

# Active and Passive Voice

A transitive verb has two forms or two voices. These are the Active and passive.

## 1. Active Voice

Here, the subject performs the action. He/she is the doer of the action. So, we can say that a verb is in the active voice when the subject is the doer of the action that is expressed by the verb. Look at the following examples:

- He played cricket.
- They will help you.
- I am drinking tea.

## 2. Passive Voice

Passive voice is used when the focus is on the action. It is not important or not known, however, who or what is performing the action. So, the subject receives the action that is expressed by the verb. Take a look at the following examples:

- Cricket was played by him.
- You will be helped by them.
- Tea is being drunk by me.

### ▪ Changing the voice from Active to Passive

When a verb changes from Active Voice to Passive, the subject and object change places with each other. The past participle form of the verb is used as the main verb in passive voice.

- ✓ Simply exchange the places of the subject and the object. The subject should become the object while changing a sentence from Active to Passive voice.
- ✓ Always convert the main verb into its past participle or third form while converting from active to passive voice.
- ✓ Use the word “by” before the subject in the passive sentence.
- ✓ when you change the verb form of the main verb, the tense of the auxiliary also changes accordingly.

Pay attention to the following table. It helps you understand the procedure better:

Tense	Active voice	Passive voice	Active sentence	Passive equivalent
Present Simple	keep/keeps	am/is/are kept	She keeps the butter in the fridge.	The butter is kept in the fridge.
Present Continuous	am/is/are keeping	am/is/are being kept	She is keeping the butter in the fridge.	The butter is being kept in the fridge.
Present Perfect	have/has kept	have/has been kept	She has kept the butter in the fridge.	The butter has been kept in the fridge.
Past Simple	kept	was/were kept	She kept the butter in the fridge.	The butter was kept in the fridge.
Past Continuous	was/were keeping	was/were being kept	She was keeping the butter in the fridge.	The butter was being kept in the fridge.
Past Perfect	had kept	had been kept	She had kept the butter in the fridge.	The butter had been kept in the fridge.
Future Simple	will keep	will be kept	She will keep the butter in the fridge.	The butter will be kept in the fridge.
Future Continuous	will be keeping	will be being kept	She will be keeping the butter in the fridge.	The butter will be being kept in the fridge.
Future Perfect	will have kept	will have been kept	She will have kept the butter in the fridge.	The butter will have been kept in the fridge.