

A verb may tell us about what a person or a thing does. Therefore, a verb is said to be an action on the part of a doer/subject. *For example—*

- (i) They will do the work.
- (ii) The teacher **has punished** the boy.

The verbs 'do, punish' are transitive. The actions of the subjects 'They, The teacher' passes over to the objects 'work, the boy'. Therefore, these verbs are called transitive.

The Verb may also tell us what is done to a person or a thing.

**Now read the following sentences :**

- (iii) The work **will be done** by them. (Passive Voice)
- (iv) The boy **has been punished** by the teacher. (Passive Voice)

## How to Define a Voice?

- (a) In active voice a sentence begins with a subject (They, The teacher) sentence (i) & (ii).
- (b) In passive voice a sentence begins with an object (The work, The boy) sentences (iii) & (iv).

However, sentences only with **transitive verbs** admit of Passive Expressions.

**Now study the following sentences :**

- (v) Jaya **came** here.
- (vi) Father **is going** out.

The verbs 'come, go' are **intransitive** because these verbs do not have objects. The effect of the action does not pass over to any object. Therefore, these verbs are called intransitive. Since they are not used with object, they do not admit of Passive Expression.

Therefore, before making a sentence, a student must note carefully whether the sentence is beginning with subject or object.

## How to Make a Passive Voice?

- (a) The passive voice of an active voice is formed by using the verb 'to be'. However, the original active verb must be converted **into Past Participle**.
- (b) Object may be placed before the verb in passive expression.

**Now study the examples.**

**Note :** The forms of 'Be' as used in passive voice are explained in the table below—  
In conclusion, the construction of these sentences may be represented as follows—

- (a) (i) Subject + Transitive verb + Object (Active)
  - (ii) Subject + Intransitive verb. (Active)
  - (b) Object + To be + PP of Transitive verb + Subject (Passive voice)
- [Passive voice — Sentences (iii) and (iv)]

## The Verb 'To be' (Study the following table)

The verb 'To be' has following two uses—

1. As an **auxilliary verb** it is used with other verbs both in active and passive voice.
2. As an **ordinary/regular verb** it is used in 'No verb' sentences.

The forms of 'to be'	Tenses	The forms of verb in passive voice	No verb
Be  is, am, are was, were been  being	Infinitive, Modals, Future Indefinite,  Present Indefinite Past Indefinite  Perfect (Present, Past, Future)  Continuous (Present, Past), Participle/Gerund	PP (Past Participle)  of Transitive Verb	Noun Pronoun Adjective Adverb

The use of 'To be' in the passive sentences—

Object + be (be + PP of Transitive Verb) + by Subject

### (A) Infinitive, (B) Modals, (C) Future Indefinite

- (i) He doesn't like to be punished.
- (ii) The young persons should be taught good manners.
- (iii) He will be punished for his misbehaviour.

### (D) Present Indefinite —is, am, are

- (i) She is taught English daily by her class teacher.
- (ii) I am often invited to attend party by my friends.
- (iii) Elections are held every five years.

### (E) Past Indefinite—was, were

- (i) She was punished for her negligence.
- (ii) Both the friends were selected for senior Hockey team.

### (F) Perfect (Present, Past, Future)—been

- (i) He has just been elected as a member of the Committee.
- (ii) She had already been admitted to hospital.
- (iii) My friend will have been married by now.

### (G) Continuous (Present, Past)—being

- (i) The match is being telecast now.
- (ii) The match was being telecast yesterday.

### (H) Participle/Gerund—being

- (i) Nobody likes being cheated.
- (ii) The murderer escaped being hanged.
- (iii) I saw her being taken to hospital.

**Note :** Future continuous and perfect continuous tenses do not admit of passive voice expressions.

## Work Book Exercise (A)

**Directions :** Use the verbs given in brackets either in active or passive as the case may be.

1. The teacher ..... with the students yesterday for their misbehaviour. (annoy)
2. The criminals should ..... at the earliest. (punish)
3. I ..... then that he ..... working hard. (convince, be)
4. Prohibition in many states ..... lately by the State Governments. (enforce)
5. His parents ..... when he did not arrive at the function. (disappoint)
6. Our leaders ought to ..... honestly in the interest of common people. (behave)
7. Children should ..... with responsibility to make them feel responsible. (entrust)
8. I ..... to see my Aunt when I reached home. (amaze)
9. My father ..... when he sees my brother's report card. (please)
10. The eldest son ..... the burden of the whole family these days. (bear)
11. The residents ..... to see five cold blooded murders in her house last night. (alarm)
12. The parents ..... to hear that their son was involved in the theft. (ashame)
13. I ..... to receive a nice birthday present from my cousin a month ago. (delight)
14. We ..... to see her behaving in a confident manner last night. (satisfy)
15. Yesterday the police..... to find the door closed from outside. (perplex)
16. I ..... by the sound of a cracker in the midnight yesterday. (startle)
17. The train ..... when you reach station as you are late. (leave)
18. The venue of marriage ..... still when the guests arrived. (decorate)
19. The principal ..... to see the results of the students tomorrow. (surprise)
20. Yesterday every student ..... to find the question-paper out of syllabus. (confuse)

## Some Hints on Making Passive Voice

- (I) The objects used in the following sentences are used with verbs which do not agree with the common rules of verbs. Such nouns are given in chapter on Nouns under Rule (iv) & (v).

Study the following sentences—

- (i) He gave me spectacles.  
Spectacles were given to me by him.

- (ii) They play Billiards.  
Billiards is played by them.

In these sentences the noun 'spectacles' is followed by plural verb and 'Billiards' by singular verb. Students should take note of such misleading nouns.

- (II) Study carefully the use of interrogative pronoun while changing active sentences into passive.

'Which, what' etc. are placed as they are

However, when 'What/Which' is used as a subject, it is changed into 'By what'.

But 'Who' is changed into 'By whom' and 'Whom' is changed into 'Who'.

- (i) What are you writing?  
What is being written by you?

- (ii) What makes you angry?  
By what are you made angry?
- (iii) Who teaches you English?  
By whom are you taught English?  
Or Who are you taught English by?
- (iv) Whom are you teaching?  
Who is being taught by you?
- (v) Which girl helped you?  
By which girl were you helped?
- (III) (a) When the subjects are indefinite/vague pronouns or understood nouns, it is not necessary to use them in passive voice as 'by somebody'.
- (i) Somebody has picked my pocket.  
My pocket has ~~been~~ picked.
- (ii) They will declare the result soon.  
The result will be declared soon.
- (b) Sentences beginning with negative indefinite pronouns are converted into negative. For example—
- (i) Nobody can change destiny.  
Destiny cannot be changed.
- (ii) None saw her in the parlour.  
She was not seen in the parlour.
- (IV) When principle clause is followed by Noun clause as object the passive voice is made as follows—
- (i) People consider that he is honest.  
It is considered that he is honest.
- (ii) We hope that he will pass.  
It is hoped that he will pass.
- Study these verbs carefully which are followed by Noun clause as object 'consider, believe, understand, suspect, report, say, claim, know, expect, allege, find', learn, require, suppose (appear, seem)**
- (V) Verbs with two objects—Sometimes verbs are used with two objects in active voice sentences. Passive Voice can be made with either of the objects.
- (i) He gave me a book.  
(a) I was given a book by him.  
(b) A book was given to me by him.
- (ii) They made him King. (Complement; King is complement of the verb 'make')  
He was made King.
- (VI) 'By' is not used with certain verbs when making a passive voice, Instead we use at, with, in, to, etc.
- (i) I know him.  
He is known to me.
- (ii) Her sudden arrival surprised everyone  
Everybody was surprised at her sudden arrival.

**(VII) Infinitives**

- (i) She is to write a letter.  
A letter is to be written by her.
- (ii) They were to complete the work.  
The work was to be completed by them.
- (iii) My sister has to buy a new car.  
A new car has to be bought by my sister.
- (iv) There is nothing to lose.  
There is nothing to be lost.
- (v) I would like someone to help me.  
I would like to be helped.
- (vi) I am not to blame for the loss. [Passive sense (responsible for)]

**(VIII) Participles/Gerund**

- (i) I remember my mother taking me to doctor.  
I remember being taken to doctor by my mother.
- (ii) I found his friends laughing at him.  
I found him being laughed at by his friends.

**(IX) If a preposition or an adverb is used with a verb to convey specific meaning, it should not be removed while making a passive voice. For example—**

- (i) Mothers **look after** their children.  
Children are looked after by their mothers.
- (ii) You should not **look down upon** the poor.  
The poor should not be looked down upon.

**(X) The Verbs, 'Let, bid, make, help, feel, see, watch, hear', are used with direct infinitive (without to) in active voice.**

In passive voice these verbs are used with Infinitive (to + verb)

'Let' is an exception. 'Let' is followed by direct infinitive both in active & passive voice sentences. *For example—*

- (i) I bade him go.  
He was bidden to go.
- (ii) I have made her sing a song.  
She has been made to sing a song.
- (iii) She let me go.  
I was let go by her.

**(XI) Imperative Sentences**

- (i) Command and order
- (ii) Permission, Request, Advice

**1. Command and Order**

- (a) Passive—When object is given, use Let + object + be + Past Participle.  
Bring a book  
Let a book be brought.  
Turn Payal out  
Let Payal be turned out.

- (b) Passive—When no object is given, begin in the sentence with—  
You are ordered/commanded to.....
- (i) Go out at once  
You are ordered to go out at once.
- (ii) Don't stay here.  
You are ordered not to stay here.

## 2. Permission, Request, Advice.

- (a) Passive—When object is given, make passive with object  
Object + Should + Past Participle
- (i) Obey Parents  
Parents should be obeyed
- (ii) Listen to me  
I should be listened to
- (iii) Prepare for war  
You should be prepared for war  
Or  
Be prepared for war

**Note :** Use of let is avoided in this type of sentences.

- (b) Passive voice—When no object is given, begin the sentence with  
You are allowed, requested or advised.....
- (i) Please come soon  
You are requested to come soon
- (ii) Please don't talk loudly  
You are requested not to talk loudly.

## (XII) Sentences Beginning with Let (Permission & Suggestion)

- (a) Passive—When object is given make passive voice as follows—
- (i) Let me play here (Permission)  
I may be allowed to play here.
- (ii) Let us help him. (Suggestion)  
He should be helped.
- (b) Passive—When no object is given, begin, the sentence, with.....  
It is suggested.....
- (i) Let us stay here (Suggestion)  
It is suggested that we should stay here.
- (ii) Let us sleep here.  
It is suggested that we should sleep here.

## (XIII) 'To be' is often allowed in the sense of 'have' in passive voice sentences of the following verbs—

'Fall, rise, come, arrive, go, lose.'

- (i) Mighty Caesar is fallen. (has fallen)
- (ii) Summer is come. (has come)



- (iii) The book is lost.  
 (iv) The sun is risen.  
 (v) Golden days are gone.

(has been)  
 (has risen)  
 (have gone)

#### (XIV) Miscellaneous Sentences

Study these sentences carefully :

- |   |           |
|---|-----------|
| 1. The police arrested a militant and sent him to jail.   | (Active)  |
| A militant was arrested by police and (was) sent to jail. | (Passive) |
| 2. It is necessary to help the poor.                      | (Active)  |
| The poor are required to be helped.                       | (Passive) |
| 3. It is time to wind up business.                        | (Active)  |
| It is time for the business to be wound up.               | (Passive) |
| 4. The fruit tastes sweet.                                | (Active)  |
| The fruit is sweet when (it is) tasted.                   | (Passive) |
| 5. I have to stay here.                                   | (Active)  |
| I am obliged to stay here.                                | (Passive) |
| 6. It is your duty to help your children.                 | (Active)  |
| You are supposed (bound in duty) to help your children.   | (Passive) |
| 7. It is impossible to do.                                | (Active)  |
| It is impossible to be done.                              | (Passive) |

### The Use of 'TO BE' (As An Ordinary/Regular Verb)

**As an ordinary verb :** It is used to denote a state, condition, existence, quality, time, distance, weather etc.

There is no action in this kind of sentences.

(i) She **is** a naughty child.

(ii) She **was** healthy.

In these sentences, 'To be' verb has been used alone. It is itself an ordinary verb.

For our convenience we may call them 'No verb sentences'.

### Work Book Exercise (B)

**Directions :** The use of 'To be' as an ordinary verb.

- I wonder where Atul ..... lately. (be)
- Where ..... you an hour ago? (be)
- Of late there ..... great improvements in the city. (be)
- Mr. Bhargava ..... our family doctor since long. (be)
- My friend ..... in Mumbai for ten years when I ..... there last month. (be, transfer)
- Everybody presumes that she may ..... present at the time of her brother's marriage next month. (be)

7. He ..... ill for the last ten days when his wife ..... him yesterday. (be, visit)
8. He ..... 20 now, next year he ..... an adult. (be, be)
9. The milkman ..... absent since last Sunday. (be)
10. He ..... in Delhi for ten years when I went there. (be)
11. I am convinced now that his political views ..... worth listening to. (be)
12. She ..... to Mumbai lately with her father for treatment. (be)
13. There ..... a lot of money for you in this job. (be)
14. He ..... a petty clerk only ten years ago. (be)
15. The dinner ..... ready before we arrived. (be)

### Work Book Exercise (C)

**Direction :** Change the voice according to the corresponding rules explained above.

- Rule I.**
1. He bought new scissors.
  2. They have brought news for you.
  3. The minister has issued orders for his transfer.
  4. I received summons yesterday.
  5. He has repaired his quarters.

- Rule II.**
1. Which book do you like most?
  2. Who did this work?
  3. What are you teaching?
  4. Whom do you like most?
  5. Who has taught you English?
  6. What is he teaching you?
  7. What caused this loss?
  8. Which student took you home?

- Rule III.**
1. Nobody can mend this wall.
  2. Nobody saw him going out.
  3. Somebody has stolen my books.
  4. One should do one's duty.
  5. Somebody told us to wait outside.
  6. We worship God.
  7. They say so.
  8. Some people have seen the ghosts.
- (The subject is not vague in this sentence.)
9. The Police arrested the thief.
  10. The university will declare the result soon.

- Rule IV.**
1. They hope that he will pass.
  2. People believe that he will return soon.
  3. We decided that we would leave early.
  4. Nobody knows how rich he is.
  5. He expects that he will pass.



- Rule V.**
1. He has given me a book.
  2. They will ask me a question.
  3. They made him Captain.
  4. She told me a story.
  5. He bought me a scooter.
  6. I shall read you this report.
  7. They refused him admission to the college.
  8. I have offered him a job.
  9. I shall show him the library.
  10. She did not lend me money.
  11. Twenty members comprise the committee.

- Rule VI.**
1. I do not expect it from you.
  2. The angry mob thronged the roads.
  3. A blow of lathi killed the dog.
  4. Do you know the lady?
  5. The book contains much information.
  6. The servant annoyed the master.
  7. His behaviour surprised everyone.
  8. His insolence has annoyed the teacher.
  9. Their jokes disgusted me.
  10. Material life always disgusts him.
  11. They keep the details on the computers.
  12. My sister bore a son last year.
  13. Her looks impressed everybody.
  14. Their idle talk will vex you.
  15. The movie does not interest her.
  16. Your explanation will not satisfy your boss.
  17. His actions pleased his father.
  18. Her behaviour shocked me.
  19. His failure in life disappointed his wife.
  20. The sound of the blast alarmed the villagers.

- Rule VII & VIII.**
1. Arnav is to help his sister.
  2. Shaurya has to distribute sweets.
  3. They saw the police chasing a terrorist.
  4. She was to write a book on animals.
  5. They found him helping the poor.

- Rule IX.**
1. What are you listening to?
  2. They were searching for the lost book.
  3. The Government cannot dispense with computers.
  4. I have never heard of such an accident.
  5. All his friends will laugh at him.
  6. Do not discriminate against the poor.

- Rule X.** 1. I made him write a letter.  
2. She let me stay in her home.  
3. She bade me leave the room.  
4. They heard her sing a song.  
5. I saw him go.

- Rule XI.** 1. Obey your teacher.  
2. Do it as early as possible.  
3. Do not go out.  
4. Prevent him from going out.  
5. Please enter by this door.  
6. Do not insult the weak.  
7. Get out of the room.  
8. Kindly give me some money.

- Rule XII.** 1. Let me sleep here.  
2. Let them watch the match.  
3. Let us watch T.V.  
4. Let us not hurt anybody.  
5. Let us go now.  
6. Let us enter college. (request)