Did they not tell you to be here by 6pm?

a) Were you not told to be here by 6pm?

b) Are you not told to be here by 6pm?

c) Had you not been told to be here by 6pm?

d) Were you not told to be there by 6pm?

11. Please shut the door.

a) Do shut the door.

b) Should the door be shut.

c) You are requested to shut the door.

d) You are requested to have shut the door.

12. Bring a book.

a) Lets bring a book.

b) A book should have been brought.

c) Let a book to be brought.

d) Let a book be brought.

13. Who asked you to draft this letter?

a)By whom were you asked to draft this letter?

b)By who were you asked to draft this letter?

c)By whom are you asked to draft this letter?

d)By who are you asked to draft this letter?

14. Good news was being expected by us.

a) We were expecting good news.

b) We are expecting good news.

c) We have been expecting good news.

d) We had been expecting good news.

15. I shall have saved enough money to buy a house in 2021.

a) Enough money should have been saved by me to buy a house in 2021.

b) Enough money will have been saved by me to have bought a house in 2021.

c) Enough money will have been saved by me to buy a house in 2021.

d) Enough money would have been saved by me to buy a house in 2021.

16. He was driving the car so fast that it skidded on the snowy road.

- a) The car was driven by him so far that it skidded on the snowy road.**
- b) The car was being driven by him so far that it skidded on the snowy road.**
- c) The car had been driven by him so far that it skidded on the snowy road.**
- d) The car has been driven by him so far that it skidded on the snowy road.**

17. Then her face was bowed.

- a) Then she was being bowed her face.**
- b) Her face was bowed by then.**
- c) Then she bowed her face.**
- d) Then her face has been bowed.**

18. We must endure what we cannot cure.

- a) What we cure must be endured.
- b) What cannot be cured must be endured.
- c) What cannot cured must be endured.
- d) What could be cured must be endured.

19. A fresh batch of eggs was collected by the farmer's wife.

- a) The farmer's wife was collecting a fresh batch of eggs.**
- b) The farmer's wife collected a fresh batch of eggs.**
- c) The farmer's wife had collected a fresh batch of eggs.**
- d) The farmer's wife will be collecting a fresh batch of eggs.**

20. They are going to build a new airport near the old one.

- a) A new airport going to be built near the old one.**
- b) A new airport is being built near the old one.**
- c) A new airport will be built near the old one.**
- d) A new airport is going to be built near the old one.**

21. She was moved to tears at the sight of the miserable beggar.

- a) The sight of the miserable beggar moved her to tears.**
- b) The sight of the miserable beggar has moved her to tears.**
- c) The sight of the miserable beggar moves her to tears.**
- d) The sight of the miserable beggar had moved her to tears.**

22. Could you pass the salt?

- a) **Could the salt been passed?**
- b) **Could the salt be passed by anyone?**
- c) **Could the salt be past?**
- d) **Could the salt be passed?**

23. Don't subject the animals to cruelty.

- a) **The animals are not to be subjected to cruelty.**
- b) **The animals shall not to be subjected to cruelty.**
- c) **The animals will not to be subjected to cruelty.**
- d) **The animals should not to be subjected to cruelty.**

- 24. The lightning caused a serious forest fire and damaged many nearby houses.**
- a) A serious fire has been caused by lightning and many nearby houses have been damaged.**
 - b) A serious fire was caused by lightning and many nearby houses are damaged.**
 - c) A serious fire had been caused by lightning and many nearby houses had been damaged.**
 - d) A serious fire was caused by lightning and many nearby houses were damaged.**

25. Today I accomplished my task successfully.

- a) My task was accomplished successfully that day.**
- b) Today my task had been accomplished successfully.**
- c) Today my task accomplished successfully.**
- d) Today my task was accomplished successfully.**

26. Look! They have painted the door.

- a) Look! The door's being painted.
- b) Look! The door had been painted.
- c) Look! The door has been painted.
- d) Look! The door was painted.

27. She was advised 15 days' rest after her surgery.

- a) The doctor was advised 15 days' rest after her surgery.**
- b) The doctor has advised 15 days' rest after her surgery.**
- c) The doctor advised 15 days' rest after her surgery.**
- d) The doctor had advised 15 days' rest after her surgery.**

28. When did he return my books?

- a) When were my books returned by him?**
- b) When will my books be returned by him?**
- c) When has he returned my him?**
- d) When are my books returned by him?**

- 29. We had to stop all other work to complete our assignment.**
- a) All other work has to be stopped to complete our assignment.**
 - b) All other work had stopped to complete our assignment.**
 - c) All other work had to be stopped to complete our assignment.**
 - d) All other work was stopped to complete our assignment.**

30. Gagan Narang and Vijay won bronze medals in the London Olympics.

- a) **Bronze medals won by Gagan Narang and Vijay in the London Olympics.**
- b) **Bronze medals had been won by Gagan Narang and Vijay in the London Olympics.**
- c) **Bronze medals were won by Gagan Narang and Vijay in the London Olympics.**
- d) **Bronze medals have been won by Gagan Narang and Vijay in the London Olympics.**