

ENGLISH LANGUAGE



ACTIVE AND PASSIVE VOICE CONCEPTS & EXAMPLES

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[Active and passive voice Concepts, Rules, Tips and Examples](#)



ACTIVE AND PASSIVE VOICE CONCEPTS

INTRODUCTION TO ENGLISH LANGUAGE:

English Knowledge is an important section in the employment-related competitive exams in India. In particular, English Language Section is one of the key sections in recruitment exams in India including but not limited to **Banking, Railways, Staff Selection Commission, Insurance, Teaching, UPSC** and many others. The English Language section has questions related to **Reading Comprehension, Cloze Test, Fill in the Blanks, Error Spotting, Grammar, Sentence Improvement, Active and passive voice** etc.

1. What is Active voice?

- **Active Voice:** the subject **performs the action** expressed by the verb.
- **Usage:** when more clarity and straightforward relation is required between **verb and subject**.

2. What is passive voice?

- **Passive Voice:** the subject **receives the action** expressed by the verb.
- **Usage:** when the action is the focus, not the subject or when the doer is unknown. In active sentences the subject is doing the action, and the object is receiving it. In the passive form, the action is **done by the object**.

ACTIVE AND PASSIVE VOICE RULES

Rule 1

The places of the Subject and the object will interchange. The subject will shift to the **place of Object and the object** will take the place of Subject in Passive Voice.

Example:

- **Active Voice:** He buys a camera.
- **Passive Voice:** A camera is bought by him.

Rule 2

Only Past Participle Form or **3rd form of verb** (e.g. eaten etc) will always be

Used as main verb in Passive voices for all tenses. No other form of verb will be used as main verb.



Example:

- **Active Voice:** Water filled a tub.
- **Passive Voice:** A tub is filled with water

Rule 3

The word **“by” will be used before subject** in the Passive voice.

Example:

- **Active Voice:** She drinks water.
- **Passive Voice:** Water is drunk by her

Rule 4

Other words such as ‘with’ or ‘to’ may also be used instead **of word ‘by’ depending upon the subject** of the sentence. These words are used in a very few cases. The word ‘by’ is used in the most cases.

Examples:

- **Active Voice:** I know him.
- **Passive Voice:** He is known to me

ACTIVE AND PASSIVE VOICE TIPS

Tip 1:

If the given sentence in the active voice is in the imperative form, to get the passive voice use ‘Let’.

Formation of Passive Voice = Let + Object + be + Past Participle

Example:

A. Active: Open the door.

B. Passive: Let the door be opened.

Tip 2: Helping verbs like am, is, are, was, were, will, have, should, could, will

If the question in the Active Voice begins with a Helping verb the Passive voice must also begin with a suitable helping verb.



Example:

- **Active:** Are you writing a letter?
- **Passive:** Is a letter being written by you?

Tip 3: Gerund, Infinitive

When used in passive form, gerund and Infinitive are formed differently. Infinitive: passive is formed as 'to be + past participle'

Example:

- **Active:** I want to shoot the tiger.
- **Passive:** I want the tiger to be shot.

Tip 4: Direct and Indirect Object

If a sentence contains two objects namely Indirect Object and Direct Object in the Active Voice, two forms of Passive Voice can be formed.

Example:

- **Active:** She brought me a cup of coffee.
- **Passive:** I was brought a cup of coffee by her.

Tip 5: Object Complement:

When made passive, these objects complements become subject complements; they come after the verb.

- **Active:** They elected him their leader.
- **Passive:** He was elected their leader.

Tip 6: Cases where 'by' is not used

With: use with in place of 'by' to talk about an instrument used by the agent/subject.

- **A. Active:** Somebody hit the dog with a stick.
- **B. Passive:** The dog was hit by with a stick.



Direction (1 – 20):

In the following twenty questions, a sentence has been given in Active/ Passive Voice. Out of the four alternatives suggested, select the one which best expresses the same sentence in Passive/ Active.

1. Lower the boats.

- A. Let the boat be lowered.
- B. The boats would be lowered.
- C. Please let the boat be lowered.
- D. The boat be lowered please.

Answer: A

Explanation: Let the boat be lowered

2. Help the poor.

- A. The poor be helped please.
- B. Please help the poor.
- C. The poor should be helped.
- D. Let the poor be helped.

Answer: D

Explanation: Let the poor be helped.

3. Do not idle away your time.

- A. Your time should not be idled away.
- B. Let your time be not idled away.
- C. Let your time not be idled away.
- D. Your time not be idled away.

Answer: C

Explanation: Let your time not be idled away.

4. Never disobey your elders.

- A. You are ordered not to disobey your elders.
- B. You are asked not to disobey your elders.
- C. You are not to disobey your elders.
- D. Do not to disobey your elders.

Answer: B

Explanation: You are asked not to disobey your elders.



5. Please make room for me.

- A. You are ordered to make room for me.
- B. You are requested to make room for me.
- C. You should to make room for me.
- D. Please make room for me.

Answer: B

Explanation: You are requested to make room for me.

6. Mind your own business.

- A. You ordered to mind your own business.
- B. You are to mind your own business.
- C. You are asked to mind your own business.
- D. You should to mind your own business.

Answer: C

Explanation: You are asked to mind your own business.

7. Mend it or end it.

- A. You are asked to mend it or end it.
- B. You should mend it or end it.
- C. You mend it or end it.
- D. You mend it or end it.

Answer: A

Explanation: You are asked to mend it or end it.

8. Tell the servant to prepare tea.

- A. You are asked to tell the servant to prepare tea.
- B. You are said to tell the servant to prepare tea.
- C. You are ordered to tell the servant to prepare tea.
- D. You are advised to tell the servant to prepare tea.

Answer: A

Explanation: You are asked to tell the servant to prepare tea.

9. Do not laugh at others.

- A. You should not to laugh at others.
- B. You laugh not at others.
- C. You are requested not to laugh at others.
- D. You are asked not to laugh at others.



Answer: D

Explanation: You are asked not to laugh at others.

10. Please read out this letter to me.

- A. You are requested to read out this letter to me.
- B. You are ordered to read out this letter to me.
- C. You read out this letter to me.
- D. Please read out this letter to me.

Answer: A

Explanation: You are requested to read out this letter to me.

11. He is not a man whom you should invite.

- A. He is should not be invited by you.
- B. This man who should not be invited by you.
- C. He is not the man who should be invited by you.
- D. He is not the man who is be invited by you.

Answer: C

Explanation: He is not the man who should be invited by you.

12. I have to do it.

- A. It should to be done by me.
- B. It is be done by me.
- C. It would to be done by me.
- D. It has to be done by me.

Answer: D

Explanation: It has to be done by me.

13. She worked to earn her living.

- A. For earning money work done by her.
- B. Earning money work was done by her.
- C. For earning money work was being done by her.
- D. For earning money work was done by her.

Answer: D

Explanation: For earning money work was done by her.

14. Rohit ate six sweets at dinner.



- A. Six sweets were eaten by Rohit while dining time.
- B. Eaten six sweets at dinner by Rohit.
- C. At dinner, six sweets were eaten by Rohit.
- D. Eaten at dinner six sweets by Rohit.

Answer: C

Explanation: At dinner, six sweets were eaten by Rohit.

15. Who stole your book?

- A. By whom your book was stolen?
- B. Your book was stolen by him?
- C. By whom your book stolen?
- D. Your book was stolen by whom?

Answer: A

Explanation: By whom your book was stolen?

16. Open the window at once.

- A. The windows should be opened by you.
- B. Let the windows opened by you.
- C. The windows be opened by you.
- D. Let the windows be opened by you.

Answer: D

Explanation: Let the windows be opened by you.

17. We should not laugh at him.

- A. He should be laughed not by us.
- B. He not be laughed at by us.
- C. He should not be laughed at.
- D. He should not be laughed at by us.

Answer: D

Explanation: He should not be laughed at by us.

18. You can very well depend on me.

- A. I can be depended upon by you.
- B. I can very well depend upon by you.
- C. Very well I can be depended upon by you.
- D. I can very well be depended upon by you.

Answer: D



Explanation: I can very well be depended upon by you.

19. Those mills grind corn.

- A. Corn is ground by those mills.
- B. Corn is ground by mills.
- C. Corn is grounded by those mills.
- D. Corn is ground by these mills.

Answer: A

Explanation: Corn is ground by those mills.

20. The students were listening to the teacher.

- A. The teacher was listened to by the students.
- B. The teacher is listened to by the students.
- C. The teacher was listening to by the students.
- D. The teacher was listened to students.

Answer: A

Explanation: The teacher was listened to by the students.

Direction (21 – 25):

In the following questions, a sentence has been given in Active Voice /Passive Voice. Out of the four alternatives suggested, select the one which best expresses the same sentence in Passive/ Active Voice that is your answer.

21. Open the door.

- A. The door must be opened.
- B. The door will be opened.
- C. The door is opened.
- D. Let the door be opened.

Answer: D

22. I did not trust anybody.

- A. Nobody was trusted by me.
- B. Anybody had been trusted by me.
- C. Nobody would be trusted by me.
- D. Nobody has been trusted by me.

Answer: A

23. Did he remember the date and time?



- A. Are the date and time remem-bered by him?
- B. Was he remembering the date and time?
- C. Were the date and time re-membered by him?
- D. Did the date and time be re-membered by him?

Answer: C

24. The boys were digging a hole in the ground.

- A. A hole had been dug in the ground by the boys.
- B. In the ground the boys dug a hole.
- C. A hole in the ground has been dug by the boys.
- D. A hole was being dug by the boys in the ground.

Answer: D

25. We must now deal with these problems.

- A. These problems must now be dealt with by us.
- B. These problems must now be dealing with by us.
- C. These problems must now deal with by us.
- D. These problems are to be dealt with by us.

Answer: A

26. The king gave him a reward.

- A. A reward was given by him to the king.
- B. He was given a reward by a king.
- C. He was given the reward by a king.
- D. A. It was our tenth win of the season.

Answer: B

27. Which sentence is written in passive voice?

- A. It was our tenth win of the season.
- B. The scoreboard flashed the final numbers.
- C. The game was won in the last thirty seconds.
- D. The forward slam-dunked the ball in a brilliant last-minute play.

Answer: C

28. Why do you tell a lie?

- A. Why a lie told by you?
- B. Why a lie is be told by you?
- C. Why is a lie told by you?



D. Why is a lite being told you?

Answer: C

29. This house _____ in 1970 by my grandfather.

- A. Built
- B. Was built
- C. Was build
- D. Has built

Answer: B

30. Rahul will pass the message.

- A. The message will passed by Rahul.
- B. The message would be passed by Rahul.
- C. The message will pass by Rahul.
- D. The message will be passed by Rahul

Answer: D

31. Our task had been completed before sunset.

- A. We completed our task before sunset.
- B. We have completed our task before sunset.
- C. We complete our task before sunset.
- D. We had completed our task before sunset.

Answer: D

32. The storm did much damage.

- A. Much damage was done by the storm.
- B. The storm damaged much.
- C. Much damage did the storm.
- D. The storm was damaged.

Answer: A

33. Harry Potter and the Goblet of Fire _____ by J K Rowling

- A. was written
- B. written
- C. wrote
- D. None of these

Answer: A

34. They were interviewing her for the job. She _____ for the job.



- A. was being interviewed
- B. was interviewed
- C. has been interviewed
- D. had been interviewed

Answer: A

35. My mother is cooking food.

- A. Food is being cooked by my mother.
- B. Food has been cooked by my mother.
- C. Food was being cooked by my mother.
- D. Food is being cook by my mother.

Answer: A

36. People speak English all over the world.

- A. English is spoken all over the world.
- B. English was spoken all over the world.
- C. English was spoken by people.
- D. English is spoken by people.

Answer: A

37. Has someone made all the necessary arrangements?

- A. Has all the necessary arrangements been made by someone?
- B. Have the necessary arrangements been all made by someone?
- C. Have all the necessary arrangements been made by someone?
- D. All the necessary arrangements have been made by one?

Answer: C

38. Sahil sharma makes tea.

- A. Tea is made by Sahil sharma.
- B. Tea is made by the Sahil sharma.
- C. Tea was made by Sahil sharma.
- D. Tea has made by Sahil sharma.

Answer: A

39. This book was written by an Irishman. An Irishman wrote this book.

- A. Active
- B. Passive
- C. None
- D. All wrong



Answer: A

40. He has posted the letter.

- A. The letter has been posted by him
- B. The letter is posted by him.
- C. The letter was posted by him
- D. The letter had been posted by him

Answer: A

41. Look. Your car _____ lifted off the ground.

- A. is just being
- B. was just being
- C. is being
- D. being

Answer: A

42. He has not plucked the flower. "Change into passive voice"

- A. The flower has not been plucked by him
- B. The flower has been not plucked by him.
- C. Does not change.
- D. None of the above.

Answer: A

43. His command _____

- A. promptly obeyed
- B. was promptly obeyed
- C. has promptly obeyed
- D. None of these

Answer: B

44. People speak Portuguese in Brazil. Portuguese _____ in Brazil.

- A. is speak
- B. is spoke
- C. is spoken
- D. was spoken

Answer: C



45. The health-care reforms realized by the government, with partial support of the opposition, _____, by a majority of non-governmental organizations, _____ far from revolutionary in providing ample service, especially to the elderly retirees.

- A. were said / to being
- B. are said / to be
- C. said / to have been
- D. say / to be

Answer: B

46. They probably won't attend lecture tomorrow.

- A. The lecture probably not attended by them tomorrow.
- B. The lecture probably won't be attended by them.
- C. The lecture not probably attended by them tomorrow.
- D. The lecture probably won't been attended by them tomorrow.

Answer: B

47. John returned the money last night.

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- A. The money was returned by John last night.
- B. The money was returning by John last night.
- C. Money return by john last night
- D. Money returned by john at last night

Answer: A

48. Darjeeling grows tea.

- A. Tea is being grown in Darjeeling.
- B. Let the tea be grown in Darjeeling.
- C. Tea is grown in Darjeeling.
- D. Tea grows in Darjeeling.

Answer: C

49. You _____ when the time comes.

- A. will be Told
- B. Told
- C. will told
- D. will tell

Answer: A

50. Why did you waste best part of your life?

- A. Why the best part of your life wasted by you?



- B. Why was the best part of your life wasted by you?
- C. Why did the best part of your life wasted by you?
- D. Why was the best part of your life wasted by you?

Answer: D

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