

Active Voice and Passive voice Rules

Change in Tenses

TENSES	ACTIVE VOICE	PASSIVE VOICE
Present Indefinite	Does/Do	Is/Am/Are
Present Continuous	Is/Am/Are	Is/Am/Are + being
Present Perfect	Has/Have	Has been/Have been
Present Perfect Continuous	Has/Have been	Has/have been + being (Rare)
Past Indefinite	Did	Was/were
Past Continuous	Was/Were	Was/Were + being
Past Perfect	Had	Had been
Past Perfect Continuous	Had been	Had been +being (Rare)
Future Indefinite	Will	Will be
Future Continuous	Will be	Will be +being (Rare)
Future Perfect	Will have	Will have been
Future Perfect Continuous	Will have been	Will have been +being (Rare)

Change in Pronouns

ACTIVE VOICE	PASSIVE VOICE
I	ME
WE	US
HE	HIM
SHE	HER
THEY	THEM
YOU	YOU

Pronoun number and person table

Person	I	II	III
Number			
Singular	I -> am	you -> are	he,she,it -> is John,Sara -> is
Plural	we -> are	you -> are	they -> are

Examples

Active & Passive Voice

Tense

Active

Passive

Present Simple

I play football.

Football is played by me.

Present Continuous

He is buying a sports bike.

A sports bike is being bought by him.

Present Perfect

She took his bike key.

His bike key was taken by her.

Past Simple

He has driven a bike.

A bike has been driven by him.

Past Continuous

I was singing a song.

A song was being eaten by me.

Past Perfect

John hadn't come with Robin.

Robin hadn't been come with John.

Future Simple

He will write a book.

A book will be written by him.

Future Perfect

Andrew will have called his son.

His son will have been called by Andrew.

Infinitive

I have to go to the market.

The market has to be gone by me.

Modals

I should go to market.

The market should be went by me.

Change in Imperative Sentence

- **Imperative sentences** are used to issue a command or instruction, make a request, or offer advice.

Rule 1

- In Active Voice, we find the expression of Order, Request and Advice
- We should use '**You are requested**', '**You are ordered**' and **you are advised**' While changing to Passive Voice.
- Example:-

Active: Please come here (request).

Passive: You are requested to come here.

Active: Walk slowly (advice).

Passive: You are advised to walk slowly.

Example Imperative Sentence with Order

Passive voice of “Imperative Sentences”

Active Voice

Open the door.
Complete the work.
Turn off the television.
Learn your lesson.
Kill the snake.
Punish him.
Speak the truth.
Help the poor.
Revise your book.
Clean your room.

Passive Voice

Let the door **be** opened.
Let the work **be** completed.
Let the television **be** tuned off.
Let your lesson **be** learnt.
Let the snake **be** killed.
Let him **be** punished.
Let the truth **be** spoken.
Let the poor **be** helped.
Let your book **be** revised.
Let your room **be** cleaned.

Rule 2

- The Imperative sentence starts from 'Let'. Such type of Imperative sentence, we should use be after the new subject.
- For Example:
- Active: Let me teach the students. (Let + Object + Verb + Object)
- Passive: Let the students be taught by me. (Let + S + be + V3 + (by Agent))
- Active: Let them do this work.
- Passive: Let this work be done by them.

Rule 3

- **One, Someone, and Nobody, Police, Judge and People.** Then it is not necessary to mention them in the Passive Voice.
- **For Example:**
- **Active:** Someone has beaten me.
- **Passive:** I have been beaten.
- **Active:** The Police enquired into the Case.
- **Passive:** The Case was enquired into.

Rule 4

- We would have to use ‘**at/with/to/in**’ instead of ‘**by**’ according to the Expression of the Active Sentence.
- We should use ‘**at**’ when there are expressions of ‘**Surprising, astonishing, shocking, alarming, disappointment**’.
- **For Example:**
- **Active:** His Condition alarmed me.
- **Passive:** I was alarmed at his condition.
- **Active:** Your Performance in this match disappointed me.
- **Passive:** I was disappointed at your performance in this match

Rule 4

- We should use 'to' after 'known' and 'obliged' While preparing Passive Voice from Active Voice.
- For Example:
- Active: I know him.
- Passive: He is known to me.

Rule 4

- We should use 'with' after 'pleased, satisfied, disgusted, impressed, annoyed'.
- For Example:
- Active: Your honesty has pleased me.
- Passive: I have been pleased with your honesty.
- We should use 'in' after 'Interested, consisted and 'contained'
- Active: This Job interests me.
- Passive: I am interested in this job.

Interrogative Sentence

Rule 1

- Interrogative Sentence starts from **do, does** or **did** then while preparing Passive Voice, the candidates should use **is/are/am/was and were** according to the Number & Person of Object.
- Active: Does he help you?
- Passive: Are you helped by him?
- Active: Did he do this work?
- Passive: Was this work done by him?

Rule 2

- Interrogative Sentence starts from **is/are/am/was and were**, then we should use **being** after the subject and **is/are/am/was and were** in starting of the sentences.
- Active: Are you doing this work?
- Passive: Is this work being done by you?
- Active: Was she reading a novel?
- Passive: Was a novel being read by her?

Rule 3

- Interrogative Sentence starts from **has/have and had**, then we should use **been** after the subject and **has/have and had** in starting of the sentences.
- Active: Has he helped you?
- Passive: Have you been helped by him?
- Active: Had he finished the work?
- Passive: Had the work been finished by him?

Rule 4

- Interrogative Sentence starts from **shall/will/can and should**, then we should use **be** after the new subject and **shall/will/can and should** in starting of the sentences.
- Active: Can he do this work?
- Passive: Can this work be done by him?
- Active: Will you teach the children?
- Passive: Will the children be taught by you?

Rule 5

- Interrogative Sentence starts from **Why/When and How**, then we should use them in starting of the sentences and **who** should replace by **By Whom**.
- Active: Who has done this work?
- Passive: By Whom has this work been done?
- Active: When did you do this work?
- Passive: When was this work done by you?

Modals change

MUST <i>I must clean the house.</i>	MUST BE+V3 <i>The house must be cleaned.</i>
CAN <i>I can clean the house.</i>	CAN BE+V3 <i>The house can be cleaned.</i>
SHOULD <i>I should clean the house.</i>	SHOULD BE+V3 <i>The house should be cleaned.</i>
COULD <i>I could clean the house.</i>	COULD BE +V3 <i>The house could be cleaned.</i>
MAY <i>I may clean the house.</i>	MAY BE+V3 <i>The house may be cleaned.</i>
MIGHT <i>I might clean the house.</i>	MIGHT BE+V3 <i>The house might be cleaned.</i>
HAVE TO <i>I have to clean the house.</i>	HAVE TO BE +V3 <i>The house has to be cleaned.</i>