

INDIAN SCHOOL AL WADI AL KABIR

Class: VIII	Department: ENGLISH	Date of submission: MAY -2022
Worksheet No: 5	Topic: ACTIVE & PASSIVE VOICE	Note: To be written in Notebook

✓ **What is voice?**

➤ **Voice refers to the form of a verb that indicates whether the subject is active** (does the action represented by the verb) **or passive** (does not do the action/ is the receiver of the action).

✓ **ACTIVE VOICE:**

Sentences in which the subject performs the action and the object receives it are said to be in the active voice. **When the subject of the verb is the doer of the action, then it is said to be in active voice.**

• **We prefer to use Active voice when:**

- ✓ Verbs are used in the active form.
- ✓ The action is expressed directly.
- ✓ The emphasis is on the subject of the verb rather than the object.

Example: A doctor treats patients for their ailments.



✓ **PASSIVE VOICE:**

- **When the subject of the verb is not the doer of the action, but it is, instead, the receiver of that action, the verb is said to be in the Passive Voice.**

✓ **We prefer to use Passive voice when:**

- ✓ We do not know who has done the action.
- ✓ The action is more important than who did the action or what caused it.
- ✓ The passive voice is generally used when the doer of the action is unknown, unimportant or vague (that is somebody, they, people, we, etc.). **In such cases the agent with by is usually omitted.**

- ✓ Auxiliary verb 'be' is used.
- ✓ The word 'let' is added before the subject in the passive voice.
- ✓ Auxiliary verb 'be' is added before the subject in passive voice.
- ✓ Main verb changes to past participle in passive voice.

Example:

- Post this letter. (Active)
Let this letter be posted. (Passive)

4. Interrogative Sentence

- **When the interrogative sentence begins with is/am/are**

Passive rule:

Is /am/ are + subject + 3rd form of verb + by + object

E.g.- Active: Is he writing a letter?

Passive: Is a letter being written by him?

- **When the interrogative sentence begins with Do/Does**

Passive rule:

Is/ am/ are + subject + 3rd form of verb + by + object?

E.g.- Active: Does he need a pen?

Passive: Is a pen needed by him?

- **When the interrogative sentence begins with Did**

Passive rule: was/ were + subject + 3rd form of verb + by + object?

E.g.: Active: Did you eat the apples?

Passive: Were the apples eaten by you?

- **When the interrogative sentence begins with was/were**

Passive Rule: was/ were + subject + being + 3rd form of verb + by + object?

E.g.: Active: Was she cooking food?

Passive: Was food being cooked by her?

- **When the interrogative sentence begins with has/have/had**

Passive Rule: Has/ have/ had + subject + been + 3rd form of verb + by + object?

E.g. – Active: Has she written a book?

Passive: Has a book been written by her?

- **When the interrogative sentence has a modal auxiliary verb** E.g.- may/ can etc.

Passive Rule: Modal Auxiliary + subject + be + 3rd form of verb+ by + object?

E.g.- Active: Can she control the situation?

Passive: Can the situation be controlled by her?

✓ **When the interrogative sentence has 'Wh' words e.g. Why, when, where etc.**

Passive Rule: The sentence will start by 'wh' word and then convert according to the above rules.

E.g.- Active: Which book do you want?

Passive: Which book is wanted by you?

Ex.1. Identify the Voice of the following sentences:

1. Did you post the letter?
2. The iron smith has been making iron tools.
3. When was the work completed by you?
4. The loud music will disturb my neighbor.
5. Nepali is spoken in Nepal and parts of India.

Ex. 2. Change the following active sentences into passive voice.

1. I did not beat her.
 - a) She is not beaten by me.
 - b) She has not beaten by me.
 - c) She was not beaten by me.
2. I will never forget this experience.
 - a) This experience is not forgotten by me.
 - b) This experience would never be forgotten by me.
 - c) This experience will never be forgotten by me.
3. Mother made a cake yesterday.
 - a) A cake made by mother yesterday.
 - b) A cake is made by mother yesterday.
 - c) A cake was made by mother yesterday.
4. The boy teased the girl.

- a) The girl was teased by the boy.
b) The girl had teased by the boy.
c) The boy was teased by the girl.
5. Did she do her duty?
a) Was she done her duty?
b) Was her duty done by her?
c) Had her duty done by her?
6. The tiger was chasing the deer.
a) The deer was chased by the tiger.
b) The deer was being chased by the tiger.
c) The deer had chased by the tiger.
7. She has written a novel.
a) A novel has written by her.
b) A novel has been written by her.
c) A novel had written by her.
8. She has learned her lessons.
a) Her lessons has learned by her.
b) Her lessons have been learned by her.
c) Her lessons had been learned by her.
9. Have you finished the report?
a) Has the report finished by you?
b) Has the report been finished by you?
c) Had the report been finished by you?
10. The police have caught the thief.
a) The thief has been caught by the police.
b) The thief was caught by the police.
c) The thief had been caught by the police.

Ex.3. Change the following imperative sentences to passive voice:

1. Shut the door.
2. Post the letter at once.
3. Do not starve the child.
4. Always speak the truth.
5. Please do me a favour.
6. Let him help his brother.

Ex.4: Change the voice in the following interrogative sentences:

1. Did the boy catch a bird?
2. Don't you like tea?
3. Didn't Lucy sing a song?
4. Will they help the poor?
5. Is he doing the work?
6. Who has made the cage?
