

# INDIAN SCHOOL AL WADI AL KABIR

<b>Class: VIII</b>	<b>Department: ENGLISH</b>	<b>Date of submission: OCTOBER -2021</b>
<b>Worksheet No: 16</b>	<b>Topic: ACTIVE &amp; PASSIVE VOICE</b>	<b>Note: To be written in Notebook</b>

✓ **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.**

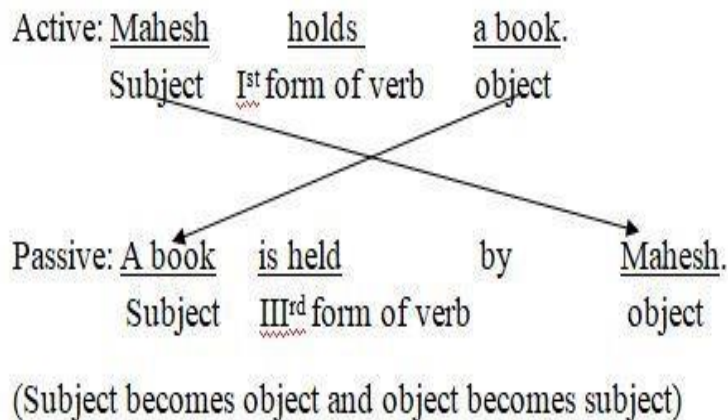
**We prefer to use Passive voice when:**

- ✓ 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.**

**Example: The prizes were given away by the chief guest.**

➤ **GENERAL RULES FOR CHANGING VOICE- ACTIVE TO PASSIVE**

- ✓ The subject in the active voice becomes the object in the passive voice and the object in the active voice becomes the subject in the passive voice.
- ✓ Put 'by' in front of the subject in the passive voice.
- ✓ Use 3<sup>rd</sup> form of verb + is/ am/ are/ was/ were/ been / being according to the tense in passive voice.
- ✓ The tense of the active sentences should remain unchanged when it is transformed into the passive voice. Also, there is no passive voice of present/ past/ future perfect continuous sentences and future continuous.
- ✓ Generally, passive voice can be made of transitive verb i.e. verbs which have an object attached to them.



**Change of voice with relation to Types of Sentences:**

**1. Assertive/Declarative Sentence**

Example:

- Keep your footwear outside. (Active)  
You are ordered to keep your footwear outside. (Passive)

**2. Exclamatory Sentence**

Example:

- How nicely she eats an apple! (Active)  
How nicely an apple is eaten by her! (Passive)

### 3. Imperative Sentence

- ✓ 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:

- Do not ill-treat the poor. (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 + 3<sup>rd</sup> 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 + 3<sup>rd</sup> 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 + 3<sup>rd</sup> 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 + 3<sup>rd</sup> 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 + 3<sup>rd</sup> 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 + 3<sup>rd</sup> 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 roads have the protesters blocked?

Passive: Which road has been blocked by the protestors?

**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. Rewrite the following sentences in passive voice.**

1. They laughed at the clown.
2. David made a chocolate cake.
3. I look after my pets.
4. The army rescued the victims of the landslide.
5. Raghu handed over the documents to the office.
6. The chimpanzee is eating a banana.
7. Nitish ate a lot of cookies.
8. He has written many novels in the past.
9. The pilot flew the aircraft at a great height.
10. Children are reading books in the library.

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

1. Start the program.
2. Do not pluck the flowers.
3. Let them take it up.
4. Take medicine at regular timings.
5. Do not enter the room before the bell rings.
6. Call the police.
7. Throw the garbage in the dustbin.

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

1. What shall we eat now?
2. Have you served dinner?
3. Did you use the set of binoculars?
4. Who broke the cup?
5. Does she make garlands?

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