

VOICE CHANGE

PRESENT TENSE

| TENSE | ACTIVE VOICE | PASSIVE VOICE |
|--------------------|--------------------------|-----------------------------------|
| Simple present | He writes a letter. | A letter is written by him. |
| Present continuous | He is writing a letter. | A letter is being written by him. |
| Present perfect | He has written a letter. | A letter has been written by him. |

PAST TENSE

| TENSE | <u>ACTIVE</u> <u>VOICE</u> | <u>PASSIVE</u> <u>VOICE</u> |
|-----------------|---------------------------------------|--|
| Simple past | He wrote a letter. | A letter was written by him. |
| Past continuous | He was writing a letter. | A letter was being written by him. |
| Past perfect | He had written a letter. | A letter had been written by him. |

FUTURE TENSE

| TENSE | <u>ACTIVE</u> <u>VOICE</u> | <u>PASSIVE</u> <u>VOICE</u> |
|----------------|---------------------------------------|---|
| Simple future | He will write a letter. | A letter will be written by him. |
| Future perfect | He will have written a letter. | A letter will have been written by him. |

MISCELLANEOUS CHANGES

Changes with Modals

**Shall / should / can / could / may / might / must
will / would + be + past participle.**

Example

Active : He may climb the hill.

Passive: The hill may be climbed by him.

Changes with 'to + verb'

To + verb is changed to 'to + be + past participle'

Example:

Active: It is time to send for the doctor.

Passive: It is time for the doctor to be Sent for.

Interrogative Sentences

In the passive voice, the question remains a question, the auxiliary verb precedes the subject and the sentence ends with a question mark. The rest of the changes are the same. Also, in sentences beginning with question words like 'where', 'what', 'why' etc, the question words are retained.

Only the question word 'who' is changed to 'by whom'

Example

Active: who teaches you English?

Passive: By whom is English taught to you?

Active : where did you keep the book?

Passive: where was the book kept by you?

Changes in Imperative Sentences

If the imperative voice has an object, then the object is turned into the subject in passive voice preceded by 'Let' and followed by 'be + past participle'. If there is no object then the verb changes according to the Imperative Mood (request /advice /order)

Example

Active: Post the letter.

Passive: Let the letter be posted.

Active : Work hard.

Passive: you are advised to work hard.