

07/05/19

Voice

Voice is another form of the same verb.

Voice is of two types, namely Active and Passive.

Active Voice

A sentence is found in A.V., if its subject is the doer of the action.

Ex:- He posted a letter
 ↓
 sub

Notes:- In the above Example, the subject (He) is the doer of the action. So, the sentence is in A.V.

Passive Voice (professional communication)

A sentence is found in passive voice if its subject is the receiver of the action.

Ex:- A letter was posted by him.
 ↓
 sub
 ↓
 receiver of
 the action

Notes:- In the above example, the subject (A letter) is the receiver of the action. So the sentence is in P.V.

Forms in P.V

Present Simple	Past Simple	Future Simple
Present continuous	Past continuous	Future perfect
Present perfect	Past perfect	

Notes:- The above eight forms only can be converted into passive.

The following four forms do not passive voice

Present perfect Continuous

Past perfect continuous

Future continuous

Future perfect continuous.

Rules of Changing a sentence from A.V into P.V

Karuna wrote a letter

↓ ↓ ↓
Subject T.V-Verb object

↓ ↓ ↓
V₂ - past sim 3rd p/s

↓ ↓ ↓
Doer of the action Receiver of the action

A letter was written by Karuna

↓ ↓ ↓ ↓ ↓
Sub Be form V₃ prep object

↓
Receiver of the action

Rule 1: The object in A.V becomes the subject in P.V.

The subject in p.v is followed by its related 'Be' form.

After the 'Be' form comes V₃ in P.V

After the V₃ comes the common preposition.

The subject in A.V becomes the object in P.V.

Rule 1: Present Simple & Past Simple

1. She writes a poem
 's' form 3pls

A poem is written by her.

2. She writes many poems
 's' form obj 3pl/plu

Many poems were written by her.

3. She wrote a poem
 v② obj 3pls

A poem was written by her.

4. She wrote many poems
 v② obj 3pl/plu

Many poems were written by her.

Rule 2: Present Continuous & Past Continuous

1. She is writing a poem
 Pre. Cont obj 3pls

A poem is being written by her.

2. She is writing Many poems.

Many poems are being written by her.

3. She was writing a poem.

A poem was being written by her.

4. She was writing many poems
Many poems were being written by her.

Rule 3: Present perfect & past perfect

1. She has given a book

A book has been given by her

2. She has given many books

Many books have been given by her.

3. She had given a book

A book had been given by her

4. She had given many books

Many Books had been given by her.

Rule 4: Future Simple & Future perfect.

Future Simple

Active voice	passive voice
will / have	will be / will have been
would / would have	would have been / would be
shall / shall have	shall have been / shall be
should / should have	should have been / should be
can / can have	can have been / can be
could / could have	could have been / could be
may / may have	may have been / may be
might / might have	might have been / might be
must / must have	must have been / must be

The students must not open the door.
The door must not be opened by the students.

The students must have not opened the door.
The door must have not been opened by the students.

Rule 5: Two objects in A.V

He told me → I was told by him.

He told many secrets → Many secrets were told by him.

He told me many secrets.

I was told many secrets by him.

Many secrets were told me by him.

My Father has bought me a new car.

I have been bought a new car by my father.

Rule 6: Preposition in A.V

They are smiling at her.

She is being smiled at by them.

The director looked into the matter.

The matter was looked into by the director.

Rule 7: Other prepositions in P.V

Sita married Rama

Rama was married to Sita.

I have known him very well for a long time.
He has been known to me very well "

My work satisfied the Management
The Management was satisfied with my work.

Rule 8: No object in A.V

The management has decided to promote him.
It has ~~been~~ decided by the management to promote him.

Note:- The missing object can be replaced by "It".
So the answer in p.v will begin with "It".

They proposed to conduct the exam next month.
It was proposed by them to conduct the exam "

Rule 9: Question in A.V

Who teaches you?

By whom are you taught?

Who teaches you economics?

By whom are you taught Economics?

Do they sell the books?
Are the books sold by them?

Did they sell the books?
Were the books sold by them?

Has he told you a story?
Have you been told a story by him?
Has a story been told you by him?

Will you give them some money?
Will they be given some money by you?
Will some money be given to them by you?

What do you want?
What is wanted by you?

Can you lift this heavy box?
Can this heavy box be lifted by you?

Rule 10: Imperative in A.V

Open the door
Let the door be opened

Please, open the door
You are requested to open the door.

Please bring me some tea.

You are requested to bring me some tea.

Do your work on time

You are advised to do your work on time.

Donot drink and drive

You are advised not to drink and drive

Bring in the criminals

Let the criminals be brought in.

Cook the food

Let the food be cooked

Respect your elders in the family.

Let the elders in the family be respected.

Follow your dreams

Let your dreams be followed.

10/8/2020

1. Assertive / Declarative

Active Voice

V₀

She paints a picture

Passive Voice

is/am/are

A picture is painted by her.

Don't/Doesn't

isn't/aren't

Do/Does

is/am/are

Monkeys don't eat Bananas

Bananas aren't eaten by Mon

is/am/are

is/am/are + being

She is paying the money

The money is being paid by her

has/have

has/have + been

They have helped you

You have been helped by them.

V₂

was/were

John collected money

The money was collected by John

didn't

wasn't/weren't

was/were

was/were + being

had

had + been

M.V will/would

shall, should

can could

may might must

M.V + be

going to
required to
have to
ought to
need to

Same + be

Present perfect continuous, past perfect continuous
future continuous and future perfect continuous
will not have passive voice

11/8/2020

Imperative Sentences

Orders which have object at the end we use let, be

Do or Don't - You are advised

1. Let us play cricket

You are suggested us to play cricket

"

" in playing cricket

" that we should play cricket

Interrogative Sentences

Active Voice Passive Voice
Do forms Do/Does is/am/are

Did was/were

Is/am/are Is/am/are + being

Will/can
who

Can/will + be
By whom
who

Whom

How/How

How/How

Had

Had

Had

Had

Had

Had

Had

Had

Had

Had

Had

Had

Would

Would