



Voice

Voice (Active and Passive Voice)

Definition:

- Voice is the form of a verb that shows whether the subject performs or receives the action.
- **Active Voice** – The subject performs the action.

Example: She wrote a letter.

- **Passive Voice** – The subject receives the action.

Example:

- A letter was written by her.

Rules for Changing Voice

1. Identify the Object, Subject, and Verb

- **Active:** Subject + Verb + Object
- **Passive:** Object + Auxiliary Verb + Past Participle + “by” + Subject

Examples:

- **Active:** He helps his friend.
- **Passive:** His friend is helped by him.

2. Change in Pronouns

Active Voice	Passive Voice
I	Me
He	Him
They	Them
We	Us
She	Her
You	You
It	It
Who	Whom

Examples:

- **Active:** She likes me.
- **Passive:** I am liked by her.

3. Change in Verb Form

- In Passive Voice, the verb is always in the past participle (third form).
- The correct “to be” verb form is used according to the tense.

Rules of Voice (Active → Passive Voice)

Tense Changes in Passive Voice

Active Voice Tense	Passive Voice Tense (Formula)
Simple Present S + V1 + O He writes a book.	O + am/is/are + V3 + by + S A book is written by him.
Present Continuous S + is/am/are + V1 + ing + O He is writing a book.	O + is/am/are + being + V3 + by + S A book is being written by him.
Present Perfect S + has/have + V3 + O He has written a book.	O + has/have + been + V3 + by + S A book has been written by him.
Simple Past S + V2 + O He wrote a book.	O + was/were + V3 + by + S A book was written by him.
Past Continuous S + was/were + V1 + ing + O He was writing a book.	O + was/were + being + V3 + by + S A book was being written by him.
Past Perfect S + had + V3 + O He had written a book.	O + had + been + V3 + by + S A book had been written by him.
Simple Future S + will/shall + V1 + O He will write a book.	O + will/shall + be + V3 + by + S A book will be written by him.
Future Perfect Tense S + will/shall + have + V3 + O He will have written a book.	O + will/shall + have been + V3 + by + S A book will have been written by him.
Future Continuous & Future Perfect Continuous	No Passive Form

Changes in Modals (Can, May, Must, etc.)

Active Voice	Passive Voice (Formula)
Can S + can + V1 + O	O + can + be + V3 + by + S
May S + may + V1 + O	O + may + be + V3 + by + S
Must S + must + V1 + O	O + must + be + V3 + by + S
Should S + should + V1 + O	O + should + be + V3 + by + S
Ought to S + ought to + V1 + O	O + ought to + be + V3 + by + S

Examples:

- **Active:** She **can** solve the problem.
Passive: The problem **can be solved** by her.