

25. ACTIVE & PASSIVE VOICE

In a sentence, when the subject acts, the verb is said to be in **Active Voice**, but when the subject is passive and receives action, the verb is said to be in **Passive Voice**.

e.g. (i) Ajay writes a letter.

This sentence indicates that the subject 'Ajay' does something. So, it is in Active Voice.

(ii) A letter is written by Ajay.

In this sentence, the verb 'written' indicates that something is done by Ajay. So, the verb here is in Passive Voice.

The following are the different forms of sentences which are given to be transformed from one Voice to another :

Active Voice

1. He *writes* a letter.
2. He *wrote* a letter.
3. He *will write* a letter.
4. He *is writing* a letter.
5. He *was writing* a letter.
6. He *has written* a letter.
7. He *had written* a letter.
8. He *will have written* a letter.
9. Do not disturb the class.
10. Someone has stolen my pen.
11. People *speak* English all over the world.
12. Who *did* this?
13. Why *did* your brother *write* such a letter?
14. Mr. Roy teaches us grammar?
15. Who taught you French?
16. One should keep one's promises.
17. Your behaviour greatly astonishes me.
18. This box contains ice.
19. I want to buy an umbrella.
20. They objected to my proposal.
21. Since he had not done the preliminary work, we had to cancel the meeting.

Passive Voice

- A letter *is written* by him.
- A letter *was written* by him.
- A letter *will be written* by him.
- A letter *is being written* by him.
- A letter *was being written* by him.
- A letter *has been written* by him.
- A letter *had been written* by him.
- A letter *will have been written* by him.
- Let the class not be disturbed.
- My pen has been stolen.
- English *is spoken* all over the world.
- By whom *was* this done?
- Why *was* such a letter *written* by your brother?
- We are taught grammar by Mr. Roy.
- Grammar is taught us by Mr. Roy.
- By whom was French taught you?
- (or) By whom were you taught French?
- Promises should be kept.
- I am greatly astonished *at* your behaviour.
- Ice is contained *in* this box.
- I want an umbrella to be bought.
- My proposal was objected to by them.
- Since the preliminary work had not been done by him, the meeting had to be cancelled (or) Since he had not done the preliminary work, the meeting had to be cancelled.

PRACTICE SET

Directions : In each of the following questions, a sentence has been given in Active (or Passive) Voice. Out of the four alternatives suggested select the one which best expresses the same sentence in Passive (or Active) voice.

1. Mona was writing a letter to her father.
(a) A letter was written to her father by Mona.
(b) A letter has been written to her father by Mona.
(c) A letter was being written by Mona to her father.
(d) A letter was written by Mona to her father. (Stenographers' Exam, 1994)
2. He teaches us Grammar.
(a) Grammar is taught to us by him.
(b) We are being taught Grammar by him.
(c) Grammar is being taught us by him.
(d) We are taught Grammar by him.
3. Do you imitate others?
(a) Are others imitated by you?
(b) Are others being imitated by you?
(c) Were others being imitated by you?
(d) Have others been imitated by you? (Stenographers' Exam, 1995)
4. I saw him conducting the rehearsal.
(a) He was seen conducting the rehearsal.
(b) I saw the rehearsal to be conducted by him.
(c) He was seen by me to conduct the rehearsal.
(d) I saw the rehearsal being conducted by him.
5. Have the box broken. (Clerks' Grade, 1996)
(a) Have the broken box.
(b) Break the box.
(c) Get someone to break the box.
(d) They have broken the box.
6. His pocket has been picked.
(a) They have his pocket picked.
(b) Picking has been done to his pocket.
(c) Picked has been his pocket.
(d) Someone has picked his pocket. (Stenographers' Exam, 1992)
7. The French surrendered Quebec to the English in 1759.
(a) Quebec was surrendered by the French to the English in 1759.
(b) Quebec was surrendered to the English in 1759 by the French.
(c) The English were surrendered Quebec in 1759 by the French.
(d) Quebec was surrendered in 1759 by the French to the English.
8. Someone gave her a bull dog.
(a) She was given a bull dog.
(b) A bull dog was given to her.
(c) She has been given a bull dog.
(d) She is being given a bull dog by someone. (Stenographers' Exam, 1991)
9. A stone struck me on the head.
(a) I was struck by a stone on the head.
(b) My head was struck by a stone.
(c) I had been struck by a stone on the head.
(d) I was struck on the head by a stone.
10. You must look into this matter.
(a) This matter has been looked into by you.
(b) This matter may be looked into by you.
(c) This matter should be looked into by you.
(d) This matter into looked by you. (Hotel Management, 1991)
11. The Romans expected to conquer Carthage.
(a) Carthage was expected to be conquered by the Romans.
(b) The Romans were expected to conquer Carthage.
(c) It was expected by the Romans that they would conquer Carthage.
(d) The Romans expected to have conquered Carthage.
12. Rain disrupted the last day's play between India and Sri Lanka.
(a) The last day's play of India and Sri Lanka was disrupted by rain.
(b) India and Sri Lanka's play of the last day was disrupted by rain.
(c) The last day's play between India and Sri Lanka was disrupted by rain.
(d) The last day's play between India and Sri Lanka were disrupted by rain. (Stenographers' Exam, 1994)
13. My uncle promised me a present.
(a) A present was promised by my uncle to me.
(b) I was promised a present by my uncle.
(c) I had been promised a present by my uncle.
(d) I was promised by my uncle a present.

14. Darjeeling grows tea.
 (a) Tea grows in Darjeeling.
 (b) Tea is grown in Darjeeling.
 (c) Let the tea be grown in Darjeeling.
 (d) Tea is being grown in Darjeeling.
 (Stenographers' Exam, 1995)
15. He was arrested on a charge of theft, but for lack of evidence he was released.
 (a) He was arrested on a charge of theft, but was released for lack of evidence.
 (b) The police arrested him on a charge of theft, but for lack of evidence he was released.
 (c) The police arrested him on a charge of theft, but for lack of evidence released him.
 (d) None of these
 Please help me.
 (a) You were requested to help me.
 (b) You are being requested to help me.
 (c) You are requested to help me.
 (d) You have been requested to help me.
 (Stenographers' Exam, 1991)
17. The residents celebrated the Independence Day.
 (a) The Independence Day is celebrated by the residents.
 (b) The Independence Day was celebrated by the residents.
 (c) The Independence Day has been celebrated by the residents.
 (d) Celebration of Independence Day was done by the residents.
 (Stenographers' Exam, 1992)
18. I know him.
 (a) He is known by me.
 (b) He was known to me.
 (c) He has been known by me.
 (d) He is known to me.
 (Stenographers' Exam, 1991)
19. They are building a house next door to our school.
 (a) Next door to our school a house is being built by them.
 (b) Next door to our school is being built a house by them.
 (c) A house next door to our school is being built by them.
 (d) A house is being built by them next door to our school.
20. One should keep one's promise.
 (a) One's promise should be kept by us.
 (b) One's promise has to be kept.
 (c) A promise should be keeping
 (d) A promise should be kept.
21. Who is creating this mess?
 (a) Who has created this mess?
 (b) By whom has this mess been created?
 (c) By whom this mess is being created?
 (d) By whom is this mess being created?
22. The clown was being laughed at by them.
 (a) They were laughing at the clown.
 (b) They were laughing on the clown.
 (c) They laughed at the clown.
 (d) The clown was laughed at by them.
 (Stenographers' Exam, 1991)
23. I saw him leaving the house.
 (a) He had been seen leaving the house.
 (b) He was seen to be leaving the house.
 (c) Leaving the house he was seen by me.
 (d) He was seen leaving the house by me.
 (Stenographers' Exam, 1992)
24. A lion may be helped even by a little mouse.
 (a) A little mouse may even help a lion.
 (b) Even a little mouse may help a lion.
 (c) A little mouse can even help a lion.
 (d) Even a little mouse ought to help a lion.
 (Stenographer's Exam, 1994)
25. Who taught her such things?
 (a) Who was she taught such things by?
 (b) She was taught such things by who?
 (c) By whom she was taught such things?
 (d) By whom was she taught such things?
26. The noise of the traffic kept me awake.
 (a) I remained awake by the noise of the traffic.
 (b) I was kept waking by the noise of the traffic.
 (c) I was kept awake by the noise of the traffic.
 (d) The traffic kept me awake by the noise.
27. I remember my sister taking me to the museum.
 (a) I remember taken to the museum by my sister.
 (b) I remember myself being taken to the museum by my sister.
 (c) I remember I was taken to the museum by my sister.
 (d) I remember being taken to the museum by my sister.
28. Why do you waste time?
 (a) Why is time wasted by you?
 (b) Why is time been wasted by you?
 (c) Why has time been wasted by you?
 (d) Why is time being wasted by you?
 (Hotel Management, 1991)
29. Who teaches you English?
 (a) By whom were you taught English?

- (b) By whom are you taught English?
 (c) English is taught by whom?
 (d) By whom will you be taught English?
 (Stenographer's Exam, 1991)
30. We hope that we shall win the match.
 (a) The match is hoped to be won.
 (b) Match winning is our hope.
 (c) It is hoped that the match will be won by us.
 (d) Winning the match is hoped by us.
 (Stenographers' Exam, 1992)
31. Somebody told me that there had been an explosion in the Town Hall.
 (a) I was told by somebody about the explosion in the Town Hall.
 (b) I was told about the explosion in the Town Hall.
 (c) I was informed that there was an explosion in the Town Hall.
 (d) I was told by somebody that there had been an explosion in the Town Hall.
 (Stenographers' Exam, 1994)
32. It is time to ring the bell.
 (a) It is time the bell rings.
 (b) It is being time to ring the bell.
 (c) It is time for the bell to ring.
 (d) It is time for the bell to be rung.
33. After driving Professor Kumar to the museum she dropped him at his hotel.
 (a) After she was driving Professor Kumar to the museum she was dropping him at his hotel.
 (b) After she had driven Professor Kumar to the museum she had dropped him at his hotel.
 (c) Professor Kumar was being driven to the museum first, then he was being dropped at his hotel.
- (d) After being driven to the museum, Professor Kumar was dropped at his hotel. (Stenographers' Exam, 1995)
34. You will have finished this work by tomorrow.
 (a) This work will have been finished tomorrow.
 (b) This work will be finished by tomorrow.
 (c) This work will finished tomorrow.
 (d) This work will have been finished by tomorrow.
 (Stenographers' Exam, 1994)
35. People claim to have seen the suspect in several cities.
 (a) The suspect is being seen in several cities.
 (b) The suspect has been the people in several cities.
 (c) The suspect is claimed to have been seen in several cities.
 (d) The suspect was seen by people in several cities.
 (Stenographers' Exam, 1992)
36. The teacher punished the boys who had not done their homework. (Clerks' Grade, 1996)
 (a) The boys who had not done their homework had been punished by their teacher.
 (b) The boys were punished by their teacher who had not done their homework.
 (c) The boys who had not done their homework were punished by the teacher.
 (d) The boys who had not done their homework were being punished by the teacher.

ANSWERS

1. (c) 2. (d) 3. (a) 4. (d) 5. (c) 6. (d) 7. (a) 8. (b) 9. (d) 10. (c)
 11. (c) 12. (c) 13. (b) 14. (b) 15. (c) 16. (c) 17. (b) 18. (d) 19. (d) 20. (d)
 21. (d) 22. (a) 23. (d) 24. (b) 25. (d) 26. (c) 27. (d) 28. (a) 29. (b) 30. (c)
 31. (d) 32. (d) 33. (d) 34. (d) 35. (c) 36. (c)