

### How to change Active Voice into Passive Voice?

1. Make the object of the active sentence-Subject of the passive sentence.

**Example:** I write a letter. (Active Voice)

Object of Active sentence is 'a letter'. It becomes subject of the passive sentence. (A letter....)

2. Make the subject of the active sentence-Agent of the passive sentence. The agent will be in objective form. Use 'by' before it. 'By' is used when the subject of active sentence is important to mention.

Subject of active sentence is . Its objective form is 'me". So... by me

3. Always use third form of the verb (past participle) in passive structures. The past participle (V-III) will be preceded by 'to be' form of verb, as per the tense of the sentence.

4. Please take care that the 'to be' form of verb is governed by the new subject (subject of the passive sentence).

**Examples:**

(a) I write a letter. (Active)

A letter is written by me. (Passive)

(b) She is helping the students. (Active)

The students are being helped by her. (Passive)

Here in sentence (b) plural verb- are is used as per the new subject - students.

5. Change of Subject of Active sentence into Object of Passive is done as per following table:

Active Voice	Passive Voice	Active Voice	Passive Voice
I	Me	She	Her
He	Him	They	Them
You	You	It	It
We	Us	Who	Whom

6. Only transitive verbs (those that take objects) can be transformed into passive constructions. Furthermore, active sentences containing certain verbs cannot be transformed into passive structures. To have is the most important of these verbs. We can say "He has a new cycle", but we cannot say "A new cycle is had by him". Here is a brief list of such verbs: resemble, look like, equal, agree with, mean, contain, hold, comprise, lack, suit, fit, become. These verbs are intransitive in nature.

7. Sentences in Present Perfect Continuous', 'Past Perfect Continuous', 'Future Perfect Continuous' and 'Future Continuous' can't be transformed into Passive.

The change of verbs (tense wise) take place as per following table:

Tense	Verb (Active)	Verb (Passive)	To be form + V - III
1. Simple Present	write writes	am/is/are	written
2. Simple Past	wrote	was/were	written
3. Simple Future	shall/will – write	shall/will be	written
4. Present Continuous	is/am/are – writing	is/am/are	being written
5. Past Continuous	was/were – writing	was/were – being	written
6. Present Perfect	has/have – written	has/have – been	written
7. Past Perfect	had written	had been	written
8. Future Perfect	will/shall have written	will/shall have been written	

### Miscellaneous Sentences

(i) **Passive of verbs showing, state of mind or feelings** : Some verbs do not express any action but simply state of mind or feelings. We should not use 'by' in passive structures of such sentences, instead an appropriate preposition is used.

#### Active

- (a) I know her.
- (b) He annoyed her.
- (c) Her behaviour annoyed him
- (d) The news surprised all.
- (e) The result amazed me.

#### Passive

- She is known to me. (Preposition-to)
- She was annoyed with him. (Preposition-with)
- He was annoyed at her behaviour. (Preposition-'at')
- All were surprised at the news. (Preposition-'at')
- I was amazed at the result. (Preposition-'at')

(ii) **Passive of verbs with Appropriate Prepositions**: Some verbs take preposition before an object. The preposition remains intact even in passive construction.

#### Active

- (a) He laughed at me.
- (b) The police is enquiring into the matter
- (c) Sita smiled at Ram.
- (d) He looks after his parents.
- (e) Rahim mocked at our class teacher.

#### Passive

- I was laughed at by him.
- The matter is being enquired into by the police.
- Ram was smiled at by Sita.
- His parents are looked after by him.
- Our class teacher was mocked at by Rahim.

Such commonly used verbs are; **look at, look after, laugh at, smile at, deride at, mock at etc.**





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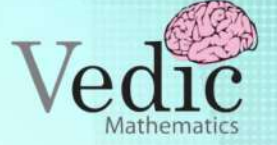
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### Practice Questions

**Directions (Q. Nos. 1 - 20)** Read each sentence to find out whether there is any error in it. The error, if any, will be in one part of the sentence, the number of the part is the answer. If there is no error, the answer is (5).

1. Stones should not be (1)/ thrown others (2)/by those who (3)/live in houses of glass. (4)/ No error (5)
2. I had never saw such (1)/a magnificent (2)/building of (3)/ a hotel. (4)/ No error (5)
3. The people was called him (1)/ an imposter and regarded (2)/ him (3)/ as a 'Don'. (4)/ No error (5)
4. On 26th January all (1)/the streets was (2)/thronged (3)/ with spectators. (4)/ No error (5)
5. Grammar is taught us (1)/by a lady (2)/ teacher named (3)/Smt. Kumkum. (4)/ No error (5)
6. By whom (1)/were (2)/ you (3) / taught to grammar. (4)/ No error (5)
7. The dog was killed (1)/by him (2)/by (3)/an iron rod. (4)/ No error (5)
8. Why was such (1)/a nasty letter (2)/was written (3)/by your brother. (4)/ No error (5)
9. The wounded man (1)/ was being (2)/help by (3)/ some girls. (4)/ No error (5)
10. The Head Office has (1)/ issued instructions that (2)/the performance of all Zonal Managers (3)/have to assess by a committee. (4)/ No error (5)

11. The lonely lady puzzled (1)/ when she found some (2)/ strange footprints (3)/ near the door. (4)/ No error (5)
12. The poor boy was approached (1)/the Principal (2)/and requested him (3)/ to forgive him for his mistake. (4)/ No error (5)
13. Two students were badly injured (1)/and a dog killed in the (2)/bus car accident (3)/that took place yesterday. (4) No error (5)/
14. It was advised by (1)/ our family doctor (2) / that the patient (3)/must be taken care. (4)/ No error (5)
15. A new TV serial (1)/is soon to be (2)/telecasted by (3)/ the Star Channel. (4)/ No error (5)
16. Having found guilty (1)/ of rape and murder, (2)/the accused was sentenced (3)/to life imprisonment. (4)/No error (5)
17. Ram expelled his (1)/son from his house (2)/because he was married (3)/ a girl of other caste. (4)/ No error (5)
18. If you don't apologize (1)/for having committed (2)/the mistake you (3)/ won't be forgave. (4)/ No error (5)
19. An officer sent to my house (1)/and all the documents (2) / and articles were (3)/ thoroughly checked. (4)/ No error (5)
20. When he seriously wounded (1)/by a lorry (2)/ he was immediately (3)/ helped by an unknown person. (4)/ No error (5)





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