



# **SNS COLLEGE OF TECHNOLOGY**

**Coimbatore-35  
An Autonomous Institution**

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Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

## **DEPARTMENT OF ENGLISH**

**23ENT101 - COMMUNICATIVE ENGLISH  
I YEAR/ I SEMESTER**

**UNIT 2 – ACTIVE AND PASSIVE VOICE**





## ACTIVE VOICE

- Active voice is a form of a verb in which the **subject performs the action**

**Subject + Verb + Object**

- It doesn't require a linking verb
- Active voice is direct, clear and strong in tone
- Ex: I wrote a letter

**S      V      O**

They were making invitation cards



## PASSIVE VOICE

- Passive voice is used when the **action is performed by** the subject.

**Object + Helping Verb + V3 + by + Subject**

- It requires a linking verb – **by**
- Passive voice is indirect, weak and subtle
- Ex: A letter was written **by** me  
**O HV V3 S**

Invitation cards were being made **by** them



## Changes of Pronouns

While changing sentence from Active to Passive voice, some pronouns will be changed in the form, They are

ACTIVE VOICE	PASSIVE VOICE
I	ME
WE	US
HE	HIM
SHE	HER
THEY	THEM



## Simple Present Tense



Auxiliary verbs used in passive voice: **is / am / are**

Active Voice	Passive Voice
He writes a letter	A letter <b>is</b> written by him.
He does not write a letter.	A letter <b>is not</b> written by him.
Does he write a letter?	<b>Is</b> a letter written by him?
They buy books.	Books <b>are</b> bought by them.
He helps me.	I <b>am</b> helped by him.
We make chairs.	Chairs <b>are</b> made by us.



# Present Continuous Tense



Auxiliary verbs used in passive voice: is being / am being / are being

Active Voice	Passive Voice
She <b>is</b> eating a mango.	A mango <b>is being</b> eaten by her.
She <b>is not</b> eating a mango.	A mango <b>is not being</b> eaten by her.
<b>Is</b> she eating a mango?	<b>Is</b> a mango <b>being</b> eaten by her.
They <b>are</b> washing shirts.	Shirts <b>are being</b> washed by them.
You <b>are</b> disturbing me.	I <b>am being</b> disturbed by you.
We <b>are</b> decorating the room.	The room <b>is being</b> decorated by us.



# Present Perfect Tense



Auxiliary verbs used in passive voice: **has been / have been**

Active Voice	Passive Voice
He <b>has</b> finished the work.	The work <b>has been</b> finished by him.
He <b>has not</b> finished the work.	The work <b>has not been</b> finished by him.
<b>Has</b> he finished the work?	<b>Has</b> the work <b>been</b> finished by him?
She <b>has</b> bought chairs.	Chairs <b>have been</b> bought by her.
They <b>have</b> started a business.	A business <b>has been</b> started by them.
I <b>have</b> helped the kids.	The kids <b>have been</b> helped by me.
You <b>have</b> broken the cup.	The cup <b>has been</b> broken by you.



# Simple Past Tense



Auxiliary verbs used in passive voice: **was / were**

Active Voice	Passive Voice
He bought a car.	A car <b>was</b> bought by him.
He did not buy a car.	A car <b>was not</b> bought by him.
Did he buy a car?	<b>Was</b> a car bought by him?
I wrote a letter.	A letter <b>was</b> written by me.
She decorated the walls.	The walls <b>were</b> decorated by her.
They saw a joker.	A joker <b>was</b> seen by them.
She kissed the babies.	The babies <b>were</b> kissed by her.
He asked some questions..	Some questions <b>were</b> asked by him.





## Past Continuous Tense



Auxiliary verbs used in passive voice: was being / were being

Active Voice	Passive Voice
She <b>was</b> washing a shirt.	A shirt <b>was being</b> washed by her.
She <b>was not</b> washing a shirt.	A shirt <b>was not being</b> washed by her.
<b>Was</b> she washing a shirt?	<b>Was</b> a shirt <b>being</b> washed by her.
He <b>was</b> eating the meal.	The meal <b>was being</b> eaten by him.
They <b>were</b> enjoying the party.	The party <b>was being</b> enjoyed by them.
She <b>was</b> teaching the kids.	The kids <b>were being</b> taught by her.
He <b>was</b> appreciating the students.	The students <b>were being</b> appreciated by him.



# Past Perfect Tense



Auxiliary verbs used in passive voice: had been

Active Voice	Passive Voice
They <b>had</b> won the competition.	The competition <b>had been</b> won by them.
They <b>had not</b> won the competition.	The competition <b>had not been</b> won by them.
<b>Had</b> they won the competition?	<b>Had</b> the competition <b>been</b> won by them?
He <b>had</b> bought a car.	A car <b>had been</b> bought by him.
She <b>had</b> passed the exam.	The exam <b>had been</b> passed by her.
They <b>had</b> resolved the issue.	The issue <b>had been</b> resolved by them.
The thief <b>had</b> stolen the money.	The money <b>had been</b> stolen by the thief.



## Simple Future Tense



Auxiliary verbs used in passive voice: **will be**

Active Voice	Passive Voice
He <b>will</b> study this book.	This book <b>will be</b> studied by him.
He <b>will not</b> study this book.	This book <b>will not be</b> studied by him.
<b>Will</b> he study this book?	<b>Will</b> this book <b>be</b> studied by him?
They <b>will</b> start a business.	A business <b>will be</b> started by them.
She <b>will</b> write a story.	A story <b>will be</b> written by her.
We <b>will</b> play a game.	A game <b>will be</b> played by us.
She <b>will</b> wear a new dress	A new dress <b>will be</b> worn by her.



# Future Perfect Tense



Auxiliary verbs used in passive voice: **will have been**

Active Voice	Passive Voice
He <b>will have</b> received the letter.	The letter <b>will have been</b> received by him.
He <b>will not have</b> received the letter.	The letter <b>will not have been</b> received by him.
<b>Will</b> he <b>have</b> received the letter?	<b>Will</b> the letter <b>have been</b> received by him?
She <b>will have</b> cleaned the room.	The room <b>will have been</b> cleaned by her.
He <b>will have</b> finished the task.	The task <b>will have been</b> finished by her.
They <b>will have</b> attended the meeting	The meeting <b>will have been</b> attended by them.



# IMPERSONAL PASSIVE



Impersonal passive is used to avoid mentioning the identity of the person.

## Rules to be followed:

1. Omit the **first** subject/person
2. Add **should be/must be**, if needed
3. Don't use '**By**' while converting into Impersonal Passive



## IMPERSONAL PASSIVE

**Example:** 1. We can use this way to reach the bus top

This way can be used to reach the bus stop

2. Students normally prefer a good teacher

A good teacher is normally preferred

3. The committee will announce the decision.

The decision will be announced.

4. Avoid cell phone while driving

Cell phone should be avoided while driving



# IMPERSONAL PASSIVE



5. They discovered a new species.

A new species was discovered.

8. The company launched a new product.

A new product was launched

6. The manager approved the budget.

The budget was approved.

9. The author wrote the novel.

The novel was written.

7. The researchers conducted the study.

The study was conducted.

10. The chef prepared the dinner.

The dinner was prepared.





## ACTIVE VOICE

1. The students completed their assignments.
2. The gardener waters the plants daily.
3. The police arrested the suspect.
4. The mechanic fixed my car.
5. She wrote a heartfelt letter to her friend.
6. The tailor stitched a beautiful dress.
7. The dog chased the cat up the tree.
8. The kids painted the walls with bright colors.
9. A melodious song is sung by him.
10. The chef baked a delicious cake.

## EXERCISE



## PASSIVE VOICE

1. Their assignments were completed by the students.
2. The plants are watered daily by the gardener.
3. The suspect was arrested by the police.
4. My car was fixed by the mechanic.
5. A heartfelt letter was written to her friend by her.
6. A beautiful dress was stitched by the tailor.
7. The cat was chased up the tree by the dog.
8. The walls were painted with bright colors by the kids.
9. He sings a melodious song.
10. A delicious cake was baked by the chef.





## EXERCISE



**Identify the following sentence:**

1. The cat sat on the mat.
2. The book was written **by** the author.
3. The children played in the park.
4. The door was opened **by** the wind.
5. The teacher explained the lesson.
6. The cake was baked **by** Mary.
7. Dogs chase cats.
8. A new song was composed **by** the musician.
9. The letter was written **by** John.
10. The problem is solved **by** him.

1. **Active voice**
2. **Passive voice**
3. **Active voice**
4. **Passive voice**
5. **Active voice**
6. **Passive Voice**
7. **Active Voice**
8. **Passive Voice**
9. **Passive Voice**
10. **Passive Voice**



## REFERENCE

<https://www.tutoringhour.com/lessons/grammar/active-passive-voice/>

