



Exercise explained regarding active and passive voice

We have already learnt about Active and Passive voices. Now, we shall learn some more forms of the voice.

Imperative sentence:

Passive voice – Request

In active voice, a request begins with 'Please'. When we change a request from Active to Passive voice, we should begin the sentence with 'You are requested to' in place of 'please'. If the request is in negative form, the request in passive voice should begin with 'You are requested not to'.

E.g.1. Please assemble in the ground. (Active)

You are requested to assemble in the ground.(Passive)

2. Please do not use mobile phones here.(Active)

You are requested not to use mobile phones here(Passive)

Passive voice – Advice

When we change an advice from active to passive voice, we should begin the sentence with 'You are advised to'. If the advice is in negative form, it should begin with 'You are advised not to'.

E.g. 1. Work hard.(Active)

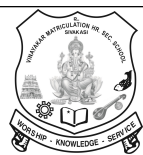
You are advised to work hard.(Passive)

2. Do not eat junk food(Active)

You are advised not to eat junk food.

Similarly you can also use the following for other imperatives.

- You are instructed to
- You are instructed not to
- You are ordered to
- You are ordered not to



Passive Voice – omitting the agent(subject)

In the sentences beginning with someone / no one, omit the 'agent' in the passive voice.

E.g. 1. Somebody has taken away my book.(Active)

My book has been taken away.(Passive)

2. No one has bought the tickets.(Active)

The tickets have not been bought.(Passive)

(Add 'not' to the verb for nobody, none, no one)

Passive Voice – Interrogatives

When sentences are changed to Passive, they begin with a verb (in 'Yes / No' questions) or with a question word followed by the verb.(in 'wh' questions).

a. Questions beginning with Auxiliary verbs.

E.g. 1. Did he write a letter?(Active)

Was a letter written by him?(Passive)

2. Is he watching us?(Active)

Are we being watched by him?(Passive)

b. Questions beginning with 'wh' words.

E.g.1. Who will accept this?(Active)

By whom will this be accepted?(Passive)

2. Who has arranged this meeting?(Active)

By whom has this meeting been arranged?(Passive)

3. When will you finish the building?(Active)

When will the building be finished by you?(Passive)

(the agent 'by you' is optional).

4. How did they do this?(Active)

How was this done by them?(Passive)

(the agent 'by them' is optional).