

ACTIVE AND PASSIVE VOICE

FBISE Instructions: Part B is based on the appropriate use of Active and Passive Voice. The candidates are required to change the voice of the given sentences as instructed. **5-6 Marks**

Model Question

Q. 5 (B) Change the voice of any FIVE of the following sentences:

1. The gardener waters the plants every morning.
2. Our team has won the championship.
3. She was writing a letter when I met her.
4. They will complete the project by Friday.
5. Someone has stolen my bicycle.
6. Please close the door.
7. Who taught you this lesson?

ACTIVE AND PASSIVE VOICE

ACTIVE VOICE:

In the Active Voice, the subject of the sentence **performs** the action expressed by the verb. The subject is the "doer" of the action. Voice is the form of a verb that shows whether the subject performs or receives the action.

Formula: Subject + Verb + Object

Examples:

- **The cat** chased the mouse.
- **He** writes a letter.
- **They** are building a house.

PASSIVE VOICE:

In the Passive Voice, the subject **receives** the action; the doer of the action either becomes the object of the preposition "by" or is dropped altogether when it is unknown, unimportant, or obvious.

Formula: Object + be + V₃ (Past Participle) + by + Subject

Examples:

- The mouse **was chased** by the cat.
- A letter **is written** by him.
- A house **is being built** by them.

Three key changes take place when an active sentence is converted into the passive:

- The **object** of the active sentence becomes the **subject** of the passive sentence.

- The **main verb** changes to **be + Past Participle (V3)**, matching the tense of the original sentence.
- The **subject** of the active sentence becomes the **object of "by"** in the passive sentence (often omitted).

CHANGE OF PRONOUNS (Subject → Object of "by"):

Subjective (Active)	Objective (Passive, after "by")
I	me
We	us
You	you
He	him
She	her
It	it
They	them

VOICE CHANGE ACROSS ALL TENSES:

The structure of "be + V3" changes according to the tense of the active sentence.

Tense	Passive Structure	Active → Passive Example
Present Indefinite	am/is/are + V3	He writes a book. → A book is written by him.
Present Continuous	am/is/are + being + V3	She is cooking food. → Food is being cooked by her.
Present Perfect	has/have + been + V3	They have finished the work. → The work has been finished by them.
Past Indefinite	was/were + V3	He wrote a letter. → A letter was written by him.
Past Continuous	was/were + being + V3	They were building a house. → A house was being built by them.
Past Perfect	had + been + V3	She had completed the task. → The task had been completed by her.
Future Indefinite	will/shall + be + V3	He will finish the work. → The work will be finished by him.
Future Perfect	will/shall + have been + V3	They will have completed the project. → The project will have been completed by them.
Modal Verbs (can, could, should, must)	modal + be + V3	You must finish this work. → This work must be finished by you.

SPECIAL RULES FOR CHANGING VOICE

(a) SENTENCES WITH TWO OBJECTS:

When a verb has an Indirect Object (person) and a Direct Object (thing), either object may become the subject of the passive sentence — but making the **person** the subject is generally preferred.

Active: The teacher gave the students a lecture.

Passive: The students were given a lecture by the teacher. (preferred)

(b) IMPERATIVE SENTENCES (Commands / Requests):

Commands are changed using "**Let**"; requests use "**You are requested to.**"

Active: Close the door. → Passive: Let the door be closed.

Active: Please help the poor. → Passive: The poor are requested to be helped.

(c) INTERROGATIVE SENTENCES (Questions):

Questions beginning with a helping verb keep the question order; Wh-questions keep the Wh-word in place.

Active: Who wrote this novel? → Passive: By whom was this novel written?

Active: What did you buy? → Passive: What was bought by you?

(d) SENTENCES WITH MODAL VERBS:

The modal (can, could, may, must, should, will, etc.) is retained, followed by "be + V3".

Active: You should respect your elders. → Passive: Elders should be respected by you.

(e) SENTENCES WITHOUT A CLEAR OBJECT:

Intransitive verbs (sleep, arrive, go, die) generally **cannot** be changed into the passive voice, since there is no object to become the new subject.

(f) OMISSION OF THE AGENT:

The "by + agent" phrase is dropped when the doer is unknown, unimportant, obvious, or general (people/someone/one/we).

Active: Someone has stolen my bicycle. → Passive: My bicycle has been stolen.

QUICK CHECKLIST BEFORE YOU ANSWER:

- Identify the **tense** of the active sentence first.
- Find the **object**; it becomes the new subject.
- Put the verb into **be + Past Participle (V3)** matching the tense.
- Change the old subject into an **object pronoun** after "by" (or omit it).
- For questions, commands, and modal sentences, apply the special rule above.

PRACTICE EXERCISES

Instructions: Change the voice of the following sentences (Active → Passive, or Passive → Active where marked).

PRACTICE 1

Change the following sentences from Active to Passive Voice.

1. The chef prepares delicious meals every day.
2. Our neighbours are painting their house this week.
3. The company has launched a new product.
4. The workers built this bridge in two years.
5. The manager was reviewing the report when the call came.
6. Farmers grow wheat in this region.

PRACTICE 2

Change the following sentences from Active to Passive Voice.

1. The committee will announce the results tomorrow.
2. She has been decorating the hall since morning.
3. The government had passed the bill before the elections.
4. By next year, the engineers will have completed the dam.
5. The librarian arranges the books alphabetically.
6. The storm damaged several houses along the coast.

PRACTICE 3

Change the voice of the following sentences containing modal verbs.

1. You must submit the assignment by Friday.
2. We can solve this problem easily.
3. Students should follow the rules of the school.
4. They might postpone the meeting.
5. One must respect the law.
6. You may take a short break now.

PRACTICE 4

Change the voice of the following imperative sentences.

1. Open your books to page ten.

2. Please switch off the lights before leaving.
3. Do not litter in public places.
4. Help the injured man immediately.
5. Kindly submit your fee by the due date.
6. Lock the gate at night.

PRACTICE 5

Change the voice of the following interrogative sentences.

1. Did she complete the project on time?
2. Who invented the telephone?
3. Are they organizing the annual function?
4. What did the teacher explain in class?
5. Will the manager approve this proposal?
6. Whom did you invite to the party?

PRACTICE 6

Change the following sentences from Passive to Active Voice.

1. The letter was posted by Ahmed yesterday.
2. The trophy has been won by our school team.
3. A new bridge will be constructed by the government.
4. The cake was baked by my mother for the party.
5. The rules must be followed by every citizen.
6. The window was broken by the strong wind.

PRACTICE 7

Change the voice of the following sentences with two objects.

1. The principal awarded the winner a medal.
2. My father bought me a new bicycle.
3. The teacher taught the class a new poem.
4. She sent her friend a birthday card.
5. The waiter served the guests their dinner.
6. The bank offered him a loan.

PRACTICE 8

Change the voice of the following mixed sentences (identify the tense first).

1. The children are singing a song in the assembly.
2. The police have arrested the thief.
3. Nobody informed me about the change of schedule.
4. The gardener was watering the plants when it started raining.
5. Everyone admires her courage.
6. The news surprised the entire nation.

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