



INDIAN SCHOOL AL WADI AL KABIR

Class: VII	Department: ENGLISH	Date of Submission: February, 2024
WORKSHEET NO. 24	TOPIC: ACTIVE & PASSIVE VOICE	Note: To be done in the note books

‘Voice’ – What Is It?

The term ‘voice’ is a term that is used to denote the form of the verb which shows if the subject in a given sentence is the doer or receiver of the action. The voice of a verb describes the relationship between the action and the participants (subject or object) in a sentence.

The Two Voices in the English Language

There are two voices in the English language and they are as follows:

- Active Voice
- Passive Voice



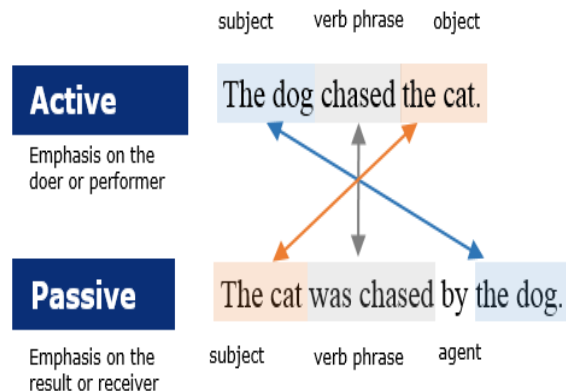
Let us look into the two voices a little in detail with the help of the meaning and definition given below.

What is the Active Voice? – Meaning and Definition

The 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. In other words, the subject performs the action or acts upon the verb.

What is the Passive Voice? – Meaning and Definition

The passive voice, on the other hand, represents that the subject is one acted upon by the action or verb in the sentence. It can also be said that the passive voice indicates that the subject in the sentence is no longer active but passive.



Using the Active Voice and the Passive Voice – Points to Remember

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.

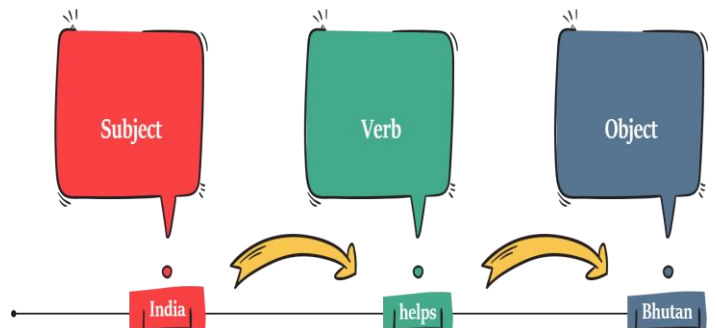
A pro tip for you to master the active voice and the passive voice is to know the structure and formula by which they work.

Structure for Active Voice:

Subject + Verb + Object

Structure for Passive Voice:

Object + Verb + Subject



Formula for Active Voice:

Doer/ Actor + Verb + Object/ Action/Receiver.

Formula for Passive Voice:

Object/ Action/Receiver + Verb + Doer/ Actor.

Tense	Active Voice	Passive Voice
Present Simple	She delivers the letters.	The letters are delivered.
Past Simple	She delivered the letters.	The letters were delivered.
Future Simple	She will deliver the letters.	The letters will be delivered.
Present Continuous	She is delivering the letters.	The letters are being delivered.
Past Continuous	She was delivering the letters.	The letters were being delivered.
Going to	She is going to deliver the letters.	The letters are going to be delivered.
Present Perfect	She has delivered the letters.	The letters have been delivered.
Past Perfect	She had delivered the letters.	The letters had been delivered.
Infinitive	She has to deliver the letters.	The letters have to be delivered.
Modals	She must deliver the letters.	The letters must be delivered.

Active Voice	Passive Voice
<ul style="list-style-type: none"> Denotes that the subject is performing the action. 	<ul style="list-style-type: none"> Denotes that the subject is acted upon by the verb or action in the sentence.
<ul style="list-style-type: none"> The active voice does not require a linking verb to make sense. 	<ul style="list-style-type: none"> The passive voice uses a linking verb followed by the past participle of the main verb.
<ul style="list-style-type: none"> The active voice focuses on the doer of the action. 	<ul style="list-style-type: none"> The passive voice comes in handy when the doer of the action is undetermined.
<ul style="list-style-type: none"> Has a direct, clear and strong tone. 	<ul style="list-style-type: none"> Has an indirect, weak and subtle tone.
<ul style="list-style-type: none"> Examples: <ul style="list-style-type: none"> I decorated the hall. Devi gave Shanthi a gift. 	<ul style="list-style-type: none"> Examples: <ul style="list-style-type: none"> The hall was decorated by me. Shanthi was given a gift by Devi.

EXERCISE 1

Identify the Voice:

1. He opened the bottle easily.
2. The tickets are usually bought by him.
3. We booked the flights.
4. The car was washed by them.
5. His car was stolen.
6. The grapes are eaten by him.
7. Rohan has completed the work.
8. The driver was blowing the horn.
9. The tiger was killed by the hunter.
10. They drew a circle in the morning.
11. The shopkeeper lowered the prices.
12. You have been warned by us.
13. Sugar is grown in Cuba.
14. They will demolish the entire block.
15. All the details of the invention have been published.



EXERCISE 2

Change the following sentences from active voice to passive voice.

1. The puppy licked the bowl.
2. The boss played cricket.
3. Mr. Shyam teaches French.
4. Seema draws the sketch.
5. The student is studying the course.
6. I did not scold her.
7. The cops caught the thief.
8. Dia is planning the party.
9. Father was baking the cookies.
10. Ram had taken the books.
11. She has mastered the subject of design.
12. Kitty ate the mice.
13. Everyone likes sweets.
14. Virat scored a century.
15. My brother is plucking the mangoes.
16. My sister has drawn this portrait.
17. Divya is buying a new phone.
18. Veena threw the jacket.
19. The woman drove the car.
20. My mother loves me.

