

## S.S.L.C. SECOND LANGUAGE- ENGLISH- GRAMMAR SECTION

### PASSIVE VOICE

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A sentence in the Subject-Verb-Object format is said to be in the Active voice.

The boys played cricket.

Here 'The boys' is the Subject, 'played' is the Verb, and 'cricket' is the object. This sentence speaks about the Subject. What did the boys do? The Subject (doer of the action) is important. The sentence is in S-V-O format. Instead, if the Object of the sentence is more important than the Subject, or if the doer is not known, we use the Object-Verb-Subject format.

The boys chased the cow. (S-V-O, Active Voice)

The gate is locked. (Subject is not known. O-V, Passive form)

These girls are watering the garden. (S-V-O, Active)

**Let us learn four basic sentences by heart.**

**a. Ramesh chased the cow. (S-V-O)**

**b. The cow was chased by Ramesh. (O-V-S)**

**c. Ramesh chased the cows. (S-V-O)**

**d. The cows were chased by Ramesh. (O-V-S)**

Note that a sentence in the form 'a' can be changed into the form 'b', and a sentence in the form 'c' can be changed into the form 'd'.

Try the following:

My teacher locked the rooms.

The Headmaster praised the boy.

The Chief Guest inaugurated the exhibition.

My uncle typed three letters.

While transforming an Active Voice sentence into Passive Voice it should be noted that the Subject takes the form of the Object and the Object takes the Subject form. A corresponding verb 'to be' is a must in the Passive voice. Look at the following table.

#### Verb 'to be' in the Passive Voice

modals	present	past	perfect	continuous
be	am, is, are	was, were	been	being

If there is a modal auxiliary in the Active Voice, we have to use 'be', if the given Active Voice is in the Present Simple Tense we have to use 'am' / 'is' / 'are', if the given sentence is in the Past Tense, we have to use 'was' / 'were', if it is in the Perfect Tense form we have to use 'been', and if the given sentence is in the continuous tense we have to use 'being' as the Verb 'to be' in the Passive Voice.

Follow the following 6 steps to change an Active Voice sentence into Passive Voice.

- 1) Write the Object as the subject.
- 2) Note the verbs and the tense. They don't appear in the answer.
- 3) Write the correct form of the Auxiliary Verb in the Active Voice sentence. (Corresponding to the new Subject) If there is no Auxiliary in the given Active Voice sentence, there is no question of repeating.
- 4) Write the corresponding form of Verb 'to be'.
- 5) Write the Past Participle form of the verb in the Active Voice.
- 6) Write 'by' and the Subject as the Object.

e.g.: 1. Lavanya is watering the plants.

Lavanya (S) is, watering (V, continuous tense) the plants (O)

Steps: 1) Object as Subject..... The plants

2) Note the verbs .....[ is, watering] (continuous)

3) Write the correct form of the Auxiliary.....is (This does not go with 'plants', the new Subject. Hence we have to change this into 'are') are

4) Corresponding verb 'to be' .....being (continuous tense)

5) Write the Past Participle form of the verb .....watered (Past Participle of the verb 'watering')

6) Write 'by' + Subject as Object ..... by Lavanya.

**Ans: The plants are being watered by Lavanya.**

2. The boys have locked the room.

Steps: 1. The room (singular) 2. have, locked (perfect form) 3. have (plural, 'the room' is singular. And so, 'have' is to be changed into 'has') has 4. been (because the given sentence is in the perfect tense form) 5. locked 6. by the boys.

**Ans: The room has been locked by the boys.**

3. The Headmaster will appreciate your performance.

Steps: 1. Your performance 2. will, appreciate 3. will 4. be ('will' is a modal) 5. appreciated 6. by the Headmaster.

**Ans: Your performance will be appreciated by the Headmaster.**

Now let us write the steps without using the numbers:

The cat will catch the bird.

The bird/ (will) / will / be / caught/ by the cat.

Try the same without any slashes.

Ans: The bird will be caught by the cat.

Note: While answering the questions in the examinations, don't write the steps one below the other. Just follow the steps in your mind and find the answer.

### Some more examples:

1. The Minister inaugurated the museum.  
(Basic sentence 'a')

The museum was inaugurated by the Minister.

2. The lady is stitching a skirt.

A skirt is being stitched by the lady.

3. The Pandavas had followed the directions of Lord Krishna.

The directions of Lord Krishna had been followed by the Pandavas.

4. We have collected coconuts.

Twenty coconuts have been collected by us.

5. They are renovating the hotel.

The hotel is being renovated by them.

6. She can lift this box.

This box can be lifted by her.

7. We should respect elders.

Elders should be respected by us.

8. The dog chased the cows. (model sentence 'c')

The cows were chased by the dog.

### Active Voice sentences with extra words:

If there are some extra words (apart from S-V-O) in the given Active Voice sentence, keep them in brackets. Change the S-V-O- into Passive Voice. Put the words in the brackets at the end.

1. The Mayor inaugurated the function (by lighting a lamp.)

The function was inaugurated by the Mayor.

The function was inaugurated by the Mayor by lighting a lamp.

2. India defeated Australia in the match held at Mumbai.

Australia was defeated by India in the match held at Mumbai.

3. He has spent a huge amount of money to get his daughter married.

A huge amount of money has been spent by him to get his daughter married.

4. The Headmaster appreciated Swami's bravery by calling him a real Hero.

Swami's bravery was appreciated by the Headmaster by calling him a real Hero.

### Active Voice sentences with two objects. (Direct Object and Indirect Object.)

Sometimes, the Active Voice sentence will have two objects.

E.g.: My father gave the beggar a coin.

Here 'a coin' is the direct object. It answers the question 'What'. This Object has to be taken as O1.

'the beggar' answers the question 'to whom?' This has to be taken as O2.

Let us follow the steps and frame a Passive Voice sentence. Begin the sentence with O1. Here, after the Step 5(Past Participle), we have to write the O2.

My father gave the beggar a coin.

Here 'a coin' is O1 and 'the beggar' is O2.

Steps: 1. A coin 2. (gave) 3. (no auxiliary) 4. was (Past Tense) 5. given 5.1 to the beggar 6. by my father.

Ans: A coin was given to the beggar by my father.

We can also begin the sentence with O2. Then, after the step 5, we have to write the O1 with the preposition 'to'

The beggar was given a coin by my father.

### **Study the following:**

#### **a) The old man showed me a letter.**

O1. A letter was shown to me by the old man.

O2. I was shown a letter by the old man.

#### **b) We should present a golden watch to the bride.**

O1. A golden watch should be presented to the bride by us.

O2. The bride should be presented a golden watch by us.

#### **c) The Manager has to grant her an increment.**

O2. She has to be granted an increment by the Manager.

O1. An increment has to be granted to her by the Manager.

#### **d) We had to show the gate-pass to the watchman.**

O2: The watchman had to be shown the gate-pass by us.

O1. The gate-pass had to be shown to the watchman by us.

#### **e) Prof. Sheshadri taught us English Poetry.**

O1. English poetry was taught to us by Prof. Sheshadri.

O2. We were taught English Poetry by Prof. Sheshadri.

#### **f) The Secretary sent me a notice.**

O2. I was sent a notice by the Secretary.

O1. A notice was sent to me by the Secretary.

#### **g) You should show me your marks card.**

O1. Your marks card should be shown to me (by you).

O2. I should be shown your marks card (by you).

#### **h) The company should give me an I.D. card.**

O2. I should be given an I.D. card by the company.

O1. An I.D. card should be given to me by the company.

#### **i) The Management will sanction me a scholarship for my higher studies.**

O2. I will be sanctioned a scholarship by the management for my higher studies.

O1. A scholarship for my higher studies will be sanctioned to me by the management.

#### **j) She has told me a story from the Mahabharatha.**

O1. A story from the Mahabharatha has been told to me by her.

O2. I have been told a story from the Mahabharatha by her.

#### **k) The company offered the workers a festival advance.**

O1. A festival advance was offered to the workers by the company.

O2. The workers were offered a festival advance by the company.

**I) I am teaching her Western Music.**

O2. She is being taught Western Music by me.

O1. Western Music is being taught to her by me.

**Note: In the Examination, write either O1 or O2 type as the answer.**

(Contd.....)