

Active and passive voice, its worksheets, rules and examples: You must have the knowledge of active and passive sentences ([What is a sentence?](#)) as an English learner. If you are a speaker of English then you may experience those situations too where you have to use both the form of tenses ([Complete English Tenses Chart in pdf.](#)) i.e. active form and passive form. On the basis of form we have two types of voice, active voice and passive voice given below.

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Active voice: In active sentences, the subject is active or the subject performs the actions.

For example

The cow (**Subject**) is eating (**Verb**) grass (**Object**).—**Active Voice**

Passive voice: In passive sentences, the subject is no longer active or the subject is acted upon by the verb([What is verb?](#)).

For example

Grass (**Subject**) is being eaten (**Verb**) by the cow (**Object**).—**Passive Voice**

Active and passive voice worksheets, rules and examples

Active and passive voice with tenses

<u>Simple Present Tense</u>	
is,am,are+3 rd verb	
Active Voice	Passive Voice
He lights the candle.	The candle is lighted by him.
He does not light the candle.	The candle is not lighted by him.
Do you eat meat?	Is meat eaten by you?
<u>Present Continuous Tense</u>	
is,am,are+being+3 rd verb	
Active Voice	Passive Voice
I am driving a car.	A car is being driven by me.
I am not driving a car.	A car is not being driven by me.
Am I driving a car?	Is a car being driven by me?
<u>Present Perfect Tense</u>	
has,have+been+3 rd verb	
Active Voice	Passive Voice
She has stolen my book.	My book has been stolen by her.

She has not stolen my book.	My book has been stolen by her.
Has she stolen my book?	Has my book been stolen by her?
<u>Simple Past Tense</u>	
was,were+3rd verb	
Active Voice	Passive Voice
She finished work.	Work was finished by her.
She did not finish work.	Work was not finished by her.
Did she finish work?	Was work finished by her?
<u>Past Continuous Tense</u>	
was,were+being+3rd verb	
Active Voice	Passive Voice
He was revising his books.	His books were being revised by him.
He was not revising his books.	His books were not revising by him.
Was he revising his books?	Were his books revising by him?
<u>Past Perfect Tense</u>	
had+been+3rd verb	
Active Voice	Passive Voice
I had completed the assignment.	The assignment had been completed by me.
I had not completed the assignment.	The assignment had not been completed by me.
Had I completed the assignment?	Had the assignment been completed by me?
<u>Simple Future Tense</u>	
will,shall+be+3rd verb	
Active Voice	Passive Voice
My uncle will pay my tuition fee.	My tuition fee will be paid by my uncle.
My uncle will not pay my tuition fee.	My tuition fee will not be paid by my uncle.
Will my uncle pay my tuition fee?	Will my tuition fee be paid by my uncle?
<u>Future Perfect Tense</u>	
will, shall+ have been+3rd verb	
Active Voice	Passive Voice
We shall have done our home-work.	Our home -work shall have been done by us.
We shall not have done our home-work.	Our home -work shall not have been done by us.
Shall We have done our home –work?	Shall our home -work have been done by us?

Note: In Present perfect continuous tense, Past perfect continuous tense, Future perfect continuous tense, Future perfect tense, we use the same sentence in passive voice. It means these tense cannot be changed in passive form.

Active and passive voice with modals ([What is a Modal?](#))

Modals	Auxiliary Verb in Passive Voice	Active Voice	Passive Voice
Can/ Could	Can/Could+ be+ 3 rd verb	I can solve these sums.	These sums can be solved by me.
		I cannot solve these sums.	These sums cannot be solved by me.
		Can I solve these sums?	Can these sums be solved by me?
Has to/ Have to	Has to/ Have to+3 rd verb	He has to complete his assignment.	His assignment has to be completed by him?
Must	Must+3 rd verb	You must learn this book.	This book must be learnt by you.
May	may+be+3 rd verb	I may buy the book.	The book may be bought by me.
Might	might+ be+ 3 rd Verb	They might play chess.	Chess might be played by them.
Should	should+ be+3 rd verb	Students should learn all lessons.	All lessons should be learnt by students.

Active and passive voice with Imperative Sentences

These are the sentences in which we express our feeling and emotions like command, order, advice, and request.

Rules

1. Lets + new object + be/Not be +past participle or 3rd form.
2. For sentences containing, Request, advice and order, we will use **you are Requested to, advised to and ordered to** .

Note: Always remove please and kind if they are given in the sentence.

Active Voice	Passive Voice
Shut the door.	Let the door be shut .
Post the letter at once.	Let the letter be posted at once.
Always speak the truth.	Let the truth always be spoken .
Do not starve the cow.	Let the cow not be starved .
Let him help his brother.	Let his brother be helped by him.
Clean your room.	Let your room be cleaned .
Learn your lesson.	Let your lesson be learnt .
Please do me a favor tonight	You are requested to do me a favor tonight.
Get out of my house.	You are ordered to get out of mu house.
Kindly do not smoke in public place.	You are requested not to smoke in public place

To make passive voice, first of all you have to use following rules.

1. Change the object into subject. If in object, we have a pronoun ([What is a Pronoun?](#)) of object case convert that by following rules.

me	I
You	You
her	She
them	They
us	We
him	He
it	It
whom	Who

2. Change the subject into object. And use by before the object. If in subject, we have a pronoun of nominative case convert that by the following rules.

I	by me
You	by you
She	by her
They	by them
We	by us
He	by him
It	by it
Who	by whom

Some basic rules of active voice and voice are given below

- First of all, find subject, object and the main verb it means find SVO .
- Convert the object into subject.
- Use the suitable helping verb or auxiliary verb according to the tense. If helping verb is given, use verb as it is. But note that the helping verb used should be according to the object.
- Convert the verb into past participle or 3rd form of the verb.
- Use the preposition ([what is preposition?](#)) “by”.
- Convert the subject into object.

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