



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.

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- **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.**

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Good Morning class!
Did you have a good night
sleep?

Does it mean that I can expect
all of your active participation?

Is that an agreement?

Thank you

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Before we begin the lesson this morning, let us ask the guidance of almighty ALLAH swt, and lets enlighten our mind to completely understand this morning.

Class kindly keep a pen and note book with you.

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Active & Passive Voice

Passive Voice

In the passive voice, **the verb takes an object.**

O V S

- All men | are loved | by God.
- Nests | are built | by birds.
- Bones | are eaten | by dog.

These sentences are in passive voice.

The Passive voice is used in English

- (a) **To stress the action done rather than the doer of the action**
- (b) **If the doer is unknown**
- (c) **When it is more convenient.**

Active Voice

When using the active voice, **the subjects are the ones performing the action.**

S V O

- God | loves | all men.
- Birds | build | nests.
- Dog | eats | bones.

In these three sentences the subject does the action. Hence they are in the active voice.

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Active & Passive Voice

Change of auxiliary verbs:

Infinitive		To be washed
Simple	present	It is washed.
	past	It was washed.
	future	It will be washed.
	conditional	It would be washed.
Continuous	present	It is being washed.
	past	It was being washed.
	future	It will be being washed.
	conditional	It would be being washed.
Perfect simple	present	It has been washed.
	past	It had been washed.
	future	It will have been washed.
	conditional	It would have been washed.
Perfect continuous	present	It has been being washed.
	past	It had been being washed.
	future	It will have been being washed.
	conditional	It would have been being washed.

Active & Passive Voice

Change of Pronouns:

Active Voice	Passive Voice
I	me
we	us
you	you
he	him
she	her
it	it
they	them

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Active to Passive Voice

Rules for changing Active Voice into Passive Voice:

- Identify the subject, the verb and the object: SVO
- Change the object into subject
- Put the suitable helping verb or auxiliary verb. In case helping verb is given, use the same. But note that the helping verb given agrees with the object.
- Change the verb into past participle of the verb.
- Add the preposition "by"
- Change the subject into object

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Active to Passive Voice

Declarative sentences:

Active Voice	Passive Voice
I write a letter	A letter is written by me
We must keep the rule	The rule must be kept by us
You bought a book	A book have been bought by you
He closed the window	The window was closed by him
She was writing letters	Letters were being written by her
I had posted a letter	A letter had been posted by me
I do not drink tea	Tea is not drunk by me
She does not eat a mango	A mango is not eaten by her

Active to Passive Voice

Imperative sentences

If the given sentence in the active voice is in the imperative, to get the passive voice use 'Let'. Hence, Passive Voice = **Let** + **Object** + **be** + **Past Participle**

Active Voice	Passive Voice
Help me	Let me be helped
Open the door	Let the door be opened
Don't eat this fruit	Let not this fruit be eaten
Sing a song	Let a song be sung

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Active to Passive Voice

Interrogative sentences

If the question in the active voice begins with a helping verb the passive voice must also begin with a suitable helping verb. Supposing the question begins with 'Wh or How' form (what, when, how ...) the Passive Voice must begin with the same.

Active Voice	Passive Voice
Are you writing a letter?	Is a letter being written by you?
Is she beating the child?	Is the child beaten by her?
Will you accept the position?	Will the position be accepted by you?
Who broke the window?	By whom was the window broken?
Why did you write such a letter?	Why was such a letter written by you?

Active to Passive Voice

If a sentence contains two objects namely indirect object and direct object in the active voice, two forms of passive voice can be formed.

- She brought me a cup of coffee. (AV)
 - I was brought a cup of coffee by her. (PV) (or)
 - A cup of coffee was brought [to] me by her. (PV)

- The teacher teaches us grammar. (AV)
 - We are taught grammar by the teacher. (PV) (or)
 - Grammar is taught [to] us by the teacher. (PV)

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Active to Passive Voice

Beware of complement

- They made him king. (AV)
He was made king by them. (PV)

Infinitive and Gerund :

- I want to shoot the tiger. (AV)
I want the tiger to be shot. (PV)
- I remember my father taking me to the theatre. (AV)
I remember being taken to the theatre by my father. (PV)

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Passive to Active Voice

While changing passive voice into active voice, we must keep in mind **all the rules of the active voice in the reverse order**. we come across sentences in the passive voice without subject or agent. in this case, supply the appropriate subject.

To decide whether the given passive voice sentence is in passive voice, any one of the following constructions should be present.

1. is, was ,are, were, am + past participle
2. be + past participle
3. being + past participle
4. been + past participle
5. Let ...be + past participle

Passive to Active Voice

Passive Voice	Active Voice
The thief was finally arrested	The police finally arrested the thief
We were taught grammar	The teacher taught us grammar
My purse has been stolen	Somebody has stolen my purse
The patients were looked after	The doctor looked after the patients
My pocket has been picked.	Someone has picked my pocket.
Their army has been defeated.	The enemy has defeated their army.
I shall be obliged to go.	Circumstances will oblige me to go.

Now take the assessment on
Interchange of Active & Passive
Voice!

That's all Folks!

