



- Active voice is a way of constructing sentences where the subject performs the action. It gives your sentence a direct, strong, and clear tone. For example: "Rakesh ate an apple." Here, Rakesh (the subject) performed the action of eating.

On the other hand, passive voice is a sentence construction where the object of an action becomes the subject of the sentence. It's used to focus on what happened more than who did it. Using our previous example in passive voice would be: "The apple was eaten by Rakesh."

### **Rules of Active Voice**

- Firstly, an active voice sentence follows the structure: Subject - Verb - Object. Here, the subject is the doer of the action (verb). And the object receives the action. For instance, in the sentence "Reena ate an apple," Reena is the subject, 'ate' is the verb, and 'an apple' stands as the object.
- Secondly, verbs play a significant role in active voice sentences. The verb must be an action verb indicating something that can be done, like eat, play, or sing. Also, it must match the subject in terms of number and tense.
- Thirdly, remember that not all sentences will have a clear object. Some verbs may not require one. For example, "Naren sleeps early."

- Now let's consider some examples of active voice for better comprehension:



## ACTIVE VOICE AND PASSIVE VOICE

- Reena writes a letter. (Subject: Reena; Verb: writes; Object: a letter)
- The girls are playing football. (Subject: The girls; Verb: are playing; Object: football)
- I read the newspaper every morning. (Subject: I; Verb: read; Object: Newspaper)

### Understanding Passive Voice

The passive voice is one of the essential elements in the English language, and mastering it can significantly improve your communication skills. It's often used when the focus is on the action rather than who or what is performing the action.

Here's a breakdown of its rules:

- Rule 1: The passive voice structure: Object + Be + Past Participle. The focus shifts from the 'doer' to the action done.
  - Active: Ram painted the wall.
  - Passive: The wall was painted by Ram.
  
- Rule 2: The tense of the verb 'be' matches with that of the main verb in active voice.
  - Active: She will finish her work.
  - Passive: Her work will be finished by her.
  
- Rule 3: For transitive verbs (verbs that take an object), use the passive voice to shift focus to the object.
  - Active: Kids love ice cream.
  - Passive: Ice cream is loved by kids.

### Converting Active Voice to Passive Voice

In essence, to convert an active voice sentence into passive voice, you need to follow three simple steps:



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1. Make the object of the active sentence into the subject of the passive sentence.
2. Add an appropriate form of verb "be" (is, am, are, was, were) + past participle of the main verb.
3. Move the subject of the active sentence after the verb and add "by".

### **Converting Passive Voice to Active Voice**

To convert a passive voice sentence into active voice:

1. Make the object after "by" into the subject of your new sentence.
2. Follow with your main verb from your original sentence.
3. End with what used to be your subject in your original sentence.

### **Exercise 1: Convert from Active to Passive Voice**

1. She eats an apple.
2. The teacher explains the lesson.
3. The dogs chased the cat.
4. They painted the house green.
5. We celebrated his birthday.

### **Exercise 2: Convert from Passive to Active Voice**

1. The song was sung by her.
2. A letter was written by me.
3. The match was won by our team.
4. The windows were cleaned by the workers.
5. The cake was baked by Grandma.

### **Exercise 3: Identify whether the sentence is in Active or Passive Voice**



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1. The email was sent by him.
2. She dances gracefully.
3. We were invited to their wedding.
4. I solve puzzles during my free time.
5. Dinner is being cooked by Mother.

Now, check your answers below:

### *Answers*

Exercise 1:

1. An apple is eaten by her.
2. The lesson is explained by the teacher.
3. The cat was chased by the dogs.
4. The house was painted green (by them).
5. His birthday was celebrated (by us).

Exercise 2:

1. She sang the song.
2. I wrote a letter
3. Our team won the match
4. The workers cleaned windows
5. Grandpa baked the cake

Exercise 3:

1. Passive
2. Active
3. Passive
4. Active
5. Passive



## ACTIVE VOICE AND PASSIVE VOICE

