

Unit 4

Voice

Objectives

After the completion of this unit, you would be able to–

- explain the functions of active and passive voice
- transform active sentences into passive and passive sentences into active.

Overview:

Lesson 1: *Transformation: Active and Passive*

(Assertive and Interrogative Sentences)

Lesson 2: *Transformation: Active and Passive*

(Imperative Sentences and Multiple Clauses)

Lesson 3: *Miscellaneous*

Answer Key

**Lesson 1 : Transformation: Active and Passive
(Assertive and Interrogative Sentences)**



(Note: See Unit 2, Lesson 1 for definition and structure of active and passive statements)



While transforming, the object (non-doer) in the active becomes the subject (non-doer) in the passive. And the subject in the active becomes the object. Usually preposition ‘by’ is used in the passive to add the subject in the active.

A Finite Verb changes according the table of tense (See Unit 2, Lesson 1):

	Tense	Active	Passive
1.	Present Simple	v1	am/is/are + v3
2.	Present Continuous	am/is/are + v1 + ing	am/is/are + being + v3

3.	Present Perfect	has/have been + v1 + ing	has/have + been + v3
4.	Present Perfect Continuous	has/have been + v1 + ing	has/have + been + being + v3
5.	Past Simple	v2	was/were + v3
6.	Past continuous	was/were + v1 + ing	was/were + being + v3
7.	Past Perfect	had + v3	had + been + v3
8.	Past Perfect Continuous	had been + v1 + ing	had been + being + v3
9.	Future Simple	will + v1	will be + v3
10.	Future Continuous	will be + v1 + ing	will be being + v3
11.	Future Perfect	will have + v3	will have been + v3
12.	Future Perfect Continuous	will have been + v1 + ing	will have been + being + v3

Assertive Sentence

Example:

Passive: *Geetanjali was written by Tagore.*

Here, the subject 'Geetanjali' is not the doer of the verb 'written'. The doer is 'Tagore', an object here. When non-doer becomes subject, the sentence is called Passive. As it is in Past Simple Tense, the structure is:

Subject + was/were + v3 (past participle form of verb) + object. (No. 5 in the table)

Active: *Tagore wrote Geetanjali.*

Here, Tagore is the subject and doer. So, the sentence is Active. As it is in Past Simple Tense, the structure is: Subject + v2 (past form of verb) + object.

When the doer is unknown, 'by + object' is not used:

Example:

Passive: *My watch was stolen.*

In some cases, when the object in active is material or substance, 'by' preposition is not used, rather than 'with' is used:

Example:

Active: Gas *filled* the kitchen.

Passive: The kitchen was *filled* with gas.

Sometimes, there are two objects (non-doers) in active sentences.

For example:

Active: *He teaches us English.*

'English' and 'us' both are objects and non-doers. It can be made passive in two ways. Both are correct:

Passive: *English is taught to us by him.*

Passive: *We are taught English by him.*

Unchanged extension/compliment of verb:

Active: *They kept me waiting.*

Passive: *I was kept waiting.*

Here, the word waiting is the compliment of the verb and is not changed in passive.

Some sentences are always passive:

For example: Get + past participle:

I got dressed as quickly as possible.

Someone got hurt in the accident.

Other prepositions except 'by':

Active: *Your conduct surprises me*

Passive: *I am surprised at your conduct.*

Active: *This news alarmed us.*

Passive: *We are alarmed at this news.*

With infinitive:

(Bare infinitive words, See Unit 3, Lesson 3)

Active: make/see/hear/help/watch + v1

Passive: make/see/hear/help/watch + to + v1

Example:

Active: *He made me laugh.*

Passive: *I was made to laugh.*

Active: *He saw a mango fall.*

Passive: *A mango was seen to fall.*

In case of infinitive:

Active: To + v1

Passive: To + be + v3

Example:

I want to do it.

It is wanted to be done by me.

Interrogative Sentence

a. Do/did/does in active sentences becomes is/are/was/were in passive sentences.

Example:

Active: *Do you want it?*

Passive: *Is it **wanted** by you?*

b. question statements with auxiliary verbs in active sentences:

Active: *Can they solve this?*

Passive: *Can this **be solved** by them?*

c. In 'Wh' question word sentences:

Active: *What do you want?*

Passive: *What **is wanted** by you?*



Exercise

Transform the following into passive sentences:

1. He ought to help me.
2. Do you want me?
3. Has she learnt her lessons?
4. They suggested a plan to us.
5. Did you eat the apple?
6. What made you laugh?
7. We elected him chairman.
8. We called him a fool.
9. Your proposal shocked me much.
10. He helped her save money.



Answer Key:

1. I ought to be helped by him.
2. Am I wanted by you?
3. Have her lessons been learnt by her.
4. We were suggested a plan by them.
5. Was the apple eaten by you?
6. What were you made laughed by?
7. He was elected chairman by us.
8. He was called a fool by us.
9. I was shocked much at your proposal.
10. She was helped to save money by him.

Lesson 2 : Transformation: Active and Passive (Imperative Sentences and Multiple Clauses)

Imperative Sentence



In case of order/command:

A passive imperative begins with 'let', followed by the object in the active.

Example:

Passive: Let + subject + be + v3 (past participle)

Active: Let her to wait here.

*Passive: Let her **be told** to wait here.*

Active: Close all the gates.

*Passive: Let all the gates **be closed**.*

In case of advice/suggestion:

Passive: should/must + be + past participle

Active: Take medicine on time.

*Passive: Medicine **should be taken** on time.*

Imperative request:

Active: Please give me some more time.

*Passive: You **are requested** to give me some more time.*

Multiple Clauses

In case of 'it is..' or 'there is...' the first clause remains unchanged, and the rest changes according to structure.

Example:

Active: It is time to change our home.

*Passive: It is time our home **to be changed**.*

Active: There is no time to lose.

*Passive: There is no time **to be lost**.*

In other cases, the whole object becomes the subject:

Active: Everyone says that he is a fool.

*Passive: That he is a fool **is said** by everyone.*

In case of universal/general statements, 'it is believed', or 'it is hoped', 'it is said' is used in passive. The rest of the clause remains unchanged.

Active: People believe that he is skilled.

*Passive: It **is believed** that he is skilled.*

Compound Sentences

Active: They draft applications and type them.

*Passive: Applications **are drafted and typed**.*

Exercise

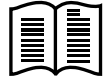
Transform the following into passive sentences:

1. People say that tortoises live longer than elephants.
2. He knows that he will pass.
3. Everybody knows that he is a fool.
4. I had called you before he came.
5. Don't waste time.
6. He asked why I was late.
7. We know that Columbus discovered America.
8. What is done cannot be undone.
9. Please give a cup of coffee.
10. Enter the house of this gate.

Answer Key :

1. It is said that tortoises live longer than elephants.
2. It is known that he will pass. / That he will pass is known to him.
3. It is known that he is a fool. / That he is a fool is known to everybody.
4. You were called by me before he came.
5. Let not time be wasted.
6. I was asked why I was late.
7. That Columbus discovered America is known to all.
8. What people do, they cannot undo.
9. You are requested to give a cup of coffee.
10. You ordered to enter the house of this gate.

Lesson 3 : Miscellaneous



Taking a new verb:

Active: He reads two hours.

*Passive: Two hours **are taken** in reading by him.*

Universal truth:

Active: The sun rises in the East.

*Passive: **It is said** the sun rises in the East.*

When adjective is object in active:

Active: Honey tastes sweet.

*Passive: Honey is sweet when it **is tasted**.*

When subject is the object of the verb:

Active: The cows are milking.

Passive: The cows are being milked.

Exercise

1. The books are printing.
2. He killed himself.
3. The rider urged the horse to run fast.
4. Pen through the line.
5. She bought her daughter a ring.
6. He gave me a cheque.
7. Rose smells nice.
8. I saw him fall down.
9. How dare you do it?
10. The moon looks beautiful.



Answer Key:

1. The books are being printed.
2. He was killed by himself.
3. The horse was urged to run fast by the rider.
4. Let the line be penned through.
5. A ring was bought for her daughter.
6. I was given a cheque by him.
7. Rose is nice when it is smelt.
8. He was seen to fall down by me.
9. How dare it be done by you?
10. The moon is beautiful when it is looked at.