



INDIAN SCHOOL AL WADI AL KABIR

Class: VII	Department: ENGLISH	Date of Submission: January 2021
ANSWER KEY	Topic: ACTIVE & PASSIVE VOICE	Note: NOTEBOOK



Transitive verbs have two forms: **Active and Passive.**

The Verb that expresses the action done by the Subject is said to be in Active Voice.

Example: The hunter shot the tiger.

The Verb that expresses what is done to the subject is said to be in Passive Voice.

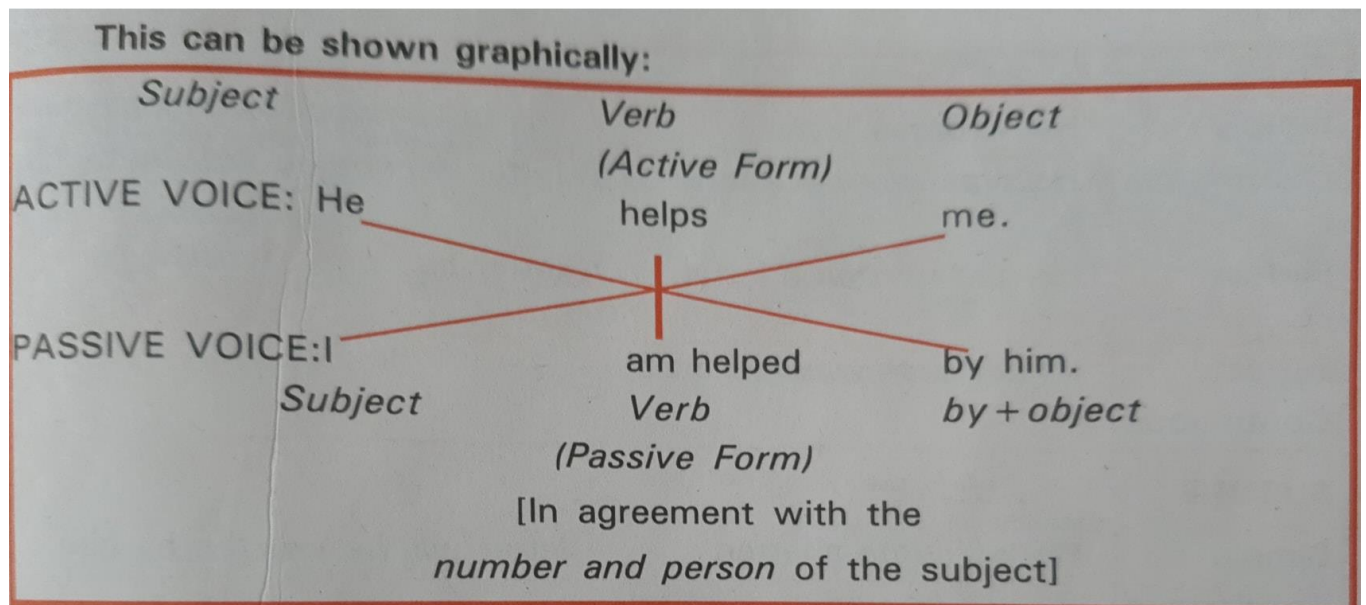
Example: The tiger was shot by the hunter.



Voice is the form of the Verb which shows whether the Subject does something or the Subject has something done to it.

Points to Remember while changing the Active Voice into the Passive Voice:

- **The Subject of the Verb in the Active Voice is made the object of the Verb in the Passive Voice and is introduced with the preposition by or with some other suitable preposition.**
- **The Object of the active verb is put in the Subject Position.**
- **The Number of the Verb is changed according to the number and person of the Subject.**
- **The verb in the active voice is always changed to the past participle form of the verb in the passive voice. The verb changes to *be+ past participle*.**



Study this table to understand how the verb is changed into the passive form in different tenses.

Tense	Active voice	Passive voice
Simple present	Tina bakes a cake.	A cake is baked by Tina.
Present continuous	Tina is baking a cake.	A cake is being baked by Tina.
Present perfect	Tina has baked a cake.	A cake has been baked by Tina.
Simple past	Tina baked a cake.	A cake was baked by Tina.
Past continuous	Tina was baking a cake.	A cake was being baked by Tina.
Past perfect	Tina had baked a cake.	A cake had been baked by Tina.
Simple future	Tina will bake a cake.	A cake will be baked by Tina.
Future perfect	Tina will have baked a cake.	A cake will have been baked by Tina.

Imperative Sentences:

Imperative sentence in the Passive Voice takes this form:

Let +object+ be+ past participle

Active Voice: Help me.

Passive Voice: Let me be helped

The passive form has to begin with 'You', when the object of the verb in Active Voice is not given.

Active Voice: Get out.

Passive Voice: You are ordered to get out.

Interrogative Sentences

It may be noted that Who is changed into 'By whom' and Whom into 'Who' in Passive Voice.

Exercise:1

State whether these sentences are in the active voice or the passive voice.

1. The match is not played by them. **Passive Voice**
2. He disgusts me. **Active Voice**
3. The patient was carried home. **Passive Voice**
4. A present will be given to by Mr. Roy. **Passive Voice**
5. They sent me a message. **Active Voice**
6. The officer offered him a job. **Active Voice**
7. My cash box has been stolen. **Passive Voice**
8. I expected to finish the work by noon. **Active Voice**
9. I kept him waiting. **Active Voice**
- 10.It is said that the minister has arrived. **Passive Voice**
- 11.The author told us a really entertaining story. **Active Voice**
- 12.Saddle the horse. **Active Voice**

Exercise:2

Change these sentences from the active voice into the passive voice.

1. The child will be taught by Ravi.
2. A story was told to me by him. / I was told a story by him.
3. A book is bought by her.
4. The beggar was laughed at by the little girl.
5. The lesson will be learnt by Mohan.
6. A book was being read by her.
7. My pen has not been broken by you.
8. Let it be done at once.
9. Were you stared at by him?
- 10.It is said that honesty is the best policy.
- 11.A presentation was shown by Mathew.
- 12.A lovely sweater was given to me by her for my birthday.
- 13.The publisher's rights were sold to us for a discount.
- 14.Is Mohan taught by you?
- 15.The city has been captured by the enemy.
