

ACTIVE AND PASSIVE VOICES



LEARNING OBJECTIVES

- ***Understand the concept and importance of the use of both voices.***

You will be able to identify the use of passive and active voice and the importance of each depending on the context.

- ***Distinguish between passive and active voice in a sentence.***

You will be able to look at a text and distinguish between the two.



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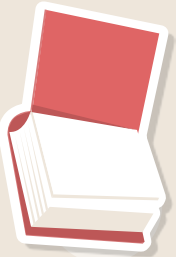
I INTRODUCTION N



BRAINSTORM



What is a voice?



WHAT IS A VOICE?

English verbs have five properties: voice, mood, tense, person, and number. It may sound strange to hear that written sentences have voices, and even stranger to know that there are debates on which of the two – passive and active – is the better option when it comes to writing. This article gives a definition of both voices, as well as examples of situations when each can be used properly.

"Voice" refers to the connection between the subject and the object of a sentence, which is linked through a verb.



ACTIVE AND PASSIVE VOICE



ACTIVE VOICE

What is an active voice?

A form or set of forms of a verb in which the subject is typically the person or thing performing the action and which can take a transitive or intransitive verb.

Example: Julie baked a cake.

In the above example, the subject/actor (Julie) performed the action (baked) on an object (cake).



PASSIVE VOICE

What is a passive voice?

A form of a verb used when the subject is affected by the action of the verb.

Example: The cake was baked by Julie.

In the above example, The object (cake) came first as opposed to the first sentence.



III

USAGE



USAGE

There are a few points that you have to bear in mind when using the active voice and the passive voice. In the English language, the active voice is used generally as they give the information in a direct and clear manner. Make sure you do not use the passive voice just because you think it sounds better. Use it only if it is necessary. Remember that the active voice has the subject doing the action and the passive voice has the subject receiving the action. If you want to communicate your thoughts and ideas clearly and effectively, especially in a professional setup, it would be best to use the active voice.



ACTIVE

Subject + Verb + Object



PASSIVE

Object + Verb + Subject



IV

STRUCTURE



STRUCTURE

Rules to be followed when converting the structure from Active Voice to the Passive Voice

When converting the active voice into the passive voice or vice versa, there are changes in the tenses and pronouns used in the sentences.

The table given below shows you how the tenses change when converting the active voice to the passive voice vice versa



Conversion Rules for Active Voice and Passive Voice					
Ter. se	Voi ce	Simple Tense	Continuous Tense	Perfect Tense	Perfect Continuous Tense
Pre sen t	Acti ve	Brendon plays cricket.	Brendon is playing cricket.	Brendon has played cricket.	Brendon has been playing cricket.
	Pas sive	Cricket is played by Brendon.	Cricket is being played by Brendon.	Cricket has been played by Brendon.	No Passive
Pas t	Acti ve	Brendon played cricket.	Brendon was playing cricket.	Brendon had played cricket.	Bren on had been playing cricket.
	Pas sive	Cricket was played by Brendon.	Cricket was being played by Brendon.	Cricket had been played by Brendon.	No Passive
Fut ure	Acti ve	Brendon will play cricket.	Brendon will be playing cricket.	Brendon will have played cricket.	Brendon will have been playing cricket.
	Pas sive	Cricket will be played by Brendon.	No Passive	Cricket will have been played by Brendon.	No Passive

INTERROGATIVE FORM

An interrogative clause is a clause whose form is typically associated with question-like meanings.

Do/does/did changed to verb “to be” [am/is/was/were]

That is;

Verb to be + subject + past participle

Example: Do you speak English? **[Active]**

Is English spoken by you? **[Passive]**

How do you say this in passive:-

Will you help me?



IMPARATIVE FORM

An imperative sentences are sentences that issue a command, make a request, or give instructions.

There are two rules:

A. You are asked/you are begged/you are ordered + to + bare infinitive

Example: Post this letter. **[Active]**

You are asked to post this letter. **[Passive]**

B. Let + object + be + past participle

Example: Park the car.

Let the car be parked.



VERBS TAKING TWO OBJECTS IN PASSIVE VOICE

Sometimes transitive verbs [verbs that require direct object to complete their sentence] are followed by two objects in active and we can express it in two forms of passive.

Example: The manager granted me the permission. **[Active]**

I was granted the permission.

[Passive]

The permission was granted to me.

[Passive]

Write passive form

1. *She is dying.* > *It is intransitive verb containing sentence.*

2. *He explained to me the problem.* > *Has two object.*



EXCEPTIONALS IN PASSIVE VOICE

Intransitive verb [verbs that do not require direct object] can't be expressed in passive unless it have a preposition.

The sun shines brightly every morning. **[Can't changed to passive]**

Verbs like explain, write, suggest can't expressed in more than one passive for even though they have two objects.

Example: He wrote the letter to me. **[Active]**

The letter was written to me. **[Correct Passive]**

I was written the letter. **[Wrong Passive]**

What is passive form of: 1] It is time to send the file.



IT IS TIME/IT WAS TIME IN PASSIVE

Use this rule;

It is/It was time for + object + passive form

Example: It was time to repair the car. **[Active]**

It was time for the car to be repaired. **[Passive]**

Note: Get instead of 'be' is possible in spoken English.

Example: I get [am] paid on Friday.

How do you say this in passive:

1] We say that she is a student.

2] This medicine tastes bitter



Schedules are navigated, exams are passed, and friendships are forged within the vibrant walls of the university. Lectures are delivered in halls echoing with eager minds, libraries are filled with pages turned in pursuit of knowledge, late-night study sessions fuel dreams whispered over steaming cups of coffee. In this crucible of learning, independence is embraced, new worlds are explored, and life is sculpted by the shared experience of professors, peers, and the intoxicating freedom of self-discovery.

V

FUNCTION



FUNCTION OF ACTIVE VOICE



HAS A DIRECT,CLEAR AND STRONG TONE.

Active voice can help ensure clarity by making it clear to the reader who is taking action in the sentence. In addition, the active voice stresses that the actor (or grammatical subject) precedes the verb, again, putting emphasis on the subject.



DENOTES THAT THE SUBJECT IS PERFORMING THE ACTION.

Active voice, in a sentence, denotes that the noun or pronoun that acts as the subject in the sentence is the doer of the action.

Example: Abdullah plays football

FUNCTIONS OF PASSIVE VOICE



WHEN PLACING EMPHASIS ON THE ACTION RATHER THAN ON THE DOER.

Example: samples were collected.
The emphasis here is on the action and the fact that they were collected, not on what was collected them.



WHEN THE SUBJECT IS UNKNOWN (OR UNIMPORTANT)

Example: Cynthia's home was robbed last month. The police have not yet narrowed down the suspects.
Here, the person who robbed Cynthia's home has not yet been identified, so using the passive voice is sensible.



FUNCTIONS OF PASSIVE VOICE



TO KEEP THE FOCUS CONSISTENT THROUGHOUT MULTIPLE SENTENCES

Example: Group 2 collected the samples. The samples were then analyzed by Group 1 using HPLC.
Using the passive voice for the second sentence of the above example allows the two sentences to maintain the same focus; the two sentences together focus on the samples rather than on the



WHEN WE DO NOT WISH TO MENTION THE DOER OF THE ACTION

Example: I was given some bad advice.
Note: This use often reveals an unwillingness to take responsibility (or place it on someone else).



FUNCTIONS OF PASSIVE VOICE



WHEN WE WANT TO SOUND OBJECTIVE/ IN ACADEMIC WRITING

When a writer uses an objective tone, the writing does not include the writer's personal feelings or opinions. Rather than writing, "In this study, I administrated a survey." a writer using an objective tone would write, "A survey was administrated". Objective tone uses the third person point of view, the passive voice, and does not use slang or contractions.



VI

DIFFERENCES



DIFFERENCE BETWEEN THE ACTIVE VOICE AND THE PASSIVE VOICE

Analyzing the difference between the active voice and the passive voice is what will help you in a much better way to learn how to use the two voices effectively. Take a look at the following table to know how they differ.



Active Voice	Passive Voice
Denotes that the subject is performing the action.	Denotes that the subject is acted upon by the verb or action in the sentence.
The active voice does not require a linking verb to make sense.	The passive voice uses a linking verb followed by the past participle of the main verb.
The active voice focuses on the doer of the action.	The passive voice comes in handy when the doer of the action is undetermined.
Has a direct, clear and strong tone.	Has an indirect, weak and subtle tone.
- Examples: - I decorated the hall. - Devi gave Shanthi a gift.	- Examples: - The hall was decorated by me. - Shanthi was given a gift by Devi.

VII

EXERSICES



Identify the Voice

Go through the sentences given below and identify the voice used.

1. Shreya sings beautiful songs.
2. The Sun sets in the West.
3. The boy was being beaten by his teacher.
4. Bucky is helped by Steve.
5. The carpenter is building the desk.
6. The woodcutter cut down the tree.
7. The man dropped his axe into the river.
8. The bird was shot by the naughty boy.
9. The bag was found by me.
10. Natasha lost the money.

Identify the Voice

Answers

1. Active voice
2. Active voice
3. Passive voice
4. Passive Voice
5. Active voice
6. Active voice
7. Active voice
8. Passive voice
9. Passive voice
10. Active voice

VIII

QUIZ



Multiple choice questions

My company pays me quickly. I ____ weekly?

am paied

am paid

am paied

_____| A survey was administered.

Who administered a survey?

She had did the survey.

I administered a survey.

The shirt was _____ by the maid.

to washed

washing

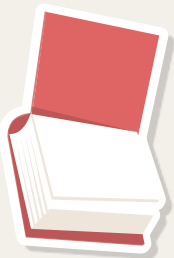
washed

I was making a cake. A cake _____ made by me.

was

Is being

was being



Multiple choice questions

Someone has cleaned the windows. | The windows

_____.

have been

have been cleaned by anyone

have been cleaned

The quiz was done _____.

by me.

to me.

to be me.

My arms was _____ by the racoon.

bit

bitten

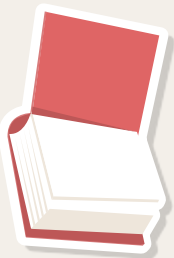
bitten

The kangaroo _____ baby in her pouch. | The baby was carried by the kangaroo in her pouch.

did carry her

carried her

carries her



Multiple choice questions

The snowman was melted _____.

by tomorrow

by the sun

by ice

The man _____ kicked by the woman.

was

were

to be

The ball _____ by the bat.

was hitten

was hitted

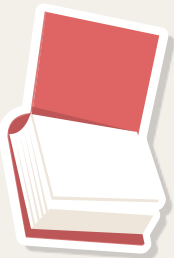
was hit

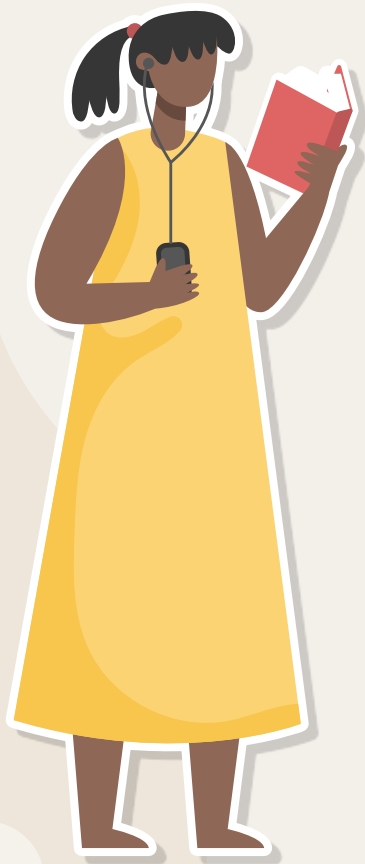
The wood was _____ by Mike.

cutted

cuts

cut





Thanks!

Do you have any
questions?

