

ACTIVE VOICE AND PASSIVE VOICE

If a sentence is in Active voice, the focus is on the doer of the action, i.e. the Subject, as,

Manohar made a kite.

If a sentence is in Passive voice, the focus is on the receiver of the action, i.e. the Object of the verb, as,

A kite was made by Manohar.

1. Identify Subject, Verb and Object of the verb.
2. To find out the object of the verb, question the verb using '**what/whom**'. The answer word or phrase is the object.
3. Write the object first
4. Use the correct 'be' form
5. Write the Past Participle (V3) form of the verb

What did my father buy?

My father bought a computer.

Subject Verb Object

A computer was bought by my father. (Passive)

Whom did she punish?

She punished all the students for being lazy.

Subject verb Object

All the students were punished by her for being lazy.

'BE' forms:

Simple Present	: am/is/are
Simple Past	: was/were
Simple Future	: be
Present Continuous	: am/is/are + being + V ₃
Past Continuous	: was/were + being + V ₃
Present Perfect	: (have/has) been + V ₃
Past Perfect	: (had) been + V ₃
Future Perfect	: (will/shall have) been + V ₃

Modal verbs

will, would, shall, should
can, could, may, might,
must

} + be + V₃

Active Voice

She can do it.

He might ask her.

Passive Voice

It can be done by her.

She might be asked by him.

Imperative sentences:

1. Please stand here. (Please = I request you. If you change 'I request you' into Passive, you get, 'You are requested'.
You are requested to stand here.
2. Work hard.
You are advised to work hard.
3. Open the door.
Let the door be opened.