

2.3. ACTIVE PASSIVE VOICE TRANSFORMATIONS

Voice is the form of verb that says whether the subject does something or something is done to the subject. The form that tells us what the subject does it is called **active voice** and the form that tells us that something is done to the subject is called the **passive voice**.

Changing Active voice into Passive voice:

When we change active voice into passive voice, the following rules must be kept in mind:

1. Only transitive verbs have passive voice.
2. The **subject** in the active voice becomes the **object** in the passive voice and object in the active voice becomes the subject in the passive voice.
3. After the passive verb, we place 'by' before the agent if it is important. But, if the agent is unimportant, 'by' and the agent are left out.
4. If the active voice has two objects, we may take direct object or indirect object as a subject.
5. When we change the passive the infinitive verb (to + v) is converted into to be + past participle of the verb.
Eg: to finish – to be finished
Have to complete – have to be completed
6. When we change a question into passive, it will remain a question. So the question word should come in the beginning.
7. In imperative sentences 'let' is used.

Changing of subjects into agents (object in passive form)

I - me (by me)

We - us (by us)

You - you (by you)

He - him (by him)

She - her (by her)

It - it (by it)

They - them (by them)

Eight tense forms have passive forms.

Tense	Passive form
Simple present	Am/is/are + P.P.V
Present continuous	Am/is/are+ being+ P.P.V
Present perfect	Has/have +been + P.P.V
Simple past	Was/were + P.P.V
Past continuous	Was/were +being + P.P.V
Past perfect	Had + been + P.P.V
Simple future	Shall/will + be + P.P.V
Future perfect	Shall/ will +have + been + P.P.V
Note : P.P.V means past participle form of the verb	

Simple present tense

S+ am/is/are + P.P.V+ by + O

Eg: He draws a picture.

A picture is drawn by him.

They draw pictures

Pictures are drawn by them.

Exercise:

1. He likes tea.

Tea is liked by him.

2. He calls me.

I am called by him.

3. Patient consults doctor.

Doctor is consulted by patient.

4. Rahul collects shells.

Shells are collected by Rahul.

5. Birds build nests.

Nests are built by birds.

Note: He gives her a pen.

A pen is given to her by him.

She is given a pen by him.

There are two objects in the above sentence. They are indirect object and direct object (her is indirect object, pen is direct object). At first direct object 'pen' is taken. But the indirect object her is placed before 'by.' In the second sentence indirect object 'her' is taken. 'Her' is converted into 'she' (subject). But a 'pen' is placed before 'by.'

Present continuous tense

S + am/is/are+ being+ P.P.V+ by+ O

Eg : He is drawing a picture.

A picture is being drawn by him.

They are drawing pictures.

Pictures are being drawn by them.

Exercise:

1. He is painting the wall.

The wall is being painted by him.

2. She is collecting stamps.

Stamps are being collected by her.

3. The children are playing cricket.

Cricket is being played by the children.

Present perfect tense

S+ has/have +been + P.P.V + by + O

Eg: He has drawn a picture.

A picture has been drawn by him.

They have drawn pictures.

Pictures have been drawn by them.

Exercise:

1. She has completed his project.

The project has been completed by her.

2. Robbers have looted the bank.

The bank has been looted by robbers.

3. The tree has yielded fruits.

Fruits have been yielded by the tree.

Simple past tense

S+ was/ were + P.P.V+ by + O

He drew a picture.

A picture was drawn by him.X

They drew pictures.

Pictures were drawn by them.

Exercise:

1. Rama killed Ravana.

Ravana was killed by Rama.

2. He painted the wall.

The wall was painted by him.

3. Valmiki wrote the Ramayana.

Ramayana was written by Valmiki.

4. We built these houses in 2001.

These houses were built by him in 2001.

Past continuous tense

S + was/were + being + P.P.V + by + O

Eg: He was drawing a picture.

A picture was being drawn by him.

They were drawing pictures.

Pictures were being drawn by them.

Exercise:

1. They were making noise.

Noise was being made by them.

2. The children were watching Television.

Television was being watched by the children.

3. The policeman was beating the culprit.

A culprit was being beaten by the policeman.

Past perfect tense

S+had + been + P.P.V + by +O

Eg: He had drawn a picture.

A picture had been drawn by him.

They had drawn pictures.

Pictures had been drawn by them.

Exercise:

1. She had carried a pot of water.

A pot of water had been carried by her.

2. He had bought a new car.

A new car had been bought by him.

3. She had taught the students Grammar.

Grammar had been taught to the students by her.

Simple future tense

S+ shall/will + be + P.P.V + by + O

A picture will have been drawn by him.

They will have drawn pictures.

Pictures will have been drawn by them.

Exercise:

1. She will have completed the project.

The project will have been completed by her.

2. They will have finished the work within two days.

The work will have been finished by them within two days.

3. He will have submitted the record by next week.

The record will have been finished by him by next week.

a) Imperatives**Let + s+ be + P.P.V**

Eg : Open the door.

Let the door be opened.

Don't insult the poor.

Let not the poor be insulted.

Note: If the sentence begins with 'let,' it should not be used in passive voice. But before verb 'should be' is used.

Eg : Let the students write the answers.

The answers should be written by the students.

b) Questions

Eg : Who broke this glass?

By whom was this glass broken.

How much did you pay for this shirt?

How much was paid by you for this shirt?

Exercise:**Change the following into passive voice:**

1. Indian airlines has introduced the automatic printing of tickets in major cities.
2. A very small quantity of nuclear fuel can produce enormous amount of energy.
3. We can use coal to produce detergents, explosives and paints.
4. Multinational companies make huge investments in oil-rich countries.
5. We use radiations measuring instruments to monitor radiation levels.
6. Users can maintain his pump themselves.

7. The electricity board is laying cables in every nook and corner of the city.
8. The social welfare organization gave a gift worth Rs. 1000 to all self help groups.
9. This will prevent metal surfaces from coming into contact.
10. The Egyptians knew the art of jewellery making as early as 3000 BC.
11. Teachers can best sow the seed for any type of behavior at a tender age.
12. Bhutan has maintained a policy of careful, controlled development order to preserve its natural identity.
13. One can easily solve this problem.
14. He presented her a watch on her birthday.
15. China produces thousands of electronic devices every year.
16. Life-science companies employ various methods to control the global bio-industrial markets.
17. The authorities use the conference hall only on special occasions.
18. The editors have retained the board themes of the original book in the revised edition.
19. The ornithologist observed the activities of the owl over a period of two months.
20. The company had manufactured high powered engines.
21. The government of India gives awards to outstanding scientists.
22. All sections of people discuss climate change today.
23. Call the doctor at once.
24. Don't write the answer now.
25. Who built this house?

Change the following into active voice:

1. Data will be required by the management on capacity utilization.
2. The crew found the meteorological information very useful.
3. Many faults have been scribed to dams by people.
4. The art of jewellery making was known to the Egyptians as early as 3000 BC.
5. My friend was awarded a medal by the Chairman for his new project.
6. Fuel injection can be coordinated by engine management computers.

7. A picture of the moon has been sent by the satellite.
8. The nuclear reactor is controlled by control rods.

c) Impersonal passive voice

When the agent is unimportant in the passive form, it is left out. That passive is called impersonal passive voice. Generally a technical writer wants to be objective and impersonal.

Eg: somebody has stolen his watch.

His watch has been stolen.

He operates the electric motor carefully.

The electric motor is operated carefully.

Exercise:

1. Welders normally prefer a V- shaped weld.
2. We call these supports bearings.
3. The workers are repairing the bridge.
4. We can cast this metal into many complicated types.
5. We pass an electric current across the electrodes.
6. The engine driver averted the accident in time.
7. They have successfully installed the new machinery in the factory.
8. A skilled operator can carry out operations on a CNC machine.
9. The panel is reviewing the performance of the employees.
10. The mechanics use thin grease as a lubricant in ball bearings.
11. The professor thought that Columbus never realized that he had discovered America.
12. Someone will speak Japanese at the meeting.
13. The writer has focused attention on the emerging trends of technology.
14. We have introduced several innovations in the design of the latest automobile.
15. They are constructing a new bridge across the river.
16. Coal miners produce millions of tons of coal every week.

17. A skilled operator can carry out many operations on the lathe.
18. You must take care not to damage the machinery.
19. You may generate heat for welding in several ways.
20. This will prevent damage to the shaft.

