



27.

Active & Passive Voices

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I. VOICE

A verb can express an action in two ways—

- (a) Giving importance to the subject—'Doer of the action'.
- (b) Giving importance to the action—rather than its 'doer'.

This quality of verb is called its 'voice'. In this way a verb can have two voices :

- 1. Active Voice
- 2. Passive Voice

Verb का वह रूप जिससे पता चलता है कि Subject कोई काम करता है या Subject पर ही कोई काम होता है, Voice कहलाता है; जैसे— She writes a letter. इस वाक्य का अर्थ है— वह एक पत्र लिखती है। यहाँ Subject स्वेच्छा से कार्य करता है। A letter is written by her. इस वाक्य का अर्थ है— उसके द्वारा एक पत्र लिखा जाता है। यहाँ Subject से कार्य करवाया जाता है।

उपरोक्त दोनों sentences का अर्थ तो एकसमान है, सिर्फ़ कहने का तरीका अलग है। फर्क ये है कि दोनों sentences

में Object व Subject ने एक-दूसरे के साथ अपना स्थान बदल लिया है।

1. Active Voice (कर्त्तावाच्य) :

(The form of verb that lends importance to the subject i.e. the doer of the action, is called in active voice.)

Verb का वह रूप जिससे Subject की प्रधानता झलके। यहाँ Subject स्वेच्छा से कार्य करता है। वह प्रत्येक कार्य करने के लिए चुस्त (active) एवं सक्षम है; जैसे— She writes a letter.

2. Passive Voice (कर्मवाच्य) :

(The form of a verb that lends importance to the action rather than its doer, is called in the passive voice.)

Verb का वह रूप जिससे Object की प्रधानता झलके। Object, Subject बन गया है। यहाँ Subject से कार्य करवाया जाता है। अब Subject सुस्त (Passive) कार्यकर्त्ता (Doer) है, उसे agent भी कह सकते हैं; जैसे— A letter is written by her. 'A letter' अब नया Subject है।

II. COMMON RULES

Active Voice से Passive Voice बनाने के सांझे नियम :-

1. Active के Object को Passive का Subject बनाया जाता है।
2. Active के Subject को Passive का Object बनाया जाता है।
3. Passive में verb 'to be' की उपयुक्त form के साथ Verb की 3rd Form का प्रयोग किया जाता है, ध्यान रखें verb का tense वही रहता है।
4. Passive में बने नए Subject के Noun/ Pronoun के अनुसार helping verb का प्रयोग किया जाता है।
5. Passive Sentence में बने Object से पहले प्रायः Preposition 'by' का प्रयोग किया जाता है।
ध्यान रखें— कुछ स्थितियों में by व object का प्रयोग नहीं होता है। इस संदर्भ में आगे विस्तार से समझाया गया है। कुछ phrases में verb के साथ prepositions लगी होती हैं, उन्हें passive voice में भी verb के साथ ही रखा जाता है।
6. Sentence Structure : Subject + helping verb + VerbIII + by + Object (Doer).
7. Passive Voice में Active Voice का Subject निम्नलिखित तरह से बदला जाता है; जैसे—

	Pronouns (Active Voice)	Pronouns (Passive Voice)
First Person	I	me
	We	us
Second Person	You	you
Third Person	He	him
	She	her
	They	them
	It	it
	Who	Whom

8. सामान्य रूप से Transitive Verb (ऐसी Verb जो अपने साथ Object रखती हैं) का ही Passive बनता है।

Intransitive Verb जैसे— sleep, sit, stand, go, come, laugh etc. का Passive नहीं बनता है। लेकिन Intransitive Verbs के साथ कोई Preposition हो, तो इनको Passive बनाया जा सकता है; जैसे—

A.V. He laughed at the beggar.

P.V. The beggar was laughed at by him.

A.V. They laughed.

P.V. No Passive

इसी प्रकार यदि वाक्य में order अथवा request का भाव हो, तो intransitive verbs भी passive form में आ सकती हैं; जैसे—

Active Voice

- (a) Go there and sit down.
(b) Please come here.

Passive Voice

- You are ordered to go and sit down.
You are requested to come here.

9. Passive Voice बनाते समय Tense के अनुसार Verb को निम्नलिखित तरह से बदला जाता है।

नोट— कुल 12 tenses में से केवल 8 tenses की passive form हो सकती है।

Tense	Verb (Active)	Verb (Passive)
1. Present Indefinite	write/ writes	is/ am/ are written
2. Present Continuous	is/ am/ are writing	is/ am/ are being written
3. Present Perfect	has/ have written	has/ have been written
4. Past Indefinite	wrote	was/ were written
5. Past Continuous	was/ were writing	was/ were being written
6. Past Perfect	had written	had been written
7. Future Indefinite	shall/ will write	shall/ will be written
8. Future Perfect	shall/ will have written	shall/ will have been written

याद रखें— निम्नलिखित चार Tenses का Passive नहीं होता है—

- Future Continuous Tense
- Present Perfect Continuous Tense
- Past Perfect Continuous Tense
- Future Perfect Continuous Tense

10. Active से Passive में परिवर्तन देखें—

	Subject	Verb	Object
Active Voice	I	write	a letter.
Passive Voice	A letter	is written	by me.

III. USE OF PASSIVE VOICE

Passive Voice क्यों और कब प्रयोग किया जाता है?

1. जब Subject की जानकारी न हो तथा यह बताना आवश्यक न हो कि कार्य किसने किया; जैसे—

- A bomb was exploded. (*Passive*)
- The streets are swept everyday. (*Passive*)

2. जब Object की Importance दर्शानी हो; जैसे—

- The letter was written by Ram. (*Passive*)
- My car has been moved. (*Passive*)

3. वैज्ञानिक शोध पत्रों में Passive Voice का प्रयोग किया जाता है, क्योंकि ऐसे लेखों में आविष्कार की Importance होती है, Subject की नहीं; जैसे—

Telephone was invented by Grahambell.

4. जब Subject—Indefinite pronoun 'one' हो; जैसे—

- One must do one's duty. (*active*)
Duty must be done. (*Passive*)
- One sees this sort of advertisement everywhere. (*Active*)
This sort of advertisement is seen everywhere. (*Passive*)

Introduction (पहचान) : क्या वाक्य Active है या Passive ?

- पहचान करने का पहला तरीका— सबसे पहले यह देखना आवश्यक होता है कि वाक्य Active है या Passive । यदि वाक्य में Verb 'to be' + Verb की III Form हो तो Passive Voice होता है, नहीं तो Active Voice होता है; जैसे—'I write a letter.' *Active Voice* है, क्योंकि इसमें न तो Verb 'to be' अथवा 'to be' का

कोई अन्य रूप है और न ही Verb की Third form का प्रयोग हुआ है। अब यह वाक्य देखें—‘A letter is written by me.’ इस वाक्य में Verb ‘to be’ की form ‘is’ के साथ write नामक Verb की Third form ‘written’ का प्रयोग हुआ है। अतः यह वाक्य *Passive Voice* है।

2. पहचान करने का दूसरा तरीका— Verb के आगे Who लगाने से यदि Subject का पता लगे तो वाक्य Active है और नहीं तो Passive; जैसे— Who write ? अर्थात् Subject का बोध होता है। यह Active वाक्य है परंतु Who written? से सही उत्तर नहीं मिलता। यह Passive वाक्य है।

IV. PASSIVE VOICE OF TENSES

1. Present Indefinite Tense
2. Present Continuous Tense
3. Present Perfect Tense
4. Past Indefinite Tense
5. Past Continuous Tense
6. Past Perfect Tense
7. Future Indefinite Tense
8. Future Perfect Tense

1. PRESENT INDEFINITE TENSE

Sentence Structure : Subject + is/ am/ are + VerbIII + by + Object.

A. साधारण वाक्य

1. Main Verb से पहले helping verbs- *is, am, are* का प्रयोग करें।
2. Subject यदि singular है, तो *is* और यदि plural है, तो *are* का प्रयोग करें। I के साथ *am* लगाएं।
3. Verb की Third Form का प्रयोग करें।
4. Object से पहले *by* लगाएं; जैसे—

A.V. I write a letter.

P.V. A letter is written by me.

B. नकारात्मक वाक्य

A.V. I do not write a letter.

P.V. A letter is not written by me.

C. प्रश्नवाचक वाक्य

A.V. Do I write a letter ?

P.V. Is a letter written by me ?

EXAMPLES :

Active Voice	Passive Voice
1. I like bananas.	Bananas are liked by me.
2. They make chairs.	Chairs are made by them.
3. He teaches you.	You are taught by him.
4. You do not get good marks in the exam.	Good marks are not got by you in the exam.
5. She cleans her shoes.	Her shoes are cleaned by her.
6. Do children love flowers?	Are flowers loved by children?
7. Sh. Mohan Lal teaches us English.	We are taught English by Sh. Mohan Lal.
8. A cow eats grass.	Grass is eaten by a cow.
9. The old man advises his sons.	His sons are advised by the old man.
10. We do not write stories.	Stories are not written by us.

EXERCISE 192.**Change into the passive voice :**

- | | |
|---------------------------------|-------------------------------|
| 1. They look at the map. | 2. Do you scold me? |
| 3. Mohan does not tell lies. | 4. We save money. |
| 5. Raj is winding his watch. | 6. She does not make a noise. |
| 7. Does he not wash clothes? | 8. Do you hate him? |
| 9. The watchman opens the gate. | 10. They do not grow rice. |

2. PRESENT CONTINUOUS TENSE**Sentence Structure : Subject + is/ am/ are + being + VerbIII + by + Object.****A. साधारण वाक्य**

1. Main Verb से पहले helping verbs- *is, am, are* का प्रयोग करें।
2. Subject यदि singular है, तो *is* और यदि plural है, तो *are* का प्रयोग करें। *I* के साथ *am* लगाएं।
3. Verb की Third Form व helping verbs के बीच *being* का प्रयोग करें।
4. Object से पहले *by* लगाएं; जैसे—
A.V. I am writing a letter.
P.V. A letter is being written by me.

B. नकारात्मक वाक्य

- A.V. I am not writing a letter.
P.V. A letter is not being written by me.

C. प्रश्नवाचक वाक्य

- A.V. Am I writing a letter?
P.V. Is a letter being written by me?

EXAMPLES :

Active Voice	Passive Voice
1. They are crossing the river.	The river is being crossed by them.
2. Radha is buying toys.	Toys are being bought by Radha.
3. We are playing chess.	Chess is being played by us.
4. People are congratulating him.	He is being congratulated by people.
5. I am helping you.	You are being helped by me.
6. I am not learning the lesson.	The lesson is not being learnt by me.
7. Amar is not laughing at me.	I am not being laughed at by Amar.
8. Is the farmer ploughing the field?	Is the field being ploughed by the farmer?
9. Is the state not helping the poor?	Are the poor not being helped by the state?
10. Mother is cooking the meal.	The meal is being cooked by mother.

EXERCISE 193.**Change into the passive voice :**

- | | |
|-------------------------------|----------------------------------|
| 1. We are writing an essay. | 6. He is cheating us. |
| 2. She is not singing a song. | 7. You are not hitting the ball. |
| 3. He is being taught by me. | 8. Am I watching television? |
| 4. Is she not helping you ? | 9. They are flying kites. |
| 5. Is she ironing the shirt? | 10. We are not voting him. |

3. PRESENT PERFECT TENSE

Sentence Structure : Subject + has been/ have been + VerbIII + by + Object.

A. साधारण वाक्य

1. Main Verb से पहले helping verbs- *has been/ have been* का प्रयोग करें।
2. यदि Subject, First Person का Pronoun है और एकवचन है, तो ऐसे वाक्यों में Verb से पहले *have been* का प्रयोग करें।
अन्य सभी प्रकार के वाक्यों में यदि Subject एकवचन है, तो Verb से पहले *has been* और यदि बहुवचन है, तो *have been* का प्रयोग करें।
3. Verb की Third Form का प्रयोग करें।
4. Object से पहले *by* लगाएं; जैसे—
A.V. I have written a letter.
P.V. A letter has been written by me.

B. नकारात्मक वाक्य

- A.V. I have not written a letter.
P.V. A letter has not been written by me.

C. प्रश्नवाचक वाक्य

- A.V. Have I written a letter?
P.V. Has a letter been written by me?

EXAMPLES :

Active Voice	Passive Voice
1. They have hired a tonga.	A tonga has been hired by them.
2. We have not finished our work.	Our work has not been finished by us.
3. The teacher has told us interesting stories.	We have been told interesting stories by the teacher.
4. Has Sita polished her shoes?	Have her shoes been polished by Sita?
5. They have done no wrong.	No wrong has been done by them.
6. We have bought a car.	A car has been bought by us.
7. The students of our class have already visited this exhibition.	This exhibition has already been visited by the students of our class.
8. I have not seen the pictures.	The pictures have not been seen by me.
9. Have I not informed you?	Have you not been informed by me?
10. Have you deceived them?	Have they been deceived by you?

EXERCISE 194.

Change into the passive voice :

- | | |
|------------------------------------|-------------------------------------------|
| 1. Radha has sung a song. | 2. You have cheated me. |
| 3. Amar has written a story. | 4. He has decorated the hall. |
| 5. He has blessed me. | 6. You have not helped her. |
| 7. You have not painted a picture. | 8. Has she knitted three sweaters for me? |
| 9. They have honoured you. | 10. He has paid the fee. |

4. PAST INDEFINITE TENSE

Sentence Structure : Subject + was/ were + VerbIII + by + Object.

A. साधारण वाक्य

1. Main Verb से पहले helping verbs- *was, were* का प्रयोग करें।

2. Subject यदि singular है, तो was और यदि plural है, तो were का प्रयोग करें।

3. Verb की Third Form का प्रयोग करें।

4. Object से पहले by लगाएं; जैसे—

A.V. I wrote a letter.

P.V. A letter was written by me.

B. नकारात्मक वाक्य

A.V. I did not write a letter.

P.V. A letter was not written by me.

C. प्रश्नवाचक वाक्य

A.V. Did I write a letter?

P.V. Was a letter written by me?

EXAMPLES :

Active Voice	Passive Voice
1. The teacher taught a poem.	A poem was taught by the teacher.
2. I did not play tennis.	Tennis was not played by me.
3. Hari forgot the title of the story.	The title of the story was forgotten by Hari.
4. Did we not do the sums?	Were the sums not done by us?
5. All liked the play.	The play was liked by all.
6. The farmer reaped the crops.	The crops were reaped by the farmer.
7. He did not post the letter.	The letter was not posted by him.
8. Did she attend the class?	Was the class attended by her?
9. He cut trees.	Trees were cut by him.
10. I did not kill a lion.	A lion was not killed by me.

EXERCISE 195.

Change into the passive voice :

1. The crow saw a jug of water.

2. She loved him.

3. They dug the ground.

4. They crossed the river.

5. The teacher gave us a test yesterday.

6. You did not kill a snake.

7. My father gave me a five-rupee note.

8. Did you answer all the questions?

9. Did you play hockey?

10. We did our duty.

5. PAST CONTINUOUS TENSE

Sentence Structure : Subject + was/ were + being + Verb III + by + Object.

A. साधारण वाक्य

1. Main Verb से पहले helping verbs- *was, were* का प्रयोग करें।

2. Subject यदि singular है, तो was और यदि plural है, तो were का प्रयोग करें।

3. Verb की Third Form व helping verbs के बीच being का प्रयोग करें।

4. Object से पहले by लगाएं; जैसे—

A.V. I was writing a letter.

P.V. A letter was being written by me.

B. नकारात्मक वाक्य

A.V. I was not writing a letter.

P.V. A letter was not being written by me.

C. प्रश्नवाचक वाक्य

A.V. Was I writing a letter?

P.V. Was a letter being written by me?

EXAMPLES :

Active Voice	Passive Voice
1. They were not reading books.	Books were not being read by them.
2. Was the cat drinking milk?	Was milk being drunk by the cat?
3. I was driving my car.	My car was being driven by me.
4. You were not doing your work.	Your work was not being done by you.
5. Was Meena briefing Sonu?	Was Sonu being briefed by Meena?
6. Ravi was not teasing the baby.	The baby was not being teased by Ravi.
7. She was not stitching the clothes.	The clothes were not being stitched by her.
8. Were the boys buying balloons?	Were balloons being bought by the boys?
9. Was he growing the plants?	Were the plants being grown by him?
10. Were they stealing your books?	Were your books being stolen by them?

EXERCISE 196.**Change into the passive voice :**

- | | |
|---------------------------------------|--------------------------------------|
| 1. I was preparing a lesson. | 6. She was not washing her clothes. |
| 2. Ram was helping the poor. | 7. Radha was reading a newspaper. |
| 3. He was advising me. | 8. Were the farmer sowing the seeds? |
| 4. You were wasting the time. | 9. They were holding a meeting. |
| 5. The servant was serving breakfast. | 10. They were playing a match. |

6. PAST PERFECT TENSE**Sentence Structure : Subject + had been + VerbIII + by + Object.****A. साधारण वाक्य**

1. Main Verb से पहले helping verb- *had been* का प्रयोग करें।
2. Verb की Third Form का प्रयोग करें।
3. Object से पहले *by* लगाएं; जैसे—
A.V. I had written a letter.
P.V. A letter had been written by me.

B. नकारात्मक वाक्य

- A.V. I had not written a letter.
- P.V. A letter had not been written by me.

C. प्रश्नवाचक वाक्य

- A.V. Had I written a letter?
- P.V. Had a letter been written by me?

EXAMPLES :

Active Voice	Passive Voice
1. We had won the trophy.	The trophy had been won by us.
2. Sohan had never seen a lion.	A lion had never been seen by Sohan.
3. The child had broken my pen.	My pen had been broken by the child.
4. I had finished the story.	The story had been finished by me.
5. Ram had written a letter.	A letter had been written by Ram.
6. They had never seen the Taj Mahal before.	The Taj Mahal had never been seen by them before.
7. You had not supported me.	I had not been supported by you.
8. Had you broken the glass?	Had the glass been broken by you?
9. I had already requested him.	He had already been requested by me.
10. Had she kept her promise?	Had her promise been kept by her?

EXERCISE 197.**Change into the passive voice :**

1. You had played your part.
2. Shalu had not focussed the camera.
3. She had lost her bag.
4. Had she not ironed her clothes?
5. They had thrown the ball.
6. We had never visited the zoo before.
7. Had they arrested the thief?
8. Suresh had already killed a wolf.
9. She had not disobeyed the Principal.
10. Had they locked all the doors?

7. FUTURE INDEFINITE TENSE**Sentence Structure : Subject + will be/ shall be + VerbIII + by + Object.****A. साधारण वाक्य**

1. Main Verb से पहले helping verbs- *will/ shall* का प्रयोग करें।
2. यदि Subject, First Person का Pronoun है, तो ऐसे वाक्यों में Verb से पहले *shall* का प्रयोग करें। अन्य सभी प्रकार के Subject वाले वाक्यों में Verb से पहले *will* का प्रयोग करें।
3. Verb की Third Form व helping verbs के बीच *be* का प्रयोग करें।
4. Object से पहले *by* लगाएं; जैसे—
A.V. I shall write a letter.
P.V. A letter will be written by me.

B. नकारात्मक वाक्य

- A.V. I shall not write a letter.
P.V. A letter will not be written by me.

C. प्रश्नवाचक वाक्य

- A.V. Shall I write a letter?
P.V. Will a letter be written by me?

EXAMPLES :

Active Voice	Passive Voice
1. Aman will eat apples.	Apples will be eaten by Aman.
2. Sita will write a poem.	A poem will be written by Sita.
3. The peon will ring the bell.	The bell will be rung by the peon.
4. I shall buy a new watch.	A new watch will be bought by me.
5. I shall wear this shirt.	This shirt will be worn by me.
6. You will not catch the first bus.	The first bus will not be caught by you.
7. You will admire him.	He will be admired by you.
8. Will he sell tea?	Will tea be sold by him?
9. The pilgrims will travel the distance in no time.	The distance will be travelled by the pilgrims in no time.
10. They will eat mangoes.	mangoes will be eaten by them.

EXERCISE 198.**Change into the passive voice :**

1. I shall not eat onions.
2. She will not prepare tea.
3. The villagers will arrange a show.
4. Will you not teach her?
5. Will they take a note of it?
6. They will support us.
7. They will not run a race.
8. Shall we sing a song?
9. They will punish the ticketless travellers.
10. You will not respect her.

8. FUTURE PERFECT TENSE

Sentence Structure : Subject + will have been/ shall have been + VerbIII + by + Object.

A. साधारण वाक्य

1. Main Verb से पहले helping verbs- *will have/ shall have* का प्रयोग करें।
2. यदि Subject, First Person का Pronoun है तो ऐसे वाक्यों में Verb से पहले *shall have* का प्रयोग किया जाता है। अन्य सभी प्रकार के Subject वाले वाक्यों में Verb से पहले *will have* का प्रयोग करें।
3. Verb की Third Form व helping verbs के बीच *been* का प्रयोग करें।
4. Object से पहले *by* लगाएं; जैसे—
A.V. I shall have written a letter.
P.V. A letter will have been written by me.

B. नकारात्मक वाक्य

- A.V. I shall not have written a letter.
P.V. A letter will not have been written by me.

C. प्रश्नवाचक वाक्य

- A.V. Shall I have written a letter?
P.V. Will a letter have been written by me?

EXAMPLES :

Active Voice	Passive Voice
1. I shall have learnt these lessons.	These lessons will have been learnt by me.
2. He will have received the letter.	The letter will have been received by him.
3. Mohan will have helped me.	I shall have been helped by Mohan.
4. They will have taken the tea.	The tea will have been taken by them.
5. They will have arranged a cultural programme.	A cultural programme will have been arranged by them.
6. I shall not have written an essay by 4 O' clock.	An essay will have not been written by me by 4 O' clock.
7. You will have bought a new house.	A new house will have been bought by you.
8. Will she have found her lost book by now?	Will her lost book have been found by her by now?
9. They will have said their prayers.	Their prayers will have been said by them.
10. I shall have heard a case.	A case will have been heard by me.

EXERCISE 199.

Change into the passive voice :

1. Rashid will have bought a new bat.
2. He will not have waited for her.
3. The Deputy Commissioner will have presided over the function.
4. Will they have considered the matter?
5. I shall have caught the train.
6. They will not have started the match.
7. Will they have trusted him?
8. We shall have saved enough money by that time.
9. He will not have committed a mistake.
10. Shall I have finished this work by then?

V. PASSIVE VOICE OF MODALS

A.V. Sentence Structure : Subject + Modal + Verb I + Object

P.V. Sentence Structure : Subject + Modal + be + Verb III + by + Object.

A. साधारण वाक्य

1. Main Verb से पहले Modal Verb का प्रयोग करें।
2. Verb की Third Form व Modal Verb के बीच helping verb 'be' का प्रयोग करें।
3. Object से पहले by लगाएं; जैसे—

A.V. I can help him.

P.V. He can be helped by me.

ध्यान रखें— Modals में किसी प्रकार का बदलाव नहीं होता है।

B. नकारात्मक वाक्य

A.V. I cannot help him.

P.V. He cannot be helped by me.

C. प्रश्नवाचक वाक्य

A.V. Can I help him?

P.V. Can he be helped by me?

EXAMPLES :

Active Voice	Passive Voice
1. Can you draw a map?	Can a map be drawn by you?
2. I can play the cricket.	Cricket can be played by me.
3. Can they finish it in time?	Can it be finished in time by them?
4. You must write an essay	An essay must be written by you.
5. Ram must send a reply.	A reply must be sent by Ram.
6. He might pass the test.	The test might be passed by him.
7. We could not cross the river.	The river could not be crossed by us.
8. Would you return my loan?	Would my loan be returned by you?
9. We should serve our country.	Our country should be served by us.
10. We ought to obey our parents.	Our parents ought to be obeyed by us.

EXERCISE 200.

Change into the passive voice :

1. Ram can lift this heavy load.
2. A doctor should examine him.
3. The teacher may punish you.
4. She might wed you.
5. You must not tease him.
6. She should obey you.
7. May I help the blind?
8. Sita might wed you.
9. Even a rat may help a lion.
10. I could not buy a costly car.

VI. PASSIVE VOICE OF INFINITIVES

A. PASSIVE VOICE OF VERB 'TO BE' + TO-INFINITIVE

A. V. Sentence Structure : Subject + Verb 'to be' + to + Verb I + Object

P. V. Sentence Structure : Subject + Verb 'to be' + to + be + Verb III + by + Object.

- (a) A.V. I am to do it.
P.V. It is to be done by me.
- (b) A.V. I am to help him.
P.V. He is to be helped by me.
- (c) A.V. The shop is to let.
P.V. The shop is to be let.
- (d) A.V. We are to do this job.
P.V. This job is to be done by us.

यदि Subject के बाद कोई noun हो और इस noun के बाद एक infinitive हो तथा कार्य कोई दूसरा व्यक्ति करता हो, तो ऐसे infinitive का passive बनाया जाता है। ऐसा infinitive वाक्य हमेशा passive में ही रहेगा; जैसे— Mahatma Gandhi was a man to be admired. लेकिन Mahatma Gandhi was a man to admire. कहना गलत है।

यदि वाक्य का Subject कोई ऐसा noun या pronoun हो, जो काम नहीं करता है बल्कि उस पर काम हो, तो ऐसे noun या pronoun के बाद passive infinitive ही प्रयोग होता है न कि active infinitive; जैसे—

This letter is to be posted.

लेकिन This letter is to post. कहना गलत है।

B. Passive Voice of Verb 'HAVE/ HAS/ HAD' + NOUN + TO-INFINITIVE

A.V. Sentence Structure : Subject + has/have/had + Noun + to + Verb I.

P.V. Sentence Structure : No Passive Form

यदि Subject के बाद कोई noun हो और इस noun के बाद एक infinitive हो तथा Subject स्वयं कार्य करता हो, तो ऐसे infinitive का passive नहीं बनाया जाता। ऐसा infinitive वाक्य हमेशा active में ही रहेगा; जैसे—

A.V. I have a letter to write. (correct)

P.V. I have a letter to be written. (incorrect)

C. Passive Voice of Verb 'Have/ Has/ Had' + To-Infinitive

A.V. Sentence Structure : Subject + has/have/had + to + Verb I + Object

A.V. Sentence Structure : Subject + has/have/had + to + be + Verb III + by + Object

- (a) A.V. I have to borrow some money.
P.V. Some money has to be borrowed by me.
- (b) A.V. You have to choose a bride.
P.V. A bride has to be chosen by you.
- (c) A.V. I have to take the final decision.
P.V. The final decision has to be taken by me.
- (d) A.V. We have to choose an umbrella.
P.V. An umbrella has to be chosen by us.

D. PASSIVE VOICE OF THERE + VERB 'TO BE' + TO-INFINITIVE

A.V. Sentence Structure : There + Verb 'to be' + Noun + to-infinitive.

A.V. Sentence Structure : There + Verb 'to be' + Noun + to + be + Verb III.

- (a) A.V. There is no work to do.
P.V. There is no work to be done.
- (b) A.V. There is no food to waste.
P.V. There is no food to be wasted.
- (c) A.V. There are two books to write.
P.V. There are two books to be written.
- (d) A.V. There is no time to waste.
P.V. There is no time to be wasted.

E. PASSIVE VOICE OF IT IS TIME + TO-INFINITIVE + NOUN**A.V. Sentence Structure : It is time + to + Verb I+ Noun.****A.V. Sentence Structure : It is time + for + Noun + to + be + Verb III.**

- (a) A.V. It is time to close the office.
P.V. It is time for the office to be closed.
- (b) A.V. It is time to give the final warning.
P.V. It is time for the final warning to be given.
- (c) A.V. It is time to start the meeting.
P.V. It is time for meeting to be started.
- (d) A.V. It is time to sing a song.
P.V. It is time for a song to be sung.

VII. PASSIVE VOICE OF SOME VERBS**Preposition Other Than 'By' Verbs With**

कुछ *Verbs* ऐसी होती हैं जो कार्य (action) न बताकर मानसिक अवस्था (state of mind) या भावना (feeling) बताती हैं। इस प्रकार की *Verbs* passive form में अपने बाद *by* का प्रयोग न लेकर उपयुक्त (appropriate) preposition को अपने साथ रखती हैं। इस तरह की कुछ *Verbs* एवं उनके साथ आने वाली prepositions इस प्रकार से हैं—

alarmed at, amazed at, annoyed at (something), annoyed with (some person), charmed with, contained in, crammed with, decorated with, disgusted with, embodied in, enthroned with, filled with, hurt at, included in, interested in, known to, lined with, married to, offended at, pleased with, satisfied with, shocked at, surprised at etc.

जैसे—

A.V. Sentence Structure : Subject + Verb + Object.**P.V. Sentence Structure : Subject + Verb III + Appropriate Preposition (By नहीं) + Object.**

- (a) A.V. This book has greatly interested me.
P.V. I have been greatly interested in this book.
- (b) A.V. Your behaviour annoyed me.
P.V. I was annoyed at your behaviour.
- (c) A.V. I pleased him.
P.V. He was pleased with me.

EXAMPLES :

Active Voice	Passive Voice
1. Her story interested me.	I was interested in her story.
2. I know him.	He is known to me.
3. The news amazed us.	We were amazed at the news.
4. She satisfied everybody.	Everybody was satisfied with her.
5. His behaviour did not offend me.	I was not offended at his behaviour.
6. His conduct shocked me.	I was shocked at his conduct.
7. Did Ram marry Sita?	Was Ram married to Sita?
8. Your reply surprised me.	I was surprised at your reply.
9. Your conduct hurt me.	I was hurt at your conduct.
10. This glass contains water.	Water is contained in this glass.

EXERCISE 201.**Change into the passive voice :**

- His death shocked me.
- Ram married Sita.
- Do you not waste your time?
- He knows me.

- | | |
|---------------------------------|-------------------------------------------|
| 3. Does your honesty please me? | 8. Did his success surprise us? |
| 4. Money lenders lend money. | 9. This bottle contains milk. |
| 5. Your behaviour annoyed me. | 10. The recitation pleased the inspector. |

VIII. PASSIVE VOICE OF PHRASAL VERBS

- (a) A.V. We looked into the matter.
P.V. The matter was looked into by us.
- (b) A.V. A bus ran over the baby.
P.V. The baby was run over by a bus.
- (c) A.V. The hunter fired at the lion.
P.V. The lion was fired at by the hunter.
- (d) A.V. She played upon the flute.
P.V. The flute was played upon by her.

IX. PASSIVE VOICE OF INTERROGATIVE SENTENCES

Wh-Questions वाले वाक्यों में Why, how, when, where, what और who, whom आदि प्रश्नवाचक शब्दों का प्रयोग होता है।

1. ऐसे वाक्यों का Passive बनाने के लिए नियम—

P.V. Sentence Structure : Interrogative words + Yes/ No Question

1. पहले wh-word को sentence से हटाएं।
 2. इस sentence को Passive में बदलें।
 3. फिर Passive sentence के आगे wh-word लगाएं।
- जैसे—

A.V. Why have you broken the pen?
P.V. Why has the pen been broken by you?

2. Who वाले ऐसे वाक्यों का Passive बनाने के लिए नियम, जिसमें who के बाद helping verb न हो।

1. पहले who को sentence से हटाएं।
 2. इस sentence को Passive में बदलें।
 3. इसको Interrogative में बदलें।
 4. इसके आगे By whom लगाएं।
- जैसे—

3. A.V. Who broke this pen?
4. P.V. By whom was this pen broken?

नोट— यदि preposition का प्रयोग sentence अथवा clause के अंत में होता है, तो वाक्य के आरंभ में Who का प्रयोग होता है।

3. Who वाले ऐसे वाक्यों का Passive बनाने के लिए नियम, जिसमें who के बाद helping verb हो।

P.V. Sentence Structure : By whom + Yes/ No Question

1. पहले who को sentence से हटाएं।
 2. इस sentence को Passive में बदलें।
 3. इसके आगे By whom लगाएं।
- जैसे—

A.V. Who can break this pen?
P.V. By whom can this pen be broken?

4. Whom से प्रारंभ होने वाले वाक्यों को Passive में बदलने के नियम—

1. पहले whom को sentence से हटाएं।
 2. इस sentence को Passive में बदलें।
 3. इसके आगे Who लगाएं।
- जैसे—

A.V. Whom has he abused?

P.V. Who has been abused by him?

X. PASSIVE VOICE WITHOUT 'AGENT'

Passive voice बिना Agent के—

1. जब हम कार्य को अधिक प्रमुखता देते हैं तब Passive voice में by के साथ Agent (doer) का प्रयोग नहीं करते हैं।
2. जब कर्त्ता नहीं है या कर्त्ता के बिना भी काम चल सकता है अथवा कर्त्ता understood है।
3. Passive Voice के वाक्यों में जब Object न हो, तो हमें कोई Object मानना पड़ता है; जैसे—
4. जिन शब्दों का कर्त्ता People आदि होता है उनके P.V. में प्रायः by नहीं लगता। अंग्रेजी भाषा में Passive Voice का प्रयोग बहुत महत्वपूर्ण होता है। इस भाषा के लगभग 90 प्रतिशत Passive Voice वाक्यों में कोई 'unknown or vague active voice' subject होता है जिसकी कोई विशेष महत्ता नहीं होती है। जब मुख्य बल Subject की बजाए Verb activity पर हो, तो Passive Voice वाक्यों में इस प्रकार के Subject का प्रयोग वांछित नहीं होता। दूसरे शब्दों में The agent with "by" is not needed; जैसे—

- (a) A.V. We ought to obey our parents.
P.V. Our parents ought to be obeyed.
- (b) A.V. All must pay taxes in time.
P.V. The taxes must be paid in time.
- (c) A.V. Someone has picked my pocket.
P.V. My pocket has been picked.
- (d) A.V. People have expressed hopes that the government will act.
P.V. Hopes have been expressed that the government will act.
- (e) A.V. They have decided to open a new branch next year.
P.V. It has been decided to open a new branch next year.
- (f) A.V. Robbers looted the shop.
P.V. The shop was looted.
- (g) A.V. Nobody has abused her.
P.V. She has not been abused.
- (h) A.V. She has done nothing.
P.V. Nothing has been done by her.

XI. PASSIVE VOICE OF IMPERATIVE SENTENCES

Imperative Sentences ऐसे वाक्य होते हैं जिनमें order, request, advice और suggestion आदि का भाव होता है। ये वाक्य Principal या Main Verb से शुरू होते हैं। यहाँ Object से पहले by लगाने की आवश्यकता नहीं पड़ेगी क्योंकि ऐसे वाक्यों में Object नहीं होता है।

1. Order/ command (आज्ञा/ आदेश) वाले वाक्यों का Passive बनाने के नियम—

(i) Let — be का प्रयोग करके

याद रखें— P.V. Sentence Structure : Let + Subject + be + Verb III.

1. Main Verb से पहले be का प्रयोग करें।

2. Subject से पहले Let का प्रयोग करें।

3. Verb की Third Form का प्रयोग करें; जैसे—

- (a) A.V. Bring a glass of water.
P.V. Let a glass of water be brought.
- (b) A.V. Turn him out.
P.V. Let him be turned out.
- (c) A.V. Open the window.
P.V. Let the window be opened.
- (d) A.V. Shut the door.
P.V. Let the door be shut.
- (e) A.V. Give a five-rupee note to that man.
P.V. Let that man be given a five-rupee note.

(ii) आदेशात्मक वाक्यों में You are ordered का प्रयोग करें।

याद रखें— P.V. Sentence Structure : You are ordered + to + Verb I + Object.

- (a) A.V. Get out of this room.
P.V. You are ordered to get out of this room.
- (b) A.V. Close the door at once.
P.V. You are ordered to close the door at once.

2. Request वाले वाक्यों का Passive बनाने के नियम—

याद रखें— P.V. Sentence Structure : You are requested + to + Verb I + Object. ऐसे वाक्यों में please और kindly जैसे शब्द लगे मिलते हैं जिनका Passive Voice में प्रयोग नहीं होता है। ध्यान रखें— You are kindly requested का प्रयोग करना गलत है।

1. Subject के स्थान पर You are requested का प्रयोग करें।

2. Main Verb से पहले to का प्रयोग करें।

3. Verb की First Form का प्रयोग करें; जैसे—

- (a) A.V. Post this letter, please.
P.V. You are requested to post this letter.
- (b) A.V. Please, help me in this matter.
P.V. You are requested to help me in this matter.

3. Suggest और Advice वाले वाक्यों का Passive बनाने के नियम—

(i) Should be का प्रयोग करके

याद रखें— P.V. Sentence Structure : Subject + should + be + Verb III.

1. Main Verb से पहले helping verb 'should' का प्रयोग करें।

2. Verb की Third Form व helping verb के बीच be का प्रयोग करें; जैसे—

- (a) A.V. Love the poor.
P.V. The poor should be loved.
- (b) A.V. Help your friends.
P.V. Your friends should be helped.

(ii) You are advised का प्रयोग करके

- (a) A.V. Work hard.
P.V. You are advised to work hard.
- (b) A.V. Never tell a lie.
P.V. You are advised not to tell a lie.

EXERCISE 202.**Change into the passive voice :**

- | | |
|------------------------------|---------------------------|
| 1. Serve eatables. | 6. Please keep quiet. |
| 2. Kindly do not lose heart. | 7. Repeat this lesson. |
| 3. Switch on the light. | 8. Never waste your time. |
| 4. Be off my sight. | 9. Send a reply to me. |
| 5. Do not make a noise. | 10. Do not stand here. |

XII. PASSIVE VOICE OF THAT + NOUN CLAUSE

1. कुछ वाक्य 'They believed, People think, People say, We know' और 'everyone knows' आदि—शब्दों से शुरू होकर **that he is...** से पूर्ण होते हैं। इस प्रकार के वाक्यों का Passive निम्न दो प्रकार से बन सकता है।

1. It is/ was believed that

2. He (या Noun clause का Subject) is known/ said/ believed to be....believe, claim, consider, find, know, report, say और think आदि Transitive Verbs हैं, जिनके बाद **that + noun clause** मिल सकता है। ऐसे वाक्यों में Principal clause के Subject का लोप हो जाता है। Noun clause के Subject को Passive में Subject बना दें और **by + object** का प्रयोग न करें।

(a) A.V. People believe that he is a thief.

P.V. He is believed to be a thief. Or It is believed that he is a thief.

(b) A.V. They believed that Ram was very rich.

P.V. It was believed that Ram was very rich. Or Ram was believed to be very rich.

2. जब Noun clause Passive में हो

that + noun clause जिसकी verb passive form में हो, तो इस प्रकार से बदलें—

A.V. He likes that he should be excused.

P.V. He likes to be excused.

XIII. DOUBLE PASSIVE

(a) A.V. He wrote the book and got published.

P.V. The book was written and got published by him.

(b) A.V. They looted the shop and took away the money.

P.V. The shop was looted and the money was taken away.

XIV. PASSIVE VOICE OF SENTENCES WITH DOUBLE OBJECTS

दो Objects वाले वाक्यों का Passive बनाने के लिए नियम—

जिन Transitive Verbs के दो Objects होते हैं उनके Passive दो प्रकार से बनाए जा सकते हैं। ऐसे वाक्यों का Passive बनाने के लिए सामान्यतया Indirect object (Persons) को Subject बनाना ज्यादा अच्छा समझा जाता है, लेकिन इसका अर्थ यह नहीं है कि Direct object (Things) को Subject बनाना गलत है। यह इस बात पर भी निर्भर करता है कि प्राथमिकता किसे दी जा रही है। प्रायः व्यक्तियों को प्रमुखता दी जाती है।

1. Indirect Object (Persons) को Subject बनाकर Passive बनाया जाता है; जैसे—

(a) A.V. I gave him a pen.

P.V. He was given a pen by me.

(b) A.V. He teaches us Hindi.

P.V. We are taught Hindi by him.

(c) A.V. We elected him monitor.

P.V. He was elected monitor by us.

- (d) A.V. The Principal asked him a question.
P.V. He was asked a question by the Principal.
- (e) A.V. We proposed to appoint him monitor.
P.V. He was proposed to be appointed monitor by us.
- (f) A.V. Someone gave her a bull-dog.
P.V. She was given a bull-dog.

2. Direct Object (Things) को Subject बनाकर Passive बनाया जाता है; जैसे—

- (a) A.V. I gave him a pen.
P.V. A pen was given to him by me.
- (b) A.V. My mother told me a story.
P.V. A story was told to me by my mother.
- (c) A.V. She gave me your message.
P.V. Your message was given to me by her.
- (d) A.V. My father sent an invitation to your family.
P.V. An invitation was sent to your family by my father.

XV. PASSIVE VOICE OF SPECIAL SENTENCE STRUCTURES

1. कुछ वाक्यों की Sentence Structure निम्नलिखित प्रकार से होती है—

A.V. Subject + ask + object + if/ whether + clause

ऐसे वाक्यों में First Part को ही Passive में बदला जाता है, Clause को नहीं।

- (a) A.V. They asked me, if I knew his address.
P.V. I was asked if I knew his address.
- (b) A.V. I asked Ram, if he was ill.
P.V. Ram was asked if he was ill.
- (c) A.V. Ram asked me when I would return.
P.V. I was asked when I would return.

2. कुछ वाक्यों की Sentence Structure निम्नलिखित प्रकार से होती है—

A.V. Subject + Verb + Object + Bare Infinitive +

ऐसे वाक्यों में object के बाद बगैर to की infinitive का प्रयोग देखने को मिलता है। इनका passive voice इस प्रकार से बनाएँ—

- (a) A.V. We saw her sing a song.
P.V. She was seen to sing a song.
- (b) A.V. I saw him run away.
P.V. He was seen to run away.
- (c) A.V. I saw him go out.
P.V. He was seen to go out.

Let के साथ 'to' नहीं लगता है—

- A.V. He let me go.
P.V. I was let go.

XVI. PASSIVE VOICE OF CAUSATIVE SENTENCES

जब वाक्य में causative verb का प्रयोग किया जाता है, तो इस तरह के वाक्य में subject के बाद causative verb लगती है; जैसे—

- (a) A.V. He made me sing a song.
P.V. I was made to sing a song.
- (b) A.V. I made him go there.
P.V. He was made to go there.

EXERCISE 203.**Change into the passive voice :**

1. Send for the doctor.
2. He knew me.
3. They have honoured you.
4. Rama was playing chess.
5. You have written an essay.
6. Dinesh did not buy a new car.
7. I can buy a car.
8. I shall cook the food.
9. The gardener was watering the plants.
10. You have painted a picture.

EXERCISE 204.**Change into the passive voice :**

1. We are playing chess.
2. They are crossing the river.
3. Open the door.
4. Has he finished his work?
5. Mohan was speaking the truth.
6. Do you like tea?
7. The peon is ringing the bell.
8. The peon will ring the bell.
9. We had won the trophy.
10. Amar is not laughing at the poor.

EXERCISE 205.**Change into the passive voice :**

1. I did not make a mistake.
2. Raju has sold the new house.
3. Girls sang a song.
4. Amar has written a story.
5. Do you drink coffee?
6. The masons are not constructing a bridge.
7. I have lost a pen.
8. Ram helps Hari.
9. He gave me a pen.
10. Speak the truth.
