# ESSENTIAL ENGLISH 

 GRAMMAR
# (Non Major Elective (18UNM 21) 

## PASSIVE VOICE

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## Kezia writes a letter. (Active)

A letter is written by Kezia. (Passive)

In the first sentence the form of the verb shows that the person denoted by the subject does something. In the second sentence the verb shows something is done by the subject.

# Transformation from the Active voice to the Passive voice 

When a verb is changed from the active into the passive voice, the object of the active voice becomes the subject and
vice versa.

## Subject <br> Object

| I | changed into | me |
| :---: | :--- | :---: |
| we | changed into | us |
| you | changed into | you |
| he | changed into | him |
| she | changed into | her |
| it | changed into | It |
| they | changed into | them |


| Tense | Active <br> Voice | Passive Voice |
| :--- | :--- | :--- |
| Present | give/gives | is/are given |
| Present <br> Continuous | am/is/are <br> giving | am/is/are <br> being given |
| Present <br> perfect | has/have <br> given | has/have <br> been given |

was/were given
was/were being given
had given
had been given
will be given
will have been given

| Modal |  |  |
| :--- | :---: | :---: |
| verbs | can, could, <br> may, might, <br> shall, should, <br> will, would, <br> ought to/ give | can be given, <br> may be given, <br> might be given, <br> shall be given, <br> ought to be <br> given etc. |
| Imperative | Order, <br> request | Let + be + V3 <br> form or <br> requested + to <br> $+V 1$ |

By is used with the doer of action when it helps to complete sense in Passive Voice.

| Tense | Passive Voice |
| :--- | :--- |
| Simple Present | Am / is / are + p.p. |

She does the homework AV

The homework is done by her PV

# Tense $\quad$ Passive Voice <br> Present $\quad$ Am / is / are + being Continuous + p.p. 

She is doing the homework
The homework is being done
by her

## Tense <br> Passive Voice <br> Present Perfect <br> Has / have + been + p.p.

She has done the homework AV

## Tense $\quad$ Passive Voice <br> Simple Past <br> Was / were + p.p.

She did the homework
AV

The homework was done by her

# Tense <br> Passive Voice <br> Past Continuous p.p. 

She was doing the homework AV

The homework was being done by her

## Tense

## Passive Voice

Past Perfect had+ been + p.p.

## She had done the homework

AV

The homework had been done by her

PV

## Tense

## Passive Voice

Simple Future

Modals + be + p.p.

## She will do the homework

AV

The homework will be done by her

PV

## Tense <br> Passive Voice <br> Future <br> Modals + have + been + p.p.

## She will have done the

 homeworkAV

## The homework will have been done by her

## Exercises:

1. We are going to watch a movie tonight. 2. A skilled operator can carry out many operations on a lathe.
2. India defeated Pakistan in 1971 war.
3. The committee is considering action on the bill.
4. Oxford has published a new book on Etymology.
