



आईएफटीएम विश्वविद्यालय, मुरादाबाद, उत्तर प्रदेश

IFTM University, Moradabad, Uttar Pradesh

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E-Content

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Active & Passive Voice

Dr. Sarika Dubey,
Department of English
School of Social Sciences
IFTM University
Moradabad



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Voice



Voice is a grammatical category that applies to verbs. Voice in English expresses the relationship of the subject to the action. Voice has two values.

1. *Active voice*
2. *Passive voice*



Difference Between

Active voice *Passive voice*

- The subject does the action
- The *Active voice* is the “normal” voice the one that we use most of the time. In the active voice, the object receives the action of the verb.
- The subject receives the action.
- The *Passive voice* is less common. In the passive voice, the subject receives the action of the verb.
- Always use 3rd form of verb.
- Use different forms of verb.



Tenses

Past

Present

Future

Indefinite

Continuous

Perfect

Perfect
Continuous



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1. Present Indefinite Tense Rules

It is used to express an action in present time, habitual or usual actions or daily events or universal fact.

Active voice

- **Affirmative Sentence**

Singular : S+1st form of verb+s or es+O

Plural: S+1st form of verb+O

Negative Sentence

Singular: S+helping verb(does)+not+1st form of verb+O

Plural: S+helping verb(do)+not+1st form of verb+O

Interrogative Sentence

Singular : helping verb(does)+S+1st form of verb+O?

Plural: Helping verb(Do)+S+1st form of verb+O?

Passive voice

Affirmative Sentence

Singular : S+helping verb(is or am)+V 3rd+by+O **Plural:**

S+helping verb(are)+V 3rd+by+O **Negative Sentence**

Singular: S+helping verb(is or am)+not+V 3rd+by+O

Plural: S+helping verb(are)+V 3rd+by+O

Interrogative Sentence

Singular: S+helping verb(is or am)+3rd+by+O? **Plural:**

Helping verb(Are)+S+V 3rd+by+O?



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Present Indefinite Tense

Active voice

- **Affirmative Sentence**

He sings a song.

- **Negative Sentence**

He does not sing a song.

- **Interrogative Sentence**

Does he sing a song?



Passive voice

- **Affirmative Sentence**

A song is sung by him.

- **Negative Sentence**

A song is not sung by him.

- **Interrogative Sentence**

Is a song sung by him?



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2. Present Continuous Rules

In Present Continuous, the action is on-going /still going on and hence continuous.

Active voice

- **Affirmative Sentence**

Singular : S+helping verb(is or am)+V 1st +ing +O

Plural: S+helping verb(are)+V 1st +ing +O

Negative Sentence

Singular: S+helping verb(is or am)+not+V 1st +ing+O

Plural: S+helping verb(are)+not+1st form of verb+O

Interrogative Sentence

Singular : helping verb(is or am)+S+1st form of verb+O?

Plural: Helping verb(are)+S+1st form of verb+ing+O?

Passive voice

Affirmative Sentence

Singular : S+helping verb(is or am+being)+V 3rd+by+O **Plural:**

S+helping verb(are+being)+V 3rd+by+O

Negative Sentence

Singular: S+helping verb(is or am+not+being)+not+V 3rd +by+O

Plural: S+helping verb(are+not+being)+V 3rd+by+O

Interrogative Sentence

Singular: S+helping verb(is or am+being)+3rd +by+O?

Plural: Helping verb(Are)+S+being+V 3rd+by+O?



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Present Continuous

Tense

Active voice

- **Affirmative Sentence** Jaan is going to school.
- **Negative Sentence**
Jaan is not going to school.
- **Interrogative Sentence**
Is Jaan going to school?



Passive voice

- **Affirmative Sentence**
School is being gone by Jaan.
- **Negative Sentence**
School is not being gone by Jaan.
- **Interrogative Sentence**
Is school being gone by Jaan?



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3. Present Perfect Tense Rules

In Present Perfect, the action is complete or has ended and hence termed perfect.

Active voice

- Affirmative Sentence

Singular : S+helping verb(Has)+V 3rd+O

Plural: S+helping verb(Have)+V 3rd +O

Negative Sentence

Singular: S+helping verb(Has)+not+V 3rd
+O

Plural: S+helping verb(Have)+not+V 3rd
+O

Interrogative Sentence

Singular : helping verb(Has)+S+V 3rd +O? **Plural:**

Helping verb(Have)+S+V 3rd +O?

Passive voice

Affirmative Sentence

Singular : S+helping verb(Has been)+V 3rd +by+O **Plural:**

S+helping verb(Have been)+V 3rd+by+O

Negative Sentence

Singular: S+helping verb(Has+not+been)+V 3rd
+by+O

Plural: S+helping verb(Have+not+been)+V 3rd+by+O

Interrogative Sentence

Singular: Helping verb(Has)+S+ been +3rd +by+O? **Plural:**

Helping verb(Have)+S+been+V 3rd+by+O?



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Present Perfect Tense

Active voice

- **Affirmative Sentence**

She has finished her university.

- **Negative Sentence**

She has not finished her university.

- **Interrogative Sentence**

Has She finished her university?

Passive voice

- **Affirmative Sentence**

Her university has been finished by her.

- **Negative Sentence**

Her university has not been finished by her.

- **Interrogative Sentence**

Has her university been finished by her?



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4. Past Indefinite Tense Rules

It Simpal past, the action is simply mentioned and understood to have taken place in the past.

Active voice

- **Affirmative Sentence**

Singular : S+ 2nd form of verb+O **Plural:** S+2nd form of

verb+O

Negative Sentence

Singular: S+helping verb(did)+not+1st form of verb+O

Plural: S+helping verb(did)+not+1st form of verb+O

Interrogative Sentence

Singular :helping verb(did)+S+1st form of verb+O? **Plural:**

Helping verb(Did)+S+1st form of verb+O?

Passive voice

Affirmative Sentence

Singular :S+helping verb(Was)+V 3rd +by+O **Plural:**

S+helping verb(Were)+V 3rd+by+O **Negative Sentence**

Singular: S+helping verb(was)+not++V 3rd +by+O

Plural: S+helping verb(were)+not+V 3rd+by+O

Interrogative Sentence

Singular: S+helping verb(was)+3rd +by+O? **Plural:**

Helping verb(were)+S+V 3rd+by+O?



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Past Indefinite Tense

Active voice

- **Affirmative Sentence**

She Wrote a letter.

- **Negative Sentence**

She did not write a letter.

- **Interrogative Sentence**

Did She write a letter?



Passive voice

- **Affirmative Sentence**

A letter was written by her.

- **Negative Sentence**

A letter was not written by her.

- **Interrogative Sentence**

Was a letter written by her?



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5. Past Continuous Tense

In Past Continuous, the action was ongoing till a certain time in the past.

Active voice

- Affirmative Sentence

Singular : S+was+ 1st form of verb+ing+O **Plural:**

S+were+1st form of verb+ing+O **Negative Sentence**

Singular: S+helping verb(was)+not+1st form of verb+ing+O

Plural: S+helping verb(were)+not+1st form of verb+ing+O

Interrogative Sentence

Singular : Helping verb(was)+S+1st form of verb+ing+O?

Plural: Helping verb(were)+S+1st form of verb+ing+O?

Passive voice

Affirmative Sentence

Singular : S+helping verb(Was+being)+V 3rd+by+O **Plural:** S+helping verb(Were+being)+V 3rd+by+O

Negative Sentence

Singular: S+helping verb(was)+not+being+V 3rd+by+O **Plural:** S+helping verb(were)+not+being+V 3rd+by+O

Interrogative Sentence

Singular: Helping verb(was)+S+been+V3rd+being+by+O? **Plural:**

Helping verb(were)+S+V 3rd+by+O?



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Past Continuous Tense

Active voice

- **Affirmative Sentence**

She was driving a car.

- **Negative Sentence**

She was not driving a car.

- **Interrogative Sentence**

Was she driving a car?

Passive voice

- **Affirmative Sentence**

A car was being driven by her.

- **Negative Sentence**

A car was not being driven by her.

- **Interrogative Sentence**

Was a car being driven by her?



6. Past Perfect Tense

Past Perfect is used to express something that happened before another action in the past.

Active voice

- Affirmative Sentence

Singular : S+had+ 3rd form of verb+O **Plural:**

S+had+3rd form of verb+O

Negative Sentence

Singular: S+helping verb(had)+not+3rd

form of verb+O

Plural: S+helping verb(had)+not+3rd form of verb+O

Interrogative Sentence

Singular : helping verb(had)+S+3rd form of verb+O?

Plural: Helping verb(had)+S+3rd form of verb+O?

Passive voice

Affirmative Sentence

Singular : S+helping verb(had+been)+V 3rd+by+O **Plural:**

S+helping verb(had+been)+V 3rd+by+O

Negative Sentence

Singular: S+helping verb(had)+not+been+V 3rd+by+O **Plural:**

S+helping verb(had)+not+been+V 3rd+by+O

Interrogative Sentence

Singular: Helping verb(had)+S+been+V 3rd+by+O? **Plural:** Helping

verb(had)+S+been+V 3rd+by+O?



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7. Past Perfect Tense

Active voice

- **Affirmative Sentence**

They had eaten a food.

- **Negative Sentence**

They had not eaten a food.

- **Interrogative Sentence**

Had they eaten a food. ?

Passive voice

- **Affirmative Sentence**

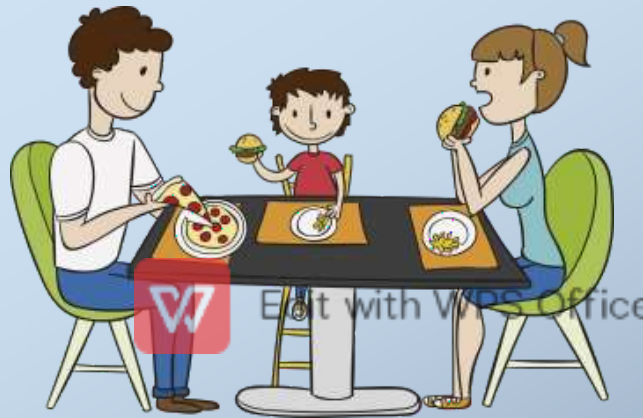
A food had been eaten by them.

- **Negative Sentence**

A food had not been eaten by them.

- **Interrogative Sentence**

Had a food been eaten by them. ?



7. Future Indefinite Tense Rules

Simpl Future is used when we plan or make a decision to do something. Nothing is said about the time in the future.

Active voice

Affirmative Sentence

Singular : S+will+ 1st form of verb+ing+O **Plural:**

S+shall+1st form of verb+ing+O

Negative Sentence

Singular: S+helping verb(will)+not+1st form of verb+ing+O

Plural: S+helping verb(shall)+not+1st form of verb+ing+O

Interrogative Sentence

Singular : helping verb(will)+S+1st form of verb+ing+O?

Plural: Helping verb(shall)+1st form of verb+ing+O?

Passive voice

Affirmative Sentence

Singular : S+helping verb(Will be)+V 3rd +by+O **Plural:**

S+helping verb(Shall be)+V 3rd+by+O

Negative Sentence

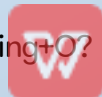
Singular: S+helping verb(Will)+not+be+V 3rd +by+O

Plural: S+helping verb(shall)+not+be+V 3rd+by+O

Interrogative Sentence

Singular: S+helping verb(will)+s+be+3rd +by+O? **Plural:**

Helping verb(shall)+S+be+V 3rd+by+O?



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Future Indefinite Tense

Active voice

- **Affirmative Sentence**

He will buy a car.

- **Negative Sentence**

He will not buy a car.

- **Interrogative Sentence**

Will he buy a car. ?

Passive voice

- **Affirmative Sentence**

A car will be Bought by him.

- **Negative Sentence**

A car will notbe Bought by him.

- **Interrogative Sentence**

Will a car be Bought by him. ?



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8. Future Perfect Tense

Active voice

- **Affirmative Sentence**

You will have finished the work.

- **Negative Sentence**

You will have not finished the work.

- **Interrogative Sentence**

Will you have finished the work. ?

Passive voice

- **Affirmative Sentence**

The work will have been finished by you .

- **Negative Sentence**

The work will have not been finished by you.

- **Interrogative Sentence**

Will the work have been finished by you?



Thanks



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