



**Pakistan School**  
Kingdom of Bahrain

A Warm Welcome to all the students in the  
online classes.  
I am honored to be with you today for  
English class.

- **We are going to start our online English lesson today. I hope you all will enjoy and learn.**
- **Rules of the class:**
- **1) Be on time for all your classes.**
- **2) Have one-on-one conversations.**
- **3) Respect all participants of the class.**
- **4) Believe in yourselves.**
- **5) Raise hand if you have a question.**
- **6) stay focus to the lecture.**
- **7) Enter into the class with your actual name and CPR number.**
- **8) Follow the timetable and don't be late in attending the class.**



# **ACTIVE AND** **PASSIVE VOICE**

# Voice: Voice is the property of verb which shows whether the subject is performing or experiencing the action.

- There are two kinds of voice:
- **Active voice:** If the subject does the work himself or herself, it is in active voice.
- **Passive voice:** If something is done for or to the subject, it is in passive voice.

## General Rules:

Subject	Verb	Object	
Rahim	teaches	Mohsin.	Active
Mohsin	is taught	by Rahim	Passive

# Following are the rules for changing active voice into passive voice:

- 1. Subject of the active voice shall become the object of the passive voice.

◦ I : (by) me                      We : (by) us

◦ You : (by) you                      He : (by) him

◦ She : (by) her                      It : (by) it

◦ They : (by) them                      Who : (by) whom

- 2. Use the form of verb 'to be' (is, are, etc.) between subject and object in the passive voice.
- 3. Verb should be changed to past participle (3<sup>rd</sup> form)
- 4. Use 'by' before object.
- 5. Object of the active voice shall become subject of passive voice.

◦ Me : I us : we

◦ You : You him : he

◦ Her : She it : it

◦ Them : they whom : who

## **Note:**

1. Passive voice can be made only of transitive verb,  
i.e. if the verb is followed by an object.
  2. Voice is changed in the same sentence i.e.,  
if the Active voice is in the interrogative sentence.  
Passive will also be in interrogative sentence.
- Structure: Subject + Verb be+ past participle + by +  
object (noun or pronoun).

# Passive Voice for all Tenses - Rules

There are two basic rules for converting sentences from Active Voice into Passive Voice, which are common for all tenses.

1. The places of subject and object will be interchanged in the sentence.
2. Only 3rd form of the verb or Past Participle (e.g. written) will be used as a main verb in Passive Voice.

The rules for using 'Auxiliary Verb' in a sentence are different for each tense, as follows:

Present Simple Tense	
Auxiliary verbs used in Passive Voice: <b>Is/are/am</b>	
Active Voices	Passive Voices
He writes a letter.	A letter <b>is</b> written by him.
He does not write a letter.	A letter <b>is</b> not written by him.
Does he write a letter?	<b>Is</b> a letter written by him?
They sell books.	Books <b>are</b> sold by them.
She helps me.	I <b>am</b> helped by her.

## Present Indefinite Tense

### Active

### Passive

[Subject + is/am/are+ 3<sup>rd</sup> form +by + object]

Karim teases him.

He is teased by him

She beats her sister.

Her sister is beaten by her.

## Negative Sentence:

### Active

### Passive

[Subject+is/am/are+not+3<sup>rd</sup> form+by+object]

She does not listen to you.

You are not listened to by her.

You do not favour her.

She is not favoured by you.

## Interrogative Sentence:

Active	Passive [Is/Am/Are+subject + 3 <sup>rd</sup> form +by + object]
Do you teach him?	Is he taught by you?
Do you respect me?	Am I respected by you?

**If the sentence begins with ‘when/where/why/how/what’ helping verb should be put immediately after them.**

Active	Passive
How do you prepare tea?	How is tea prepared by you?
When do you see T.V.?	When is T.V. seen by you?
What do you like?	What is liked by you?

**If the sentence begins with ‘who’ or ‘whom’, change ‘who’ into ‘by whom’ and ‘whom’ into ‘who’ in the passive voice.**

<b>Active</b>	<b>Passive</b>
Who beats you?	By whom are you beaten?
Whom do you love?	Who is loved by you?

<b>Active</b>	<b>Passive</b> [Subject + was/were+ 3 <sup>rd</sup> form +by + object]
I was revising the lesson	Was the lesson being revised by me.
Were you reading the book?	Was the book being read by you?
What was Rehman doing?	What was being done by Rehman?

### Present Progressive Tense

Auxiliary verbs used in Passive Voice: **Is being / Are being / Am being**

#### Active Voices

#### Passive Voices

She is singing a song.

A song **is** being sung by her.

She is not singing a song.

A song **is** not being sung by her.

Is she singing a song?

**Is** a song being sung by her?

They are eating apples.

Apples **are** being eaten by them.

You are disturbing me.

I **am** being disturbed by you.

### Present Perfect Tense

Auxiliary verbs used in Passive Voice: **Has been / Have been**

#### Active Voices

#### Passive Voices

He has completed the work.

The work **has been** completed by him.

He has not completed the work.

The work **has not been** completed by him.

Has he completed the work?

**Has** the work **been** completed by him.

She has written five poems.

Five poems **have been** written by her.

I have made some cakes.

Some cakes **have been** made by me.

## Past Simple Tense

Auxiliary verbs used in Passive Voice: **Was / Were**

### Active Voices

### Passive Voices

He bought a car.

A car **was** bought by him.

He did not buy a car.

A car **was** not bought by him.

Did he buy a car?

**Was** a car bought by him?

She decorated the walls.

The walls **were** decorated by her.

I helped them.

They **were** helped by me.

## Past Progressive Tense

Auxiliary verbs used in Passive Voice: **Was being / Were being**

### Active Voices

### Passive Voices

She was washing a shirt.

A shirt **was being** washed by her.

She was not washing a shirt.

A shirt **was not being** washed by her.

Was she washing a shirt?

Was a shirt **being** washed by her?

Boys were singing songs.

Songs **were being** sung by boys.

# Past Continuous Tense

<b>Active</b>	<b>Passive</b> [Subject + was/were+ 3 <sup>rd</sup> form +by + object]
I was revising the lesson	Was the lesson being revised by me.
Were you reading the book?	Was the book being read by you?
What was Rehman doing?	What was being done by Rehman?

# Past Perfect Tense

<b>Active</b>	<b>Passive</b> [Subject + had + been +3 <sup>rd</sup> form+by+object]
I learn the poem.	The poem was learnt by me.
Had she taken tea?	Had tea been taken by her?
He had not ill-treated him	He had not been ill-treated by him.

## Past Perfect Tense

Auxiliary verbs used in Passive Voice: **Had been**

Active Voices	Passive Voices
They had won the game.	The game <b>had been</b> won by them.
They had not won the game.	The game <b>had not</b> been won by them.
Had they won the game?	<b>Had</b> the game <b>been</b> won by them?
He had collected coins.	Coins <b>had been</b> collected by him.

## Future Simple Tense

Auxiliary verbs used in Passive Voice: **Will be**

Active Voices	Passive Voices
She will write a poem.	A poem <b>will be</b> written by her.
She will not write a poem.	A poem <b>will not be</b> written by her.
Will she write a poem?	<b>Will</b> a poem <b>be</b> written by her?
You will receive the letter.	The letter <b>will be</b> received by you.
They will arrange the money.	The money <b>will be</b> arranged by them.

# Future Indefinite Tense

Active	Passive [Subject+will/shall+be+3 <sup>rd</sup> form+by+object]
This man will do my work.	My work will be done by this man.
Will Mohsin help me?	Shall I be helped by Mohsin?
What will Tariq do?	What will be done by Tariq?
Who will repair the window?	By whom will the window be repaired?

# Future Perfect Tense

## Active

## Passive

[Subject+will/shall+have+been+3<sup>rd</sup> for  
m +by + object]

This man will have done my work.

My work will have been done by this man.

He will not have abused me.

I shall not have been abused by him.

The farmer will have watered the field.

The field will have been watered by the farmer

## Future Perfect Tense

Auxiliary verbs used in Passive Voice: **Will have been**

### Active Voices

### Passive Voices

He will have received the letter.

The letter **will have been** received by him.

He will not have received the letter.

The letter **will not have been** received by him.

Will he have received the letter?

**Will** the letter **have been** received by him?

**Note:** The sentences of following tenses can't be changed to Passive Voices.

1. Present Perfect Continuous (or Progressive) Tense
  2. Past Perfect Continuous (or Progressive) Tense
  3. Future Perfect Continuous (or Progressive) Tense
  4. Future Continuous (or Progressive) Tense
  5. Sentences having Intransitive verbs
-

Turn the following sentences from the active voice into passive voice.

1. The cat killed the mouse.
2. The man cut down the tree.
3. Columbus discovered America.
4. His teacher praised him.
5. The boy teased the dog.
6. The syce feeds the horse every day.
7. The police arrested him.
8. Rama was making a kite.
9. The boy caught the ball.
10. My father will write a letter.
11. I will conquer him.
12. He kept me waiting.
13. The hunter shot the lion.
14. Hari opened the door.
15. A policeman caught the thief.

16. Sohrab threw the ball.
17. He scored twenty runs.
18. Your behaviour vexes me.
19. Manners reveal character.
20. He made a very remarkable discovery.
21. Little strokes fell great oaks.
22. Dhondu will bring the pony.
23. Everyone loves him.
24. My cousin has drawn his picture.

25. We expect good news.
26. The farmer gathers the harvest.
27. His own brother swindled him.
28. The recitation pleased the inspector.
29. Somebody has put out the light.
30. The enemy have defeated our army.
31. They sell radios here.
32. I have sold my bicycle.
33. People will soon forget it.
34. They opened the theatre only last month.
35. We prohibit smoking.

# Sentences which cannot be changed into Passive Voice

There are some types of sentences which cannot be converted into Passive Voice, as explained below:

## Non-convertible Tenses

The sentences of following tenses cannot be converted into Passive Voice.

1. Present Perfect Continuous (or Progressive) Tense
2. Past Perfect Continuous (or Progressive) Tense
3. Future Perfect Continuous (or Progressive) Tense
4. Future Continuous (or Progressive) Tense

## Sentences, having intransitive verb, cannot be converted into Passive Voices

There are two types of verbs: **transitive and intransitive verb**. A verb, that requires an object in sentence to give a complete meaning, is called transitive verb. Read the following example of transitive verb.

- He bought \_\_\_\_.
- He bought a book.

“Buy” is a transitive verb, because without an object (a book), it does not give complete idea. All such verbs that must have an object for them in sentence are called transitive verbs.

On the other hand, a verb which does not require an object in the sentence and can give a complete meaning (without an object), is called intransitive verb. Read the following example of intransitive verb.

- He laughs.

"Laugh" is intransitive verb. It does not require an object in sentence. Even without an object in sentence it can express complete idea. "Go, sleep, sit, reach, die" are few examples of the intransitive verbs.

The sentences, having intransitive verbs, cannot be converted into Passive Voice. The only reason for this is that such a sentence has no object. When a sentence has no object, it cannot be changed into Passive Voice. For changing a sentence into passive voice, the sentence must have clear known object.

Read the following examples of sentences having intransitive verbs which cannot be changed into Passive Voice.

### Examples:

- He is sleeping.
- He is laughing.
- He has gone.
- He died in 2005.

Who can answer? Raise hand. Or  
Complete as Home work.

Q. Write the Verbs in the simple  
present passive.

Example: Someone **cleans** the room every day.  
The room **is cleaned** every day.

1. We **receive** a lot of phone calls every day.  
A lot of phone calls ..... every day.
2. My wife **waters** the plants.  
The plants ..... by my wife.
3. The kids **do** the washing-up.  
The washing-up ..... by the kids.
4. Someone **sends** me a letter.  
A letter ..... to me.
5. They **don't deliver** the goods on Sundays.  
The goods ..... on Sundays.

6. They **don't sell** fresh produce every day.  
Fresh produce ..... every day.
7. They **don't print** these books anymore.  
These books ..... anymore.
8. Mrs Smith **doesn't do** the cooking.  
The cooking ..... by Mrs Smith.
9. **Do they sell** vegetables at the market?  
..... vegetables ..... at the market?
10. **Do they make** these shoes in Portugal?  
..... these shoes ..... in Portugal?
11. **Do they deliver** the milk to your house every morning?  
..... the milk ..... to your house every morning?
12. **Do you do** the ironing?  
..... the ironing ..... by you?

# Ans:

1. We **receive** a lot of phone calls every day.  
A lot of phone calls **are received** every day.
2. My wife **waters** the plants.  
The plants **are watered** by my wife.
3. The kids **do** the washing-up.  
The washing-up **is done** by the kids.
4. Someone **sends** me a letter.  
A letter **is sent** to me.
5. They **don't deliver** the goods on Sundays.  
The goods **are not delivered** on Sundays.
6. They **don't sell** fresh produce every day.  
Fresh produce **is not sold** every day.
7. They **don't print** these books anymore.  
These books **are not printed** anymore.

8. Mrs Smith **doesn't do** the cooking.  
The cooking **is not done** by Mrs Smith.
9. **Do they sell** vegetables at the market?  
**Are** vegetables **sold** at the market?
10. **Do they make** these shoes in Portugal?  
**Are** these shoes **made** in Portugal?
11. **Do they deliver** the milk to your house every morning?  
**Is** the milk **delivered** to your house every morning?
12. **Do you do** the ironing?  
**Is** the ironing **done** by you?

## Modal Verbs:

Can, may, must, shall, will, should, would, could and might are called modal verbs.

Active	Passive
	[Subject + modal verb+ be + 3 <sup>rd</sup> form +by + object]
Rizwan can win the prize.	The prize can be won by Rizwan.
Mohsin must reward you.	You must be rewarded by Mohsin.
May I help you?	May you be helped by me?
Who will shut the door?	By whom will the door be shut.

# Passive voices for Present and Future Modals

(e.g. MAY, MIGHT, CAN, MUST, SHOULD, OUGHT TO)

**Passive Voices for Present & Future Modals**  
(e.g. MAY, MIGHT, CAN, MUST, SHOULD, OUGHT)  
Auxiliary Verb used in Passive Voice: **Be**

## Active Voices

**CAN**

He can drive a car.

He cannot drive a car.

Can he drive a car?

**MUST**

He must learn this book.

He must not learn this book.

Must he learn this book?

## Passive Voices

**CAN BE**

A car **can be** driven by him

A car **cannot be** driven by him.

**Can** a car **be** driven by him?

**MUST BE**

This book **must be** learnt by him.

This book **must not be** learnt by him.

**Must** this book **be** learnt by him.

MAY	MAY BE
She may eat an apple.	An apple <b>may be</b> eaten by her.
She may not eat an apple.	An apple <b>may not be</b> eaten by her.
May she eat an apple?	<b>May</b> an apple <b>be</b> eaten by her?
MIGHT	MIGHT BE
She might kill the snake.	The snake <b>might be</b> killed by her.
She might not kill the snake.	The snake <b>might not be</b> killed by her.
Might she kill the snake?	<b>Might</b> the snake <b>be</b> killed by her?
SHOULD	SHOULD BE
I should buy this clock.	This clock <b>should be</b> bought by me.
I should not buy this clock.	This clock <b>should not be</b> bought by me.
Should I buy this clock?	<b>Should</b> this clock <b>be</b> bought by me?
OUGHT TO	OUGHT TO BE
You ought to help her.	She <b>ought to be</b> helped by you.
You ought not to help her.	She <b>ought not to be</b> helped by you.

# Passive voices for Past Modals

(e.g. MIGHT HAVE, MAY HAVE, SHOULD HAVE, OUGHT TO HAVE, MUST HAVE)

## Passive Voices for Past Modals

(e.g. MIGHT HAVE, MAY HAVE, SHOULD HAVE, OUGHT HAVE, MUST HAVE)

Auxiliary Verb used in Passive Voice: **BEEN**

Active Voices	Passive Voices
<b>SHOULD HAVE</b>	<b>SHOULD HAVE BEEN</b>
I should have started a job.	A job <b>should have been</b> started by me.
I should not have started a job.	A job <b>should not have been</b> started by me.
Should I have started a job?	Should a job <b>have been</b> started by me?
<b>MUST HAVE</b>	<b>MUST HAVE BEEN</b>
He must have passed the exam.	The exam <b>must have been</b> passed by him.
He must not have passed the exam.	The exam <b>must not have been</b> passed by him.

### MAY HAVE

You may have helped the kids.

You may not have helped the kids.

### MAY HAVE BEEN

The kids **may have been** helped by you.

The kids **may not have been** helped by you.

### MIGHT HAVE

He might have killed the snake.

He might have not killed the snake.

### MIGHT HAVE BEEN

The snake **might have been** killed by her.

The snake **might not have been** killed by her.

### OUGHT TO HAVE

You ought to have finished the task.

You ought not to have finished the task.

### OUGHT TO HAVE BEEN

The task **ought to have been** finished by you.

The task **ought not to have been** finished by you.

## Passive Voice for Imperative Sentences - Rules

A sentence that expresses a command or an advice or a request is called an **imperative sentence**. Here are some examples:

- Learn your lessons.
- Open the door.
- Help the poor.
- Please, make a cup of tea.

# Answers:

(An advice)

(A command)

(An Advice)

(A request)

## Changing imperative sentences into Passive voice:

An imperative sentence does not have a known-subject. It reflects a message conveyed to the listener in the form of an advice, a request or a command. The listener of the sentence is assumed to be the subject, who is not directly mentioned in the sentence. Hence, imperative sentences in Passive Voice also do not have a mentioned-subject in the sentence.

There are three rules for converting an imperative sentence from Active Voice into Passive Voice.

1. The imperative sentence in Passive Voice begins with word "Let".
  2. The word 'Be' is used as an auxiliary verb in Passive Voice of imperative sentences.
  3. Base form (or 1st form of verb, *e.g. write* etc) is converted into **Past Participle (or 3rd form of verb *e.g. written* etc)** for making passive voice of imperative sentence.
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# Change the following into passive voice.

Active Voice
Respect the elders.
Finish the task.
Do not waste the time.
Close the door.
Wash the shirts.
Repair your camera.
Open the window.
Help the children.
Throw the ball.
Collect nice books.

# Answers:

Passive Voice
Let the elders <b>be</b> respected.
Let the task <b>be</b> finished.
Let the time not <b>be</b> wasted.
Let the door <b>be</b> closed.
Let the shirts <b>be</b> washed.
Let your camera <b>be</b> repaired.
Let the window <b>be</b> opened.
Let the children <b>be</b> helped.
Let the ball <b>be</b> thrown.
Let nice books <b>be</b> collected.

# Imperative Sentence

Active	Passive
Shut the door.	Let the door be shut.
Open the box.	Let the box be opened.
Close the door.	Let the door be closed.
Do not starve the ox.	Let the ox not be starved.
Inform the Police.	Let the police be informed.

# Change of voice of infinitives, verbs 'to be' and 'to have'

Active	Passive
There is no time to lose.	There is not time to be lost.
He is a man to admire.	He is a man to be admired.
I am to do this work.	This work is to be done by me.
They are to sell the car.	The car is to be sold by them.
Abdul was to do this work.	This work was to be done by Abdul.
I have to buy a book	. A book has to be bought by me.
Abdul had to do this work.	This work had to be done by Abdul.

# Verbs with two objects:

<b>Active</b>	<b>Passive</b>
Rida gave me a book	I was given a book by Rida.    Or  A book was given to me by Rida.
We refused them admission.	They were refused admission by us. Or  Admission was refused to them by us.