

### Simple past tense:-

**Active:- subject+V2+object**

**Passive:- Object+was/were+V3+by+subject**

**Example:- 1. She cleaned the house(active)**

**The house was cleaned by her(passive)**

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**2. He saved his money(active)**

**His money was saved by him(passive)**

**3. A new car was bought by Avipsa.(passive)**

**Avipsa bought a new car(active)**

**4. We were influenced by his story.(passive)**

**His story influenced us(active)**

### Past continuous:-

**Active:- Subject+was/were+V ing+object**

**Passive:- object+was/were+being+V3+by+subject**

**Example:- 1. She was reading a novel (active)**

**A novel was being read by her.**

**2. She was washing her car(active)**

**Her car was being washed by her (passive)**

**3. Lands were being ploughed by farmers. (Passive)**

**Farmers ploughed the land (active)**

### Past perfect tense:-

**Active:- subject+had+V3+ object**

**Passive:-**

**object + had + been + V3+ by + subject**

**Example:- 1. She had done her work. (Active)**

**Her work had been done by her. (Passive)**

**2. He had left that place. (Active)**

**That place had been left by him (passive)**

**3. The letter had been posted by him. (Passive)**

**He had posted the letter (active)**

### Past perfect continuous:-

**Active:- subject + had + been + V ing + object**

**Passive:- Object + had + been + being + V3 + by + Subject**

**:-Future Tense:-**

#### 1. Simple Future

**Active:- Subject+Shall/Will+Verb+Object**

\*\*\*\*\* If the subject is I/We we can use both shall and will... . In case of other pronouns we will always use will \*\*\*\*\*

**Passive voice:- Object+ will be/Shall be+ V3+ by+ subject or agent or doer of the action**

### **Example:-**

1.He will do it. (Active)

It will be done by him(passive)

2. A letter will be written by me. (Passive)

I will write a letter (active)

### **2. Future Continuous**

**Active;- subject + shall/will + be + v-ing + object**

**Passive:- object + shall/will + be +being + V3+ by + subject**

#### **Example :-**

1. He will be doing it. (Active)

It will be being done by him ( passive)

### **3.Future Perfect**

**Active:- Subject + will have+ V3+ object**

**Passive :- Object + will have + been + V3 + by + subject**

#### **Example :-**

1. He will have done it. (Active)

It will have been done by him. (Passive)

### **While converting negative active into negative passive**

- We add not between the object and verb of the passive voice.
- We add not after the helping verb in the passive voice
- We convert the verb into V3
- We use the preposition by
- We add full stop at the end of the sentence.

Formula:-

- Object+ Helping verb+not+ V3+ by+ subject
- Object + Helping verb+not+being+ V3+ by+subject
- Object+ Helping Verb+not+been+ V3+by+Subject

### **While converting Interrogative active into Interrogative passive**

- Helping verb comes before the object in the passive voice
- Convert the verb in V3
- Use the preposition by
- Complete the sentence with the subject and a sign of interrogation

Formulas:-

- Helping verb+object+ V3+by+subject+?
- Helping verb+object+being+V3+ by+subject+?
- Helping verb+object+been+V3+ by+subject+?

Imperative Sentence:-

Active:- verb + others

Passive:- **Let + object + be+ V3** (+ others)

Example:-

1. change the voice (active)

Let the voice be changed.( Passive)

2. Do it. (Active)

Let it be done( passive)

3. Close the window.(Active)

Close = verb

The window= object

Let the window be closed. (Passive)

4. Shut the door.(active)

Let the door be shut.

**\*\*\* You are requested to / you are ordered to / you are advised to / you are warned not to \*\*\***

Don't pluck the flowers ( active)

You are warned not to pluck the flowers.

Close the window ( active)

You are ordered to close the window.(passive)

Please give me a glass of water.(active)

You are requested to give me a glass of water.(passive)

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### **Passive voice without agent/subject**

My purse has been stolen.(passive)

Someone has stolen my purse .

It is said that she is an intelligent student.(passive)

They say that she is an intelligent student.

### **Someone/anyone/people/they etc can be used as agent/subject.**

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Objects are of two types.

1. Direct object:- a direct object is the noun or pronoun receiving the action.  
A trick for identification is that direct objects answer the question "what"

Example:- The students gave a flower bouquet to the teacher.

The students gave what?

Answer: a flower bouquet

So a flower bouquet is the direct object.

2. Indirect object:- An indirect object is the noun or pronoun affected by the action.

A trick for identification is that indirect objects answer the question "to whom"

Example:- The students gave a flower bouquet to the teacher.

The students gave to whom?

Answer:- the teacher

So the teacher is an indirect object.

**Changing the voice of a sentence which has two objects:-**

Susmita mam teaches us English.(Active)

**English is taught to us by Susmita mam.**

**English is taught by Susmita mam to us.**

**We are taught English by Susmita mam**

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