Important English Grammar Tips and rules for Active Voice and Passive Voice

Voice is that form of a verb which tells us whether the subject does something or has something done to it.

Example:
Active Voice: He is writing a letter.
Passive Voice: A letter is being written by him

Rules to Changing Voice:
- a) Subject should be placed in place of Object and object should be in place of Subject
- b) “By” is used with a non or a pronoun for showing doer
- c) We can change voice of only a transitive verb that is a verb with an object
- d) We can’t change voice of an intransitive verb that is a verb without an object

Rules to Change of verb:-

<table>
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<th>Tense</th>
<th>Verb in Active Voice</th>
<th>Verb in Passive Voice</th>
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<tbody>
<tr>
<td>Present Indefinite</td>
<td>Verb + s, es, ies</td>
<td>Is / are / am + PP verb</td>
</tr>
<tr>
<td>Past Indefinite</td>
<td>Past Verb</td>
<td>Was / Were + PP verb</td>
</tr>
<tr>
<td>Future Indefinite</td>
<td>Shall / will + verb</td>
<td>Shall / will +be + PP verb</td>
</tr>
<tr>
<td>Present Continuous</td>
<td>Is / are / am + Verb + ing</td>
<td>Is / are / am being + PP verb)</td>
</tr>
<tr>
<td>Past Continuous</td>
<td>Was /were + PP verb + ing</td>
<td>Was /were + being + PP verb</td>
</tr>
<tr>
<td>Present Perfect</td>
<td>Has + Have + PP verb</td>
<td>Has + have + been + PP verb</td>
</tr>
<tr>
<td>Future Perfect</td>
<td>Shall / Will + Have + PP verb</td>
<td>Shall/Will+hav +been +PP verb</td>
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Examples: Present
a) You do not tell a lie (Active Voice)
   A lie is not told by you (passive voice)
b) I eat a mango (active voice)
   A mango is eaten by me (passive)

Examples: Past
a) He wrote a letter (active Voice)
   A letter was written by him (Passive Voice)
b) You did not take tea (Active Voice)
   Tea was not Taken by you (Passive Voice)

Examples: Future
a) I shall take tea (Active Voice)
   Tea will be taken by me (Passive voice)
b) She will sing a song (Active Voice)
   A song will be sung by her (Passive Voice)

Examples: Present Continues
a) He is driving a car (Active Voice)
   A car is being driven by him (Passive Voice)
b) I am writing a letter (Active Voice)
   A letter is being written by me (Passive Voice)

Examples: Past Continues
a) She was offering prayers (Active Voice)
   Prayers were being offered by her (Passive Voice)
b) What were you doing? (Active Voice)
   What was being done by you? (Passive Voice)

Examples: Present Perfect
a) I have bought two pens (Active Voice)
   Two pens have been bought by me (Passive Voice)
b) He has posted the letter (Active Voice)
The letter has been posted by him (Passive Voice)

**Examples: Past Perfect**

a) I had taken food (Active Voice)
   Food had been taken by me (Passive Voice)

b) Had he broken your pen? (Active Voice)
   Had your pen been broken by him? (Passive Voice)

**Example: Future Perfect**

a) I shall have finished the work (Active Voice)
   The work will have been finished by me (Passive Voice)

b) He will have posted the letter (Active Voice)
   The letter will have been Posted by him (Passive Voice)