



NDA/NA ENGLISH MASTERY SERIES

MODULE 12

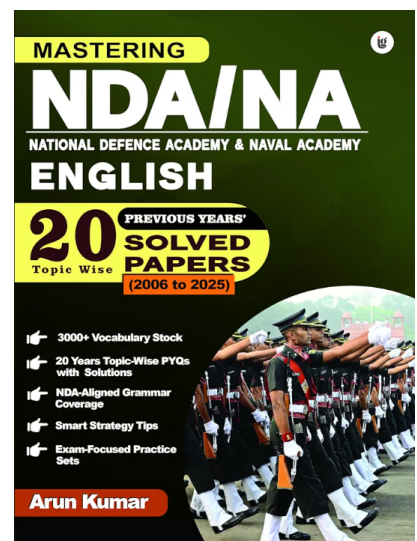
Active & Passive Voice

Voice rules, transformation patterns and practice sets.

From the book

MASTERING NDA/NA ENGLISH

ARUN KUMAR



ACTIVE & PASSIVE VOICE

➤ Introduction

Voice refers to the form of a verb that shows whether the subject of a sentence performs the action (Active Voice) or receives the action (Passive Voice).

- Active Voice: The subject performs the action.
- Passive Voice: The subject receives the action.

➤ Structure of Active and Passive Voice

Voice	Structure	Example
Active	Subject + Verb + Object	She writes a letter.
Passive	Object + form of "be" + Past Participle + by + subject (optional)	A letter is written (by her).

➤ Basic Rules for Conversion

A. General Steps

Identify the **subject, verb, and object** in the active sentence



Move the **object** of the active sentence to the **subject** position



Change the verb into the passive form: **be + past participle (V3)**



Add the doer with **by** if necessary



Make changes in **pronouns, tense, and auxiliary verbs** accordingly

B. Changes in Tenses

TENSE	ACTIVE VOICE	PASSIVE VOICE
Present Simple	She writes a letter.	A letter is written by her.
Present Continuous	She is writing a letter.	A letter is being written by her.
Present Perfect	She has written a letter.	A letter has been written by her.
Past Simple	She wrote a letter.	A letter was written by her.
Past Continuous	She was writing a letter.	A letter was being written by her.
Past Perfect	She had written a letter.	A letter had been written by her.
Future Simple	She will write a letter.	A letter will be written by her.
Future Perfect	She will have written a letter.	A letter will have been written by her.
Modal + Verb	She can write a letter.	A letter can be written by her.

Note: Future Continuous and Perfect Continuous tenses are **not used** in the passive voice.

1. Changes in Pronouns

ACTIVE → PASSIVE	PASSIVE → ACTIVE
I → me	me → I
we → us	us → we
you → you	you → you
he → him	him → he
she → her	her → she
they → them	them → they

I Active and Passive Voice I

Example:

- Active: I help him.
- Passive: He is helped by me.

Passive Voice of Different Sentence Types

A. Affirmative Sentences

- Active: They build houses.
- Passive: Houses are built by them.

B. Negative Sentences

- Active: She does not write a poem.
- Passive: A poem is not written by her.

C. Interrogative Sentences

1. Yes/No Questions

- Active: Do you eat mangoes?
- Passive: Are mangoes eaten by you?
- Active: Did he complete the task?
- Passive: Was the task completed by him?

2. WH-Questions

- Active: Who wrote this book?
Passive: By whom was this book written?
- Active: What did she say?
Passive: What was said by her?

D. Imperative Sentences

Structure in Passive:

Let + object + be + past participle

- Active: Open the door.
- Passive: Let the door be opened.

- Active: Do not waste time.
- Passive: Let time not be wasted.

With Advice or Request:

- Active: Please complete the work.
- Passive: You are requested to complete the work.

E. Sentences with Two Objects

When a sentence has two objects, either can be made the subject of the passive sentence.

- Active: She gave me a book.
- Passive 1: I was given a book by her.
- Passive 2: A book was given to me by her.

F. Infinitives

- Active: I want to complete the work.
- Passive: I want the work to be completed.

Special Cases

A. Passive of Modal Verbs

Structure: Modal + be + past participle

- Active: He can do the work.
- Passive: The work can be done by him.

B. Verb + Preposition Combinations

Keep the preposition intact during transformation.

- Active: She looked after the baby.
- Passive: The baby was looked after by her.

Active & Passive Voice

1. Simple Present

- **Active:** Subject + base verb (-s/-es for 3rd person singular)
- **Passive:** Subject (object in active) + is/are/am + past participle + (by + agent)
- **Example:**
Active: She writes a letter.
Passive: A letter is written by her.

2. Present Continuous

- **Active:** Subject + is/are/am + verb-ing
- **Passive:** Subject (object in active) + is/are/am + being + past participle + (by + agent)
- **Example:**
Active: They are watching a movie.
Passive: A movie is being watched by them.

3. Present Perfect

- **Active:** Subject + has/have + past participle

- **Passive:** Subject (object in active) + has/have + been + past participle + (by + agent)
- **Example:**
Active: He has completed the report.
Passive: The report has been completed by him.

4. Simple Past

- **Active:** Subject + past tense verb
- **Passive:** Subject (object in active) + was/were + past participle + (by + agent)
- **Example:**
Active: John cleaned the room.
Passive: The room was cleaned by John.

5. Past Continuous

- **Active:** Subject + was/were + verb-ing
- **Passive:** Subject (object in active) + was/were + being + past participle + (by + agent)
- **Example:**
Active: She was reading a book.
Passive: A book was being read by her.

I Active and Passive Voice I

6. Past Perfect

- **Active:** Subject + had + past participle
- **Passive:** Subject (object in active) + had + been + past participle + (by + agent)
- **Example:**
Active: They had finished the work.
Passive: The work had been finished by them.

7. Simple Future

- **Active:** Subject + will + base verb
- **Passive:** Subject (object in active) + will be + past participle + (by + agent)
- **Example:**
Active: He will deliver the message.
Passive: The message will be delivered by him.

8. Future Perfect

- **Active:** Subject + will have + past participle
- **Passive:** Subject (object in active) + will have been + past participle + (by + agent)
- **Example:**
Active: She will have written the letter.
Passive: The letter will have been written by her.

9. Modals (can)

- **Active:** Subject + can + base verb
- **Passive:** Subject (object in active) + can be + past participle + (by + agent)
- **Example:**
Active: He can solve the problem.
Passive: The problem can be solved by him.

10. Modals (must)

- **Active:** Subject + must + base verb
- **Passive:** Subject (object in active) + must be + past participle + (by + agent)
- **Example:**
Active: You must complete the project.
Passive: The project must be completed by you.

11. Negative (Present)

- **Active:** Subject + do/does + not + base verb
- **Passive:** Subject (object in active) + is/are/am + not + past participle + (by + agent)
- **Example:**
Active: She does not write emails.
Passive: Emails are not written by her.

12. Negative (Past)

- **Active:** Subject + did + not + base verb

- **Passive:** Subject (object in active) + was/were + not + past participle + (by + agent)
- **Example:**
Active: He did not open the door.
Passive: The door was not opened by him.

13. Negative (Future)

- **Active:** Subject + will not + base verb
- **Passive:** Subject (object in active) + will not be + past participle + (by + agent)
- **Example:**
Active: She will not send the parcel.
Passive: The parcel will not be sent by her.

14. Interrogative (Yes/No)

- **Active:** Did + subject + base verb?
- **Passive:** Was/Were + subject (object in active) + past participle + (by + agent)?
- **Example:**
Active: Did he complete the task?
Passive: Was the task completed by him?

15. Interrogative (Wh-)

- **Active:** Wh-word + did + subject + base verb?
- **Passive:** Wh-word + was/were + subject (object in active) + past participle + (by + agent)?
- **Example:**
Active: When did she write the book?
Passive: When was the book written by her?

16. Imperative (Positive)

- **Active:** Base verb + object
- **Passive:** Let + subject (object in active) + be + past participle
- **Example:**
Active: Close the door.
Passive: Let the door be closed.

17. Imperative (Negative)

- **Active:** Do not + base verb + object
- **Passive:** Let + subject (object in active) + not be + past participle
- **Example:**
Active: Do not touch the painting.
Passive: Let the painting not be touched.

18. Interrogative (Modal)

- **Active:** Modal + subject + base verb?
- **Passive:** Modal + subject (object in active) + be + past participle + (by + agent)?

I Active and Passive Voice I

- **Example:**
Active: Can she play the piano?
Passive: Can the piano be played by her?

19. Agent Omitted

- **Active:** Subject + verb + object
- **Passive:** Subject (object in active) + is/are + past participle (agent omitted)
- **Example:**
Active: People speak English worldwide.
Passive: English is spoken worldwide.

20. Double Object

- **Active:** Subject + verb + indirect object + direct object
- **Passive:** (1) Indirect object + is/are + past participle + direct object + (by + agent)
- **Active:** Subject + verb + object + to + base verb
- **Passive:** Subject + verb + subject (object in active) + to be + past participle + (by + agent)
- **Example:**
Active: She wants him to finish the work.
Passive: She wants the work to be finished by him.

23. Causative (have)

- **Active:** Subject + have + agent + base verb + object
- **Passive:** Subject + have + subject (object in active) + past participle + (by + agent)
- **Example:**
Active: She had the mechanic repair the car.
Passive: She had the car repaired by the mechanic.

24. Indirect Speech

- **Active:** They say that subject + verb
- **Passive:** It is said that subject + verb OR Subject (object in active) + is/are + past participle + that + clause
- **Example:**
Active: They say that she writes excellent poetry.
Passive: It is said that she writes excellent poetry.

25. Question with Two Objects

OR (2) Direct object + is/are + past participle + to/for + indirect object + (by + agent)

- **Example:**
Active: He gave her a book.
Passive: (1) She was given a book by him. (2) A book was given to her by him.

21. Prepositional Verb

- **Active:** Subject + verb + preposition + object
- **Passive:** Subject (object in active) + is/are + past participle + preposition + (by + agent)
- **Example:**
Active: They laughed at the joke.
Passive: The joke was laughed at by them.

22. Infinitive Construction

- **Active:** Did + subject + verb + indirect object + direct object?
- **Passive:** (1) Was/Were + indirect object + past participle + direct object + (by + agent)?
OR (2) Was/Were + direct object + past participle + to/for + indirect object + (by + agent)?
- **Example:**
Active: Did he offer you a job?
Passive: (1) Were you offered a job by him? (2) Was a job offered to you by him?

26. Passive with Preposition

- **Active:** Subject + verb + preposition + object
- **Passive:** Subject (object in active) + has/have + been + past participle + preposition + (by + agent)
- **Example:**
Active: Someone has taken care of the child.
Passive: The child has been taken care of.

27. Passive with Infinitive

- **Active:** Subject + verb + object + to + base verb
- **Passive:** Subject (object in active) + is/are + past participle + to + base verb
- **Example:**
Active: We expect her to arrive soon.
Passive: She is expected to arrive soon

I Active and Passive Voice I

Quick Revision Chart: Active & Passive Voice		
No.	Tense / Structure	Example (Active → Passive)
1	Simple Present	The teacher checks the homework. The homework is checked by the teacher.
2	Present Continuous	The workers are painting the wall. The wall is being painted by the workers.
3	Present Perfect	She has submitted the application. The application has been submitted by her.
4	Simple Past	The mechanic repaired the car. The car was repaired by the mechanic.
5	Past Continuous	They were cleaning the classroom. The classroom was being cleaned by them.
6	Past Perfect	He had completed the assignment. The assignment had been completed by him.
7	Simple Future	The company will launch the product. The product will be launched by the company.
8	Future Perfect	They will have finished the bridge. The bridge will have been finished by them.
9	Modals (can, may, should, etc.)	She can solve the puzzle. The puzzle can be solved by her.
10	Modals (must, have to, ought to)	You must follow the rules. The rules must be followed by you.
11	Negative (Present)	He does not keep promises. Promises are not kept by him.
12	Negative (Past)	They did not invite me. I was not invited by them.
13	Negative (Future)	She will not sign the agreement. The agreement will not be signed by her.
14	Yes/No Question	Did the police catch the thief? Was the thief caught by the police?
15	Wh-Question	Why did the manager reject the proposal? Why was the proposal rejected by the manager?
16	Imperative (Positive)	Open the window. Let the window be opened.
17	Imperative (Negative)	Do not waste electricity. Let electricity not be wasted.
18	Modal Question	Can she answer the question? Can the question be answered by her?
19	Agent Omitted	People speak Hindi here. Hindi is spoken here.
20	Double Object	The teacher gave me a certificate. I was given a certificate.
21	Prepositional Verb	Everyone laughed at the joke. The joke was laughed at by everyone.
22	Reporting Verb	People believe that he is innocent. It is believed that he is innocent. / He is believed to be innocent.
23	Question with Double Objects	Did she send you a message? Were you sent a message? / Was a message sent to you?
24	Phrasal / Prepositional Verb	Someone has looked after the patient. The patient has been looked after.
25	Passive with Infinitive	They expected her to win the race. She was expected to win the race.

Practice Set: Active & Passive Voice

Directions: Each sentence is written in the active or passive voice, using various tenses and verb forms, including modals, imperatives, causatives, and interrogatives. Your task is to transform each sentence into its passive voice equivalent where possible, ensuring correct tense, structure, and meaning.

Practice Set 1

1. The chef prepares delicious meals every day.
2. The team has just completed the project.
3. The company was constructing the bridge last year.
4. The engineers will complete the project next month.
5. Who has completed the project on climate change?.
6. The children can solve the puzzle easily.
7. All participants must follow the rules strictly.
8. The manager doesn't send the message daily.
9. The officer didn't sign the documents yesterday.
10. Do the students read the book regularly?
11. Why did the team delay the report?
12. Clean the room by tomorrow.
13. Don't open the windows during the storm.
14. Can the team complete the task on time?
15. The song is sung beautifully by the choir.
16. The teacher gave the student a book in the library.
17. The committee dealt with the issue promptly.
18. The staff dislikes writing reports.
19. The manager made the team revise the report.
20. Who is going to conduct the final interview round?
21. The developer updates the software regularly.
22. The artist didn't restore the painting last year.
23. The treasurer won't release the funds next month.
24. Must the team submit the report today?
25. The novel is read widely by students.
1. The professor teaches the lessons every week.
2. The scientists have conducted the research this year.
3. The crew was paving the road last summer.
4. The contractor will renovate the building next year.
5. The team will have accomplished the tasks by next month.
6. The authorities must enforce the safety measures strictly.
7. The editor didn't correct the error yesterday.
8. Does the supervisor monitor the project regularly?
9. When did the jury announce the results?
10. Organize the files by evening.
11. Don't leave the door unlocked at night.
12. Can the IT team upgrade the system?
13. The artist recites the poem perfectly.
14. The coach handed the player a trophy after the match.
15. The researchers expect to find a solution soon.
16. The director made the writer revise the script.
17. He had the workers paint his house.
18. The channel broadcasts the news every evening.
19. The staff is cleaning the room currently.
20. The organizers were planning the event last week.
21. The client had approved the design before the meeting.
22. Does the teacher assign the homework regularly?
23. Prepare the report by tomorrow.
24. The speaker delivers the speech eloquently.
25. Who had broken the antique vase before the guests arrived?

Practice Set 2

Answer Key

Practice Set 1

1. Delicious meals are prepared by the chef every day.
2. The project has just been completed by the team.
3. The bridge was being constructed by the company last year.
4. The project will be completed by the engineers next month.
5. By whom has the project on climate change been completed?.
6. The puzzle can be solved easily by the children.
7. The rules must be followed strictly by all participants.
8. The message isn't sent by the manager daily.
9. The documents weren't signed by the officer yesterday.
10. Is the book read regularly by the students?
11. Why was the report delayed by the team?
12. Let the room be cleaned by tomorrow.
13. Let the windows not be opened during the storm.
14. Can the task be completed on time by the team?
15. ✓ Already in passive voice.
16. A book was given to the student by the teacher in the library. / The student was given a book by the teacher in the library.
17. The issue was dealt with promptly by the committee.
18. Writing reports is disliked by the staff.
19. The team was made to revise the report by the manager.
20. By whom is the final interview round going to be conducted?
21. The software is updated regularly by the developer.
22. The painting wasn't restored by the artist last year.
23. The funds won't be released by the treasurer next month.
24. Must the report be submitted by the team today?

25. ✓ Already in passive voice.

Practice Set 2

1. The lessons are taught by the professor every week.
2. The research has been conducted by the scientists this year.
3. The road was being paved by the crew last summer.
4. The building will be renovated by the contractor next year.
5. The tasks will have been accomplished by the team by next month.
6. The safety measures must be enforced strictly by the authorities.
7. The error wasn't corrected by the editor yesterday.
8. Is the project monitored regularly by the supervisor?
9. When were the results announced by the jury?
10. Let the files be organized by evening.
11. Let the door not be left unlocked at night.
12. Can the system be upgraded by the IT team?
13. The poem is recited perfectly by the artist.
14. A trophy was handed to the player by the coach after the match. / The player was handed a trophy by the coach after the match.
15. A solution is expected to be found soon by the researchers.
16. The writer was made to revise the script by the director.
17. He had his house painted by the worker.
18. The news is broadcast by the channel every evening.
19. The room is being cleaned by the staff currently.
20. The event was being planned by the organizers last week.
21. The design had been approved by the client before the meeting.
22. Is the homework assigned regularly by the teacher?
23. Let the report be prepared by tomorrow.
24. The speech is delivered eloquently by the speaker.
25. By whom had the antique vase been broken before the guests arrived?