

Active Voice and Passive voice



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Voice - Definition in Grammar

Voice in grammar refers to the form of a verb that shows whether the subject of the sentence performs the action or receives the action.

- ▶ **There are two main types of voice in English:**

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◆ Active Voice

Definition:

In active voice, the subject of the sentence performs the action.

Structure:

Subject + Verb + Object

Examples:

1. Ravi (subject) wrote (verb) a letter (object).
 2. The chef cooked the meal.
 3. She sings a song.
- ▶ ☒ The focus is on who is doing the action.

◆ Passive Voice

Definition:

In passive voice, the subject receives the action. The doer of the action may or may not be mentioned.

Structure:

Object + form of 'to be' + Past Participle + (by + Subject)

Examples:

1. A letter (object) was written (be + past participle) by Ravi (doer).
 2. The meal was cooked by the chef.
 3. A song is sung by her.
- ▶ ☒ The focus is on the action or the receiver of the action.

Comparison:

Sentence Type	Example	Explanation
Active Voice	The teacher explained the lesson.	The teacher is doing the action.
Passive Voice	The lesson was explained by the teacher.	The focus is on the lesson.

Tense	Active Voice Formula	Passive Voice Formula	Example (Active)	Example (Passive)
Simple Present	Subject + V1 + Object	Object + is/am/are + V3 + (by + subject)	He writes a letter.	A letter is written by him.
Present Continuous	Subject + is/am/are + V1+ing + Object	Object + is/am/are + being + V3 + (by + subject)	She is cooking food.	Food is being cooked by her.
Present Perfect	Subject + has/have + V3 + Object	Object + has/have + been + V3 + (by + subject)	They have finished the work.	The work has been finished by them.
Simple Past	Subject + V2 + Object	Object + was/were + V3 + (by + subject)	He cleaned the room.	The room was cleaned by him.
Past Continuous	Subject + was/were + V1+ing + Object	Object + was/were + being + V3 + (by + subject)	She was reading a book.	A book was being read by her.
Past Perfect	Subject + had + V3 + Object	Object + had + been + V3 + (by + subject)	He had written a letter.	A letter had been written by him.
Simple Future	Subject + will/shall + V1 + Object	Object + will/shall + be + V3 + (by + subject)	She will paint the wall.	The wall will be painted by her.
Future Perfect	Subject + will/shall + have + V3 + Object	Object + will/shall + have been + V3 + (by + subject)	They will have completed the project.	The project will have been completed by them.

Notes:

- Passive voice is not used with future continuous and some intransitive verbs (verbs that don't take an object), like "go," "arrive," "sleep."
- Use passive voice when the doer is unknown, unimportant, or obvious from context:
 - *The window was broken.* (We don't know who broke it.)

Change the Voice – Active to Passive or Passive to Active

Instructions: Rewrite the following sentences in the opposite voice (active to passive or passive to active).

1. The chef cooked a delicious meal.

→ _____

2. The homework was completed by Riya.

→ _____

3. They are watching a movie.

→ _____

4. The invitation has been sent by Rahul.

→ _____

5. She will deliver the speech tomorrow.

→ _____

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 Change the Voice – Active to Passive or Passive to Active

Instructions: Rewrite the following sentences in the opposite voice (active to passive or passive to active).

1. The gardener waters the plants every morning.

→ _____

2. The song was sung by Lata Mangeshkar.

→ _____

3. He had already solved the puzzle.

→ _____

4. The documents will have been submitted by the manager.

→ _____

5. The book is being read by the student.

→ _____



Challenging Voice Transformation – Active ⇌ Passive

- **Instructions: Rewrite each sentence in the opposite voice. Pay close attention to tense, structure, and meaning.**

1. Someone should have informed you about the change.

→ _____

2. The manager was giving the employees clear instructions.

→ _____

3. A beautiful painting will be exhibited by the artist in the gallery.

→ _____

4. The government might increase the fuel prices next month.

→ _____

5. She has been offered a scholarship by the university.

→ _____

Challenging Voice Transformation – Active ⇌ Passive

- **Instructions: Rewrite each sentence in the opposite voice. Pay close attention to tense, structure, and meaning.**

1. They had been questioning the suspect for hours.

→ _____

2. Let the truth be told. (*Hint: Use imperative active*)

→ _____

3. The committee will have been reviewing the applications by tomorrow.

→ _____

4. Why was the project not completed on time?

→ _____

5. The principal made the students clean the classroom. (*Causative verb*)

→ _____

Writing Worksheet: Using Active & Passive Voice Creatively

Instructions:

The following paragraph is written entirely in the active voice. Rewrite it in the passive voice wherever possible, while keeping the meaning intact.

Paragraph:

The teacher announced the results in the morning. The students received the news with excitement. The class monitor distributed the report cards. The principal congratulated the top performers and praised the efforts of all students.

 *Now write your version using passive voice:*

▶ →

→

→

→

Writing Worksheet: Using Active & Passive Voice Creatively

Part A2: Convert & Continue the Story

Instructions: The story below is in active voice. Rewrite it in passive voice, then continue the story in 3 more passive-voice sentences.

Story:

A stranger left a mysterious box on the doorstep. The children opened it carefully. They found a glowing key inside.

▶  *Now write in passive voice and continue the story:*

→ _____

→ _____

→ _____

→ (Your own 3 passive-voice lines)

→ _____

→ _____

→ _____

Change the Voice in Mixed Paragraphs

Instructions: Change only the bold sentences to the opposite voice (Active ⇌ Passive), keeping the rest of the paragraph unchanged.

Paragraph:

Last night, our team won the final match. **The trophy was handed over by the chief guest.** We cheered loudly and celebrated with our coach. **Photos were taken by the media team.** The entire school felt proud of us.

▶ ✎ Rewrite only the bold sentences in active voice:

→

→

Create Your Own

Instructions: Write 2 sentences in active voice and 2 in passive voice based on this prompt:

Prompt: *You and your friends plan a surprise for your teacher's birthday.*

▶  Write here:

Active 1:

Active 2:

Passive 1:

Passive 2:

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