



INDIAN SCHOOL AL WADI AL KABIR

Class: VIII	Department: ENGLISH	Date of Submission: October 2025
Worksheet No: 20	Topic: ACTIVE VOICE AND PASSIVE VOICE	Note: English Notebook

VOICE

The term 'voice' is a term that is used to denote the form of the verb which shows if the subject in a given sentence is the doer or receiver of the action.

There are two voices in the English language

- Active Voice
- Passive Voice



Active Voice

The active voice, in a sentence, denotes that the noun or pronoun that acts as the subject in the sentence is the doer of the action. In other words, the subject performs the action or acts upon the verb.

Egs. My dad washed the car.

Passive Voice

The passive voice, on the other hand, represents that the subject is one acted upon by the action or verb in the sentence. It can also be said that the passive voice indicates that the subject in the sentence is no longer active but passive.

Egs. The car was washed by my dad.

Points to Remember



- When converting a sentence in the active voice to the passive voice, the first thing that you have to do is **interchange the subject and the object**. The object of the active verb becomes the subject of the passive verb. The subject of the active verb becomes the object of the passive verb.
- Note that the **object of the passive verb is not always mentioned**. If we have to mention it, we usually introduce it by the conjunction 'by'.
- The next part of speech you have to focus on is the verb. When converting the active voice into the passive voice, you just have to convert the main verb into its past participle or its third form. The third form of the main verb is the **past participle form of the verb**.

Active: *subject+verb+object*

Example: The gardener waters the plants.

Passive: *Object + Form of “be” + Past Participle + by + Subject*

Example: The plants are watered by the gardener.

- When changing a sentence from **active voice** to **passive voice**, the **subject pronoun** becomes an **object pronoun** after the word “by”.

I changes to *me*

She /he changes to *her/him*

They changes to *them*

We changes to *us*

Egs. **She** completed the assignment. (Active)

The assignment was completed by **her**. (Passive)

Tense	Active Voice	Passive Voice
Simple Present	She writes a letter.	A letter is written by her.
Present Continuous	She is writing a letter.	A letter is being written by her.
Present Perfect	She has written a letter.	A letter has been written by her.
Present Perfect Continuous	She has been writing a letter.	A letter has been being written by her. ✗ Not commonly used in passive voice
Simple Past	She wrote a letter.	A letter was written by her.
Past Continuous	She was writing a letter.	A letter was being written by her.
Past Perfect	She had written a letter.	A letter had been written by her.
Past Perfect Continuous	She had been writing a letter.	A letter had been being written by her. ✗ Not commonly used in passive voice
Simple Future	She will write a letter.	A letter will be written by her.
Future Continuous	She will be writing a letter.	A letter will be being written by her. ✗ Not commonly used in passive voice
Future Perfect	She will have written a letter.	A letter will have been written by her.
Future Perfect Continuous	She will have been writing a letter.	A letter will have been being written by her. ✗ Not used in passive voice

EXERCISE I

Change the following active sentences into passive voice.

1. The teacher explains the lesson clearly.
2. She painted a beautiful picture.
3. They will organize a science fair next month.
4. The chef is preparing the meal.
5. The students have completed their homework.
6. My father built this house in 1995.
7. The police caught the thief last night.
8. He writes a letter every day.
9. They are watching a movie.
10. The mechanic repaired the car quickly.

EXERCISE II

Choose the correct options from the given.

1. Choose the correct passive voice form: The chef cooked a delicious meal.

A) A delicious meal cooks by the chef.
B) A delicious meal was cooked by the chef.
C) A delicious meal is cooked by the chef.
D) A delicious meal has been cooking by the chef.

2. Choose the sentence in active voice:

A) The homework was completed by Sara.
B) The window was broken by the wind.
C) Sara completed the homework.
D) The bell was rung by the teacher.

3. Convert to passive voice: The students will finish the project tomorrow.

A) The project will be finished by the students tomorrow.
B) The project is being finished by the students tomorrow.
C) The project will finish by the students tomorrow.
D) The project will be finish by the students tomorrow.

4. Identify the passive voice sentence:

A) She paints a picture every day.
B) He is watching a movie now.
C) The book was read by millions of people.
D) They bake bread every morning.

5. Choose the correct active voice form: The song was sung by Lily.



- A) Lily sings the song.
- B) Lily has sung the song.
- C) Lily was singing the song.
- D) Lily sang the song.

EXERCISE III

Identify the voice of the given sentences.

1. A documentary on wildlife is being watched by us.
2. He has completed the project.
3. They cleaned the classroom yesterday.
4. The painting will have been finished by the artist by noon.
5. Someone is repairing the computer.
