

ACTIVE AND PASSIVE VOICE

1. Tenses and Verb Forms

(a) Simple Present

Active: She sings a song. Passive: A song is sung by her. Is/am/are+ past participle

(b) Simple Past

Active: She sang a song.
Passive: A song was sung by her.
Was/were + Past Participle

(c) Simple Future

Active: She will Sing a song.
Passive: A song will be sung by her. Will by / shall by + Past participle

(d) Present Continuous

Active: She is singing a song.
Passive: A song is being sung by her.
Is/am/are/+being+ past participle

(e) Past Continuous

Active: She was singing a song.
Passive: A song was being sung by her.
Was/were + being + past participle

(f) Future Continuous

No Passive

(g) Present Perfect

Active: She has sung a song.
Passive: A song has been sung by her. Has + been + past participle

(h) Past perfect

Active: she had sung a song.
Passive: A song had been sung by her. Had + been + past participle

(i) Future perfect

Active: She will have sung a song. Passive: she will have been sung by her. Will + have + been + past participle

2. Kinds of sentences

(a) Assertive Sentences

Active: He plucked a flower.

Passive: A flower was plucked by him.

(b) Imperative Sentence (Negative)

Active: Don't run in the corridor.

Passive: You are asked/ordered not to run in the corridor.

Imperative Sentence (positive)

Active: Switch off all lights at ten.

Passive: You are asked/ordered to switch off all lights at ten.

(c) Interrogative Sentence

Active: What is he doing?

Passive: What is being done by him? Active:

Did he write the story?

Passive: Was the story written by him?

3. **Sentences with two objects** Active: He lent me some money. Passive: I was lent some money by him. Some money was lent to me by him.

4. Verbs followed by Prepositions

Active: The people laughed at the clown.

Passive: The clown was laughed at by the people.

5. Sentences beginning with let

(I) Active: Let him finish the work.

Passive: Let the work be finished by him.

(II) Active: Let me solve this sum.

Passive: Let this sum be solved by me.

OR

You are asked to let me solve this sum.