



INDIAN SCHOOL AL WADI AL KABIR

Class: VII	Department: ENGLISH	Date of Submission: JANUARY 2026
WORKSHEET NO:22	Topic: ACTIVE & PASSIVE VOICE	Note: To be written in the notebook

ACTIVE & PASSIVE VOICE

What is Voice?

The voice of a verb shows whether the subject **performs an action** or **receives an action**. It tells us the relationship between the subject and the action.

There are two kinds of voice:

1. **Active Voice**
2. **Passive Voice**



Example:

Riya painted the picture.

The picture was painted by Riya.

- Both sentences convey the same meaning, but the focus is different.
- In the first sentence, the focus is on **Riya**, who performs the action. This sentence is in the **active voice**.
- In the second sentence, the focus is on **the picture**, which receives the action. This sentence is in the **passive voice**.

- In an **active sentence**, the subject does the action.
- In a **passive sentence**, the subject receives the action.



Rules for changing Active Voice into Passive Voice

1. **Interchange the subject and the object**
The object of the active sentence becomes the subject of the passive sentence.
2. **Use the correct form of the verb 'be'**
This is followed by the **past participle** form of the main verb.
3. **Add 'by' before the doer of the action**
(if the doer is mentioned).
4. **Only transitive verbs** (verbs that take an object) can be changed into passive voice.

Pronoun Changes in Passive Voice

Active Voice → Passive Voice

I	me
we	us
you	you
he	him

Active Voice → Passive Voice

she	her
they	them
it	it

Example:

She wrote the letter. (Active)
The letter was written by her. (Passive)

When ‘by + object’ is omitted

If the doer of the action is **unknown, unimportant, or obvious**, it is not mentioned in the passive sentence.

Example:

People speak English all over the world. (Active)
English is spoken all over the world. (Passive)

Passive Voice in Different Tenses

Tense	Active Voice	Passive Voice
Simple Present	→ The chef prepares the meal.	→ The meal is prepared by the chef.
Present Continuous	→ She is cleaning the room.	→ The room is being cleaned by her.
Present Perfect	→ He has finished the work.	→ The work has been finished by him.
Simple Past	→ They broke the window.	→ The window was broken by them.
Past Continuous	→ The workers were building the bridge.	→ The bridge was being built by the workers.
Past Perfect	→ She had completed the project.	→ The project had been completed by her.
Modals	→ You must follow the rules.	→ The rules must be followed.

Verbs with Two Objects

Some verbs take **two objects**. In such cases, either object can become the subject in the passive voice.

Example:

The teacher gave the students homework. (Active)

- The students were given homework.
- Homework was given to the students.

Passive Voice of Imperative Sentences

To change an imperative sentence into passive voice: • Use **‘Let’** at the beginning.
• Use **‘be’ + past participle** after the object.

Examples:

Clean the board. (Active)
Let the board be cleaned. (Passive)

Exercise 1

Identify whether the verb is in Active or Passive Voice.

1. The classroom was decorated by the students.
2. Please complete your homework on time.
3. The invitation cards have been printed already.
4. The principal addressed the assembly this morning.
5. The road is being repaired by the workers.
6. She writes poems in her free time.
7. The cookies were baked by my grandmother.
8. They are watching a documentary.
9. The rules must be followed strictly.
10. Ramesh solved the problem quickly.



Exercise 2

Change the following sentences from active voice to passive voice.

1. The mechanic repaired the car.
2. My sister has cleaned the room.
3. They will announce the results tomorrow.
4. The chef is preparing the lunch.
5. We planted trees along the roadside.
6. She is teaching the new lesson.
7. Close the windows.
8. The guard did not allow the visitors inside.
9. He has written a beautiful letter.
10. The students completed the project on time.
