



LUGHA
ENGLISH
ACADEMY

ANYBODY CAN SPEAK

Voice

Voice

- It is the form of a verb that tells whether the subject performs the action or receive the action.

agent → receiver
action

Receiver: person/thing receives the action.

Agent: person/thing performs the action.

Action: verb

Eg: Eddie kicked the ball.

The ball was kicked by Eddie

Eddie -> agent; ball -> receiver; kicked -> verb

Voice



Active Voice

- A form or set of forms of a verb in which the subject is typically the person or thing performing the action and which can take the direct object.

Note:

Active → **subject** does the action

Passive Voice

- A form or set of forms of a verb in which the subject receives the action of the verb.

Note:

- * Among the 12 tenses, there is no passive voice for 4 tenses. They are present perfect continuous tense, past perfect continuous tense, future continuous tense and future perfect continuous tense.
- * We cannot write any sentence in passive voice with SVA / SVC pattern
- * We must use past participle in passive voice.
(Regular and irregular verb)

Changes of pronoun in passive noun

Active Voice	Passive Voice
I	me
we	us
you	you
he	him
she	her
it	it
they	them

Rules of Active and Passive voice – present simple tense

Active Voice	Passive Voice (Auxiliary Verb – is/am/are)
Subject + V1+s/es+ object	Object+ is/am/are+ V3+ by + subject
Subject + Do/does+ not + V1 + Object	Object + is/am/are+ not + V3+ by Subject
Does+ Subject+ V1+Object+?	Is/am/are + Object+ V3+ by subject +?

Examples:

Active: He reads a novel.

Passive: A novel is read.

Active: He does not cook food.

Passive: Food is not cooked by him.

Active: Does he purchase books?

Passive: Are books purchased by him?

Active: They grow plants.

Passive: Plants are grown by them.

Active: She teaches me.

Passive: I am taught by her.

Rules of Active and Passive voice – present continuous tense

Active Voice	Passive Voice (Auxiliary Verb- is/am/are + being)
Subject + is/am/are+ v1+ ing + object	Object+ is/am/are+ being+ V3+ by + subject
Subject + is/am/are+ not+ v1+ ing+ object	Object + is/am/are+ not + being+V3+ by Subject
Is/am/are+ subject+v1+ing + object+?	Is/am/are + Object+ V3+ by subject +?

Examples:

Active: Esha is singing a song.

Passive: A song is being sung by Esha.

Active: Kritika is not chopping vegetables.

Passive: Vegetables are not being chopped by Kritika.

Active: Is Ritika buying a table?

Passive: Is a table being bought by Ritika?

Active: They are serving poor people.

Passive: Poor people are being served by them.

Active: She is disturbing Dinesh.

Passive: Dinesh is being disturbed by her.

Rules of Active and Passive voice – present perfect tense

Active Voice	Passive Voice (Auxiliary Verb- has/have +been)
Subject + has/have+ v3+ object	Object+ has/have+ been+ V3+ by + subject
Subject + has/have+ not+ v3+ object	Object + has/have+ not+ been+V3+ by Subject
Has/have+ subject+ v3 + object+?	Has/Have + Object+ been+V3+ by subject +?

Examples:

Active: Nitesh has challenged her.

Passive: She has been challenged by Nitesh.

Active: Radhika has not written an article.

Passive: An article has not been written by Radhika.

Active: Have they left the apartment?

Passive: Has apartment been left by them?

Active: She has created this masterpiece.

Passive: This masterpiece has been created by her.

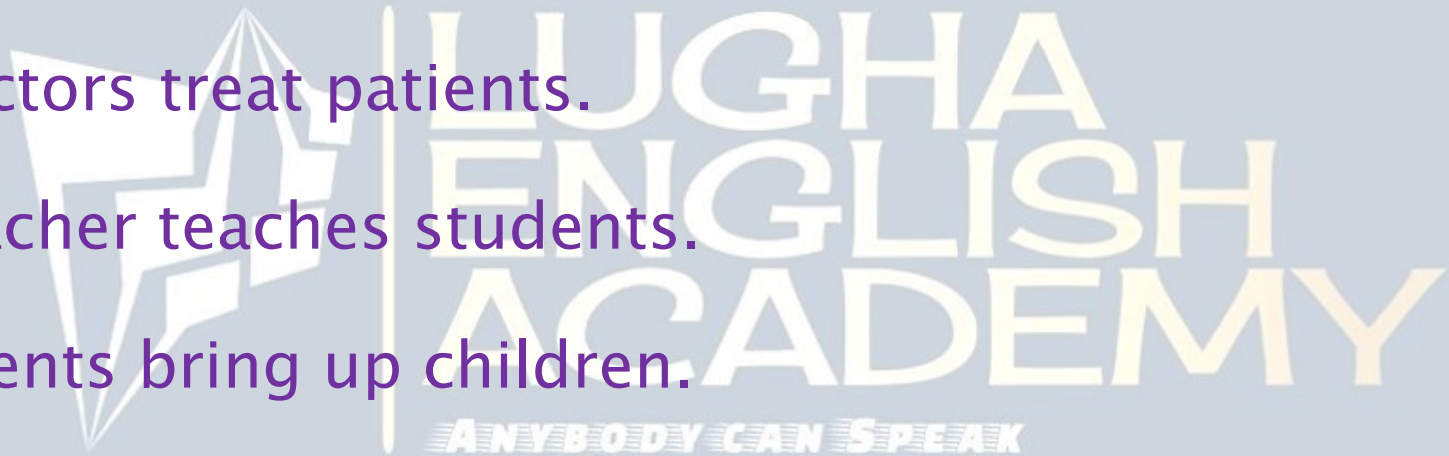
Active: I have read the newspaper.

Passive: The newspaper has been read by me.

Convert the following sentences into passive voice (simple present)

Note: singular object → is; plural object → are

1. He helps us.
2. Doctors treat patients.
3. Teacher teaches students.
4. Parents bring up children.
5. We love our country.
6. Mason build houses.
7. Carpenters make furniture.
8. Mechanics repair cars.



Convert the following sentences into passive voice (present continuous)

1. She is cooking food.
2. My parents are making budget plans.
3. The school is organizing a picnic.
4. Everyone is praising your work.
5. How are they doing it?
6. Everybody is watching the final match.
7. Why is he not helping us?
8. Are they playing cricket right now?
9. Who is helping you in your project?
10. A robot is serving food in this hotel.

Choose the correct verb for the passive sentence

has → He, She, It or any name

have → I, we, you, they

1. I have finished the job.

The job _____ by me.

- a) has finished b) has been finished c) had been finished

2. The cat has drunk the milk.

The milk _____ by the cat.

- a) has drunk b) has been drunk c) had been drunk

3. The girls have plucked the flowers.

The flowers _____ by her.

- a) have plucked b) have been plucked c) had been plucked

4. I have watched that movie.

That movie _____ by me.

- a) have been watched b) has been watched c) had watched

Choose the correct verb for the passive sentence

5. Peter has broken another window.

Another window _____ by Peter.

- a) has broken b) has been broken c) had been broken

6. I have written six letters.

Six letters _____ by me.

- a) have written b) have been written c) has been written

7. Have you received the parcel?

_____ by you?

- a) has the parcel been received b) have the parcel been received

c) have the parcel received

8. Have they accepted the invitation?

Has the invitation _____ by them?

- a) accepted b) been accepted

9. I have cooked dinner.

Dinner _____ by me.

- a) has cooked b) has been cooked c) had been cooked

Rules of Active and Passive voice – past simple tense

Active Voice	Passive Voice (Auxiliary Verb- was/were)
Subject + V2+ object	Object+ was/were V3+ by + subject
Subject +did+ not+v1+ object	Object + was/were+ not +V3+ by Subject
Did+ subject+V1+ object+?	Was/were + Object+ V3+ by subject +?

Examples:

Active: Reema cleaned the floor.

Passive: The floor was cleaned by Reema.

Active: Aisha bought a bicycle.

Passive: A bicycle was bought by Aisha.

Active: Naman called my friends.

Passive: My friends were called by Naman.

Active: I saved him.

Passive: He was saved by me.

Active: Miraya paid the bills.

Passive: The bills were paid by Miraya.

Rules of Active and Passive voice – past continuous tense

Active Voice	Passive Voice (Auxiliary Verb- was/were + being)
Subject + was/were + v1+ing+ object.	Object+ was/were +being+V3+ by + subject
Subject +was/were+ not+v1+ing + object	Object + was/were+ not +being+V3+ by Subject
Was/were+ Subject + V1+ing + object+?	Was/were + Object+ being+v3+ by+ subject+?

Examples:

Active: Nitika was painting the wall.

Passive: The wall was being painted by Nitika.

Active: Manish was repairing the car.

Passive: The car was being repaired by Manish.

Active: Were you reciting the poem?

Passive: Was the poem being recited?

Active: She was baking the cake.

Passive: The cake was being baked by her.

Active: She was watching me.

Passive: I was being watched by her.

Rules of Active and Passive voice – past perfect tense

Active Voice	Passive Voice (Auxiliary Verb- had +been)
Subject + had + v3+ object.	Object+ had+been +V3+ by + subject
Subject +had+ not+v3+ object	Object + had+ not +been+V3+ by Subject
Had+ Subject + V3+ object+?	Had + Object+ been+v3+ by+ subject+?

Examples:

Active: Misha had cleaned the floor.

Passive: The floor had been cleaned by Misha.

Active: Vidhi had not received the parcel.

Passive: The parcel had not been received by Vidhi.

Active: Vishal had solved the doubt.

Passive: The doubt had been solved.

Active: Had they caught the thief?

Passive: Had the thief been caught by them?

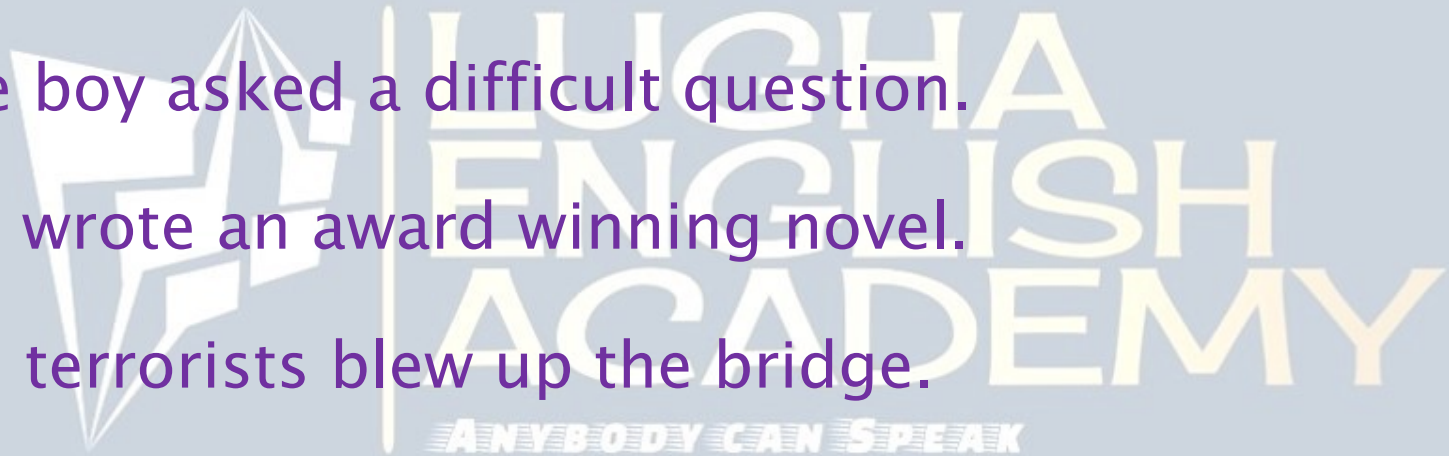
Active: I had paid fifty thousand.

Passive: Fifty thousand had been paid by me.

Convert the following sentences into passive voice (simple past)

Note: singular object -> was; plural object -> were

1. She made a third attempt.
2. The boy asked a difficult question.
3. She wrote an award winning novel.
4. The terrorists blew up the bridge.
5. The police caught the thief.



Convert the following sentences into passive voice (past continuous)

Note: singular object -> was; plural object -> were

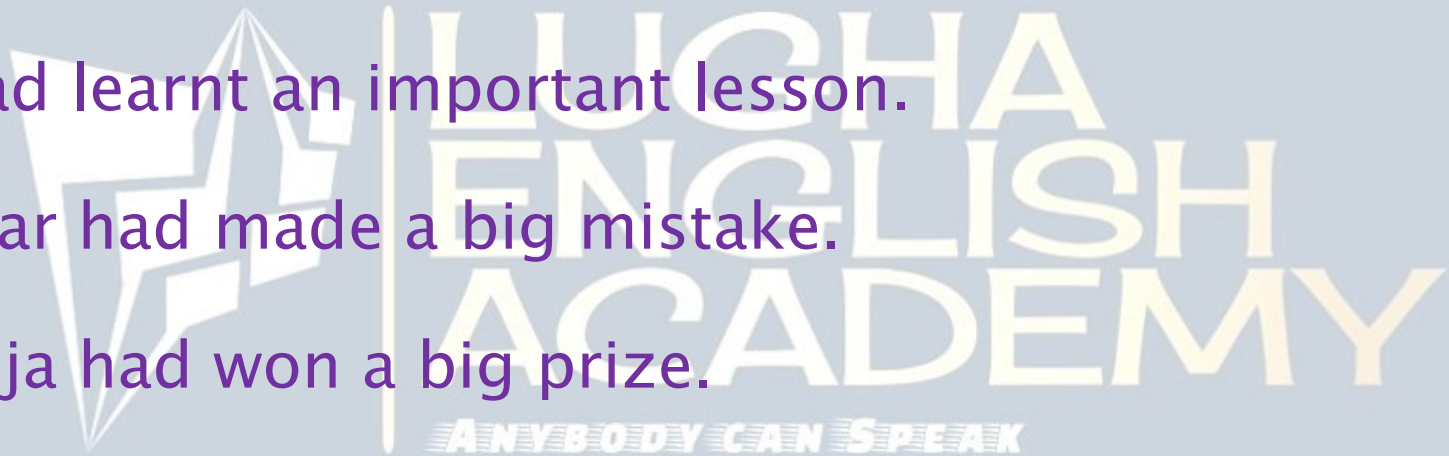
1. Megha was writing a poem.
2. The man was washing clothes.
3. The masons were building the house.
4. Mother was making a cake.
5. The girl was painting a picture.



Convert the following sentences into passive voice (past perfect)

Note: all objects -> had

1. They had finished the job by Monday.
2. I had learnt an important lesson.
3. Amar had made a big mistake.
4. Pooja had won a big prize.
5. They had informed him.
6. The teacher had punished the boy.
7. The master had slapped the poor boy.



Rules of Active and Passive voice – future simple tense

Active Voice	Passive Voice (Auxiliary Verb- will+ be)
Subject + will+ v1+ object.	Object+ will+ be +V3+ by + subject
Subject +will + not+ V1+object	Object + will+ not +be+V3+ by Subject
Will+ Subject + V1+ object+?	Will + Object+ be +v3+ by+ subject+?

Examples:

Active: Kriya will sew the bag.

Passive: The bag will be sewed by Kriya.

Active: Disha will not arrange the things.

Passive: The things will not be arranged by Disha.

Active: Will you mop the floor?

Passive: Will the floor be mopped by you?

Active: They will post the letter.

Passive: The letter will be posted.

Active: Reena will save money.

Passive: Money will be saved by Reena.

Rules of Active and Passive voice – future perfect tense

Examples:

Active: They will have brought the toy.

Passive: The toy will have been brought by them.

Active: Nimesh will not have changed the table cover.

Passive: The table cover will not have been changed by Nimesh.

Active: Will she have written the notes.

Passive: Will the notes have been written by her?

Active: They will have won the match.

Passive: The match will have been won by them.

Active: Vijay will have washed a shirt.

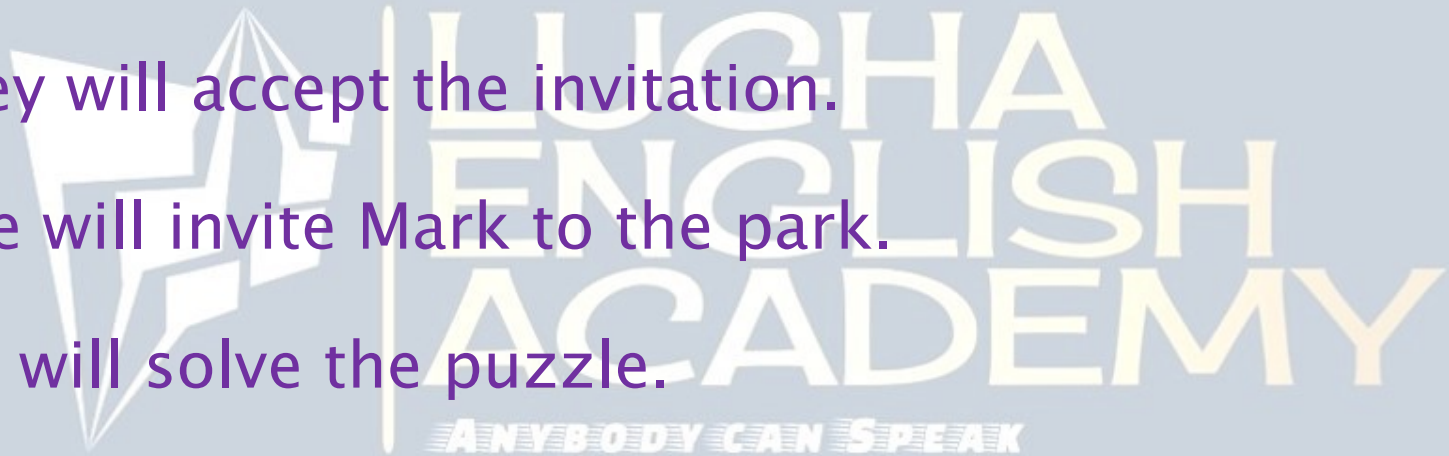
Passive: A shirt will have been washed by Vijay.

Active Voice	Passive Voice
Subject + will+ have +v3+ object.	Object+ will+ have+ b +V3+ by + subject
Subject + will+ have +not+v3+ object.	Object + will+ have +not+been+v3+ subje
Will+ Subject+have+v3+ object+?	Will + object+have+been+v: +subject+?

Convert the following sentences into passive voice (simple future)

Note: will/shall be + v3

1. I will help you.
2. They will accept the invitation.
3. Jane will invite Mark to the park.
4. She will solve the puzzle.
5. He will pay the fee.
6. I will book two tickets.
7. She will bring her piano.
8. I will buy a new car.



Convert the following sentences into passive voice (simple future)

Note: will/shall be + v3

9. She will visit them.

10. They will kill him.

11. She will give a speech.

12. The police will catch the thief.

13. The doctor will save her life.

14. She will win the first prize.

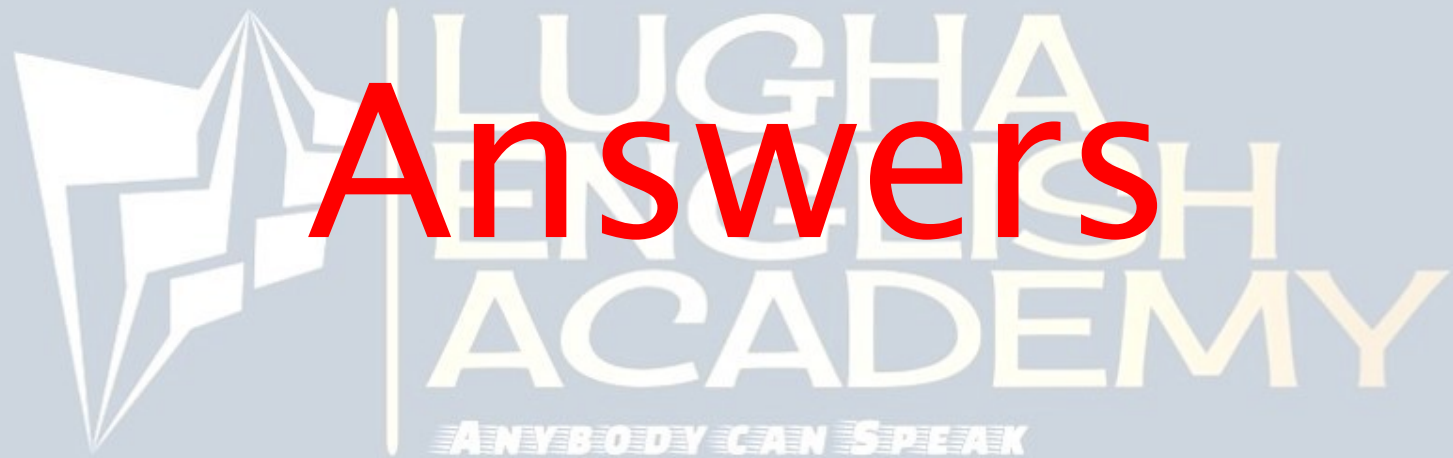
15. The master will punish the boy.



Convert the following sentences into passive voice (future perfect)

Note: will have been + v3

1. The mechanic will have repaired the car.
2. I will have learnt my lessons.
3. She will have won the first prize.
4. They will have received the parcel.
5. He will have finished the job.
6. The police will have caught the thief.
7. They will have rescued the girl.
8. They will have done everything by Friday.
9. The children will have eaten all the toffees.
10. The cat will have drink the milk.



Convert the following sentences into passive voice (simple present)

Note: singular object → is; plural object → are

1. He helps us. (We are helped by him)
2. Doctors treat patients. (Patients are treated by doctors)
3. Teacher teaches students (Students are taught by teacher)
4. Parents bring up children. (Children are brought up by parents)
5. We love our country. (Our country is loved by us)
6. Mason build houses. (Houses are built by mason)
7. Carpenters make furniture. (Furniture is made by carpenter)
8. Mechanics repair cars. (Cars are repaired by mechanics)

Convert the following sentences into passive voice (present continuous)

1. She is cooking food. (Food is being cooked by her)
2. My parents are making budget plans. (Budget plans are being made by our parents)
3. The school is organizing a picnic. (A picnic is being organized by the school)
4. Everyone is praising your work. (Your work is being praised by everyone.)
5. How are they doing it? (How is it being done by them?)
6. Everybody is watching the final match. (The final match is being watched by everyone)
7. Why is he not helping us? (Why are we not being helped by him?)
8. Are they playing cricket right now? (Is cricket being played by them right now?)
9. Who is helping you in your project? (Who are you being helped in your project?)
10. A robot is serving food in this hotel. (Food is being served by a robot in this hotel.)

Choose the correct verb for the passive sentence

has → He, She, It or any name

have → I, we, you, they

1. I have finished the job.

The job _____ by me.

- a) has finished **b) has been finished** c) had been finished

2. The cat has drunk the milk.

The milk _____ by the cat.

- a) has drunk **b) has been drunk** c) had been drunk

3. The girls have plucked the flowers.

The flowers _____ by her.

- a) have plucked **b) have been plucked** c) had been
plucked

4. I have watched that movie.

That movie _____ by me.

- a) have been watched **b) has been watched** c) had watched

Choose the correct verb for the passive sentence

5. Peter has broken another window.

Another window _____ by Peter.

- a) has broken **b) has been broken** c) had been broken

6. I have written six letters.

Six letters _____ by me.

- a) have written **b) have been written** c) has been written

7. Have you received the parcel?

_____ by you?

- a) has the parcel been received** b) have the parcel been received

c) have the parcel received

8. Have they accepted the invitation?

Has the invitation _____ by them?

- a) accepted **b) been accepted**

9. I have cooked dinner.

Dinner _____ by me.

- a) has cooked **b) has been cooked** c) had been cooked

Convert the following sentences into passive voice (simple past)

Note: singular object -> was; plural object -> were

1. She made a third attempt. (A third attempt was made by him.)
2. The boy asked a difficult question. (A difficult question as asked by the boy)
3. She wrote an award winning novel. (An award winning novel was written by her.)
4. The terrorists blew up the bridge. (The bridge was blown up by the terrorists)
5. The police caught the thief. (The thief was caught by the police)

Convert the following sentences into passive voice (past continuous)

Note: singular object -> was; plural object -> were

1. Megha was writing a poem. (A poem was being written by Megha.)
2. The man was washing clothes. (Clothes were being washed by the man.)
3. The masons were building the house. (The house was being built by the masons.)
4. Mother was making a cake. (A cake was being made by mother.)
5. The girl was painting a picture. (A picture was being painted by the girl.)

Convert the following sentences into passive voice (past perfect)

Note: all objects -> had

1. They had finished the job by Monday. (The job had been finished by them.)
2. I had learnt an important lesson. (An important lesson had been learnt by me)
3. Amar had made a big mistake. (A big mistake had been made by Amar)
4. Pooja had won a big prize. (A big prize had been won by Pooja)
5. They had informed him. (He had been informed by them)
6. The teacher had punished the boy. (The boy had been punished by the teacher.)
7. The master had slapped the poor boy. (The poor boy had been slapped by the master.)

Convert the following sentences into passive voice (simple future)

Note: will/shall be + v3

1. I will help you. (He will be helped by me)
2. They will accept the invitation. (The invitation will be accepted by them)
3. Jane will invite Mark to the park. (Mark will be invited by Jane to the party)
4. She will solve the puzzle. (The puzzle will be solved by her)
5. He will pay the fee. (The fee will be paid by him)
6. I will book two tickets. (Two tickets will be booked by me.)
7. She will bring her piano. (Her piano will be brought by her.)
8. I will buy a new car. (A new car will be bought by her)

Convert the following sentences into passive voice (simple future)

Note: will/shall be + v3

9. She will visit them. (They will be visited by her)

10. They will kill him. (He will be killed by them)

11. She will give a speech. (Speech will be given by her)

12. The police will catch the thief. (The thief will be caught by the police)

13. The doctor will save her life. (Her life will be saved by the doctor)

14. She will win the first prize. (First prize will be won by her.)

15. The master will punish the boy. (The boy will be punished by the master.)

Convert the following sentences into passive voice (future perfect)

Note: will have been + v3

1. The mechanic will have repaired the car. (The car will have been repaired by the mechanic)
2. I will have learnt my lessons. (My lessons will have been learnt by me)
3. She will have won the first prize. (The first prize will have been won by her)
4. They will have received the parcel. (The parcel will have been received by them)
5. He will have finished the job. (The job will have been finished by him)
6. The police will have caught the thief. (The thief will have been caught by the police)
7. They will have rescued the girl. (The girl will have been rescued by them.)
8. They will have done everything by Friday. (Everything will have been done by Friday)
9. The children will have eaten all the toffees. (The toffees will have been eaten by the children)
10. The cat will have drink the milk. (The milk will have been drink by the cat.)

Additional worksheets



Convert the following sentences into passive voice (simple present)

1. He loves me.
2. She lights the candle.
3. They expect good news.
4. We help the poor.
5. The boys do not play football.
6. The librarian reads the book to the students.
7. I wash my car everyday.
8. I see a bird.



Convert the following sentences into passive voice (present continuous)

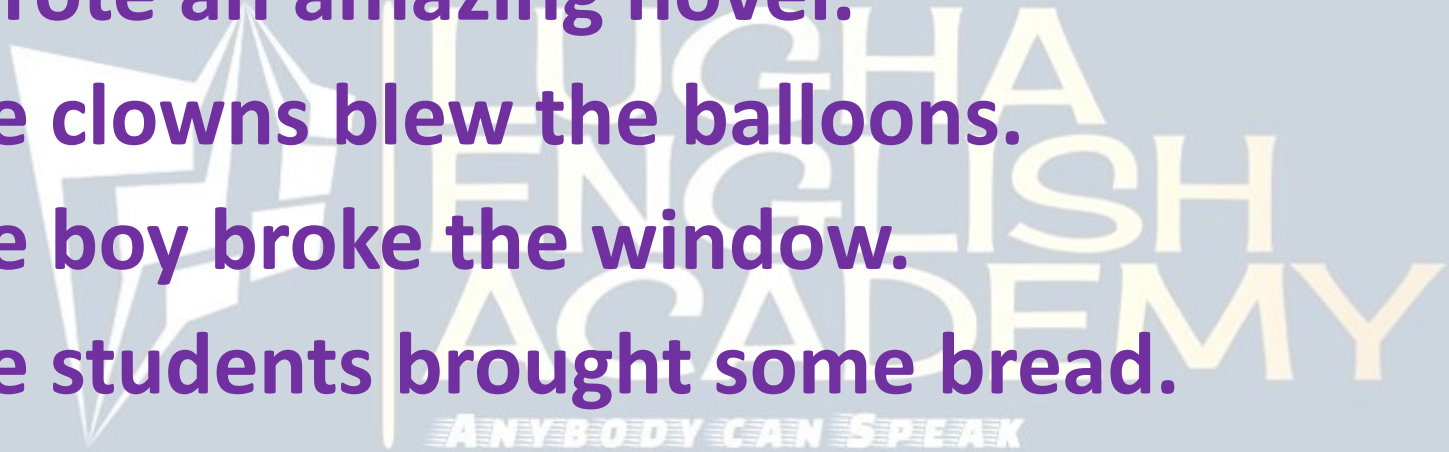
1. Lalita is teaching math at high school.
2. I am reading a story book.
3. A waiter is serving food in this restaurant.
4. Everybody is watching the movie.
5. She is cleaning her room.
6. He is cooking dinner.
7. The hunters are killing the animals.
8. I am not eating the burger.

Convert the following sentences into passive voice (present perfect)

1. I have written an amazing book.
2. Jim has helped me a ton.
3. Most of the people have tried sushi.
4. My mother has helped a lot of students.
5. I have prepared pizza for everyone in the house.
6. He has bought a bike recently.
7. Tim has invited you to the meeting.
8. They started the game.

Convert the following sentences into passive voice (simple past):

1. I bought a sandwich.
2. I wrote an amazing novel.
3. The clowns blew the balloons.
4. The boy broke the window.
5. The students brought some bread.
6. He forgot his book at home.
7. The boys fought over the toy.
8. The miners had dug the mine.



Convert the following sentences into passive voice (past continuous)

1. The boy was throwing the stone.
2. He was writing on the desk.
3. She was watching TV.
4. They were expecting a guest.
5. The woman was taking care of the baby.
6. They were painting the room when the accident happened.
7. The chef was cooking the meat.
8. They were picking the flowers.

Convert the following sentences into passive voice (past perfect)

1. They had repaired the car.
2. I had eaten the cake.
3. You had read the book.
4. She had finished her tasks.
5. The police had searched your car.
6. The intern had prepared the documents.
7. He had sent me a message.
8. We had completed the project.

Convert the following sentences into passive voice (simple future)

1. She will visit her grandparents.
2. They will organize a charity event.
3. He will start his new job on Monday.
4. The team will win the match.
5. She will learn to play the guitar.
6. We will plant trees in the garden.
7. The teacher will explain the lesson.
8. You will enjoy the movie.

Convert the following sentences into passive voice (future perfect)

1. He will have joined that party.
2. She will have bought two apples.
3. They will have eaten the mango.
4. The children will have written an essay.
5. The players will have won the match.
6. Meera will have cooked for the guests.
7. The chief guest will have delivered the speech.
8. His results will have satisfied his father.