

## Voice - Learn Rules and Practice Previous Year Questions

Welcome to our blog on Voice, an essential topic in English Language that plays a crucial role in all competitive exams. Approximately 3 - 4 questions are certain to appear from this topic in the exam, making it imperative for you to grasp the concepts of Voice thoroughly and practice a variety of questions.

In this blog, we will comprehensively cover all the theoretical concepts and rules of this topic. Additionally, we have included previously asked questions from various competitive exams, to help you get a feel for what to expect. So, let's dive into the world of Voice and boost your exam preparation.



[Source: KD Live]

### **Voice Meaning and Definition**

According to grammar, the grammatical category of voice enables the reader to alternately interpret the action of a sentence without modifying the facts being given. An active construction and a passive construction are two alternative approaches to express the same notion. Let us now understand each of these voices individually, i.e., Active voice and Passive Voice.

### **Active Voice**

Active voice is used to indicate the grammatical subject of the verb that is performing the action or causing the happening denoted by the verb. In an active voice, the focus of the sentence is on the subject. The beginning of the phrase reveals “who” or “what” is in charge of the activity when using the active voice. In other words, the verb’s action is carried out by the subject. Active voice allows for the construction of stronger sentences than passive voice.



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Let us understand the usage of active voice:

- Active voice is used when the subject of the clause represents the agent of the main verb.
- Through active voice, one can effortlessly determine the subject of the sentence by asking the verb “who” or “what”.
- In an active voice, the sentences are brief and simple to understand.

Let us take an example of a sentence in active voice:

**My father has sent me a book on my birthday.**

Here in the sentence, “My father” is a **subject**, “book” is an **object** and “sent” is the **verb**.

### Passive Voice

When writing facts, the truth, or technical reports where the players are unimportant or unknown but the action taking place on the object is crucial, we use passive voice. In passive voice, the focus of the sentence should be on the object, that is, who or what is receiving the action and not on who or what is performing that particular action.

Let us now understand the usage of passive voice:

- Passive voice is used when the focus is to be laid on the action and not the actor.
- Passive voice is used when there is no need to know the actor performing the job.
- In passive voice, we use “by” as a prefix to know the actor or the subject of the sentence.

Let us take an example of a passive voice in correlation to the above-mentioned example of active voice for better understanding - **A**

**book has been sent to me by my father on my birthday.**

### Rules for Transforming An Active Voice Into Passive Voice

1. To change the voice of a sentence interchanges the position of subject and object.
2. In transforming an active voice to passive voice, we keep the verb in the “Be + past participle” form of the verb.
3. There must be a transitive verb in the active voice.

### Tenses Used in Active and Passive Voice

#### Simple Present Tense



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### **Active: Base form or "-s/-es"**

**Example:** Ram teaches English. She drives my car.

### **Passive: Is/am/are + past participle**

**Example:** English is taught by Ram. My car is driven by her.

### **Present Progressive Tense**

#### **Active: Is/am/are + verb -ing**

#### **Example:**

- Radha is playing guitar.
- My brother is playing football.
- The students are learning Spanish.
- Someone is hiring him to work at McDonald's.

#### **Passive: Is/am/are + being + past participle**

#### **Example:**

- Guitar is being played by Radha.
- Football is being played by my brother.
- Spanish is being learnt by the students.
- He is being hired to work at McDonald's.

### **Present Perfect Tense**

#### **Active: Has/have + past participle**

#### **Example:**

- Some goons have robbed the Bank.
- She has finished the homework.
- He has not purchased all the materials.
- My country has achieved the SDG goals.



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### **Passive: Has/have + been + past participle**

#### **Example:**

- The bank has been robbed by some goons.
- The homework has been finished by her.
- All the materials have not been purchased by him.
- The SDG goals have been achieved by our country.

### **Present Perfect Progressive Tense**

#### **Active: has/have + been + -ing**

#### **Passive: has/have + been + being + Past participle**

**Note:** Because of awkward construction, the perfect progressive form is not used in the passive voice.

### **Simple Past Tense**

#### **Active: Base form or -ed form**

**Example:** She sang a song. A bike hit me on the road.

#### **Passive: Was/were + past participle**

**Example:** A song was sung by her. I was hit by a bike on the road.

### **Past Continuous Tense**

#### **Active: Was/were + verb + ing**

#### **Example:**

- The children were riding the bike in the field.
- The labourers were digging a well.

#### **Passive: Was/were + being + past participle**

#### **Example:**

- Bike was being ridden by the children in the field.
- A well was being dug by the labourers.



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## Past Perfect Tense

**Active: Had + past participle**

**Example:**

- The slow cricket game had bored the spectators.
- My father had established good traditions in my family.

**Passive: Had + been + past participle**

**Example:**

- The spectators had been bored by the slow cricket game.
- Good traditions had been established by my father in my family.

## Past Perfect Continuous Tense

**Active: Had + been + -ing**

**Passive: Had + been + being + past participle**

**Note:** Because of awkward construction, the perfect progressive form is not used in the passive

## Simple Future Tense

**Active: Will + base form of the verb**

**Example:**

- I will read this document.
- She will not believe any stranger.

**Passive: Will + be + past participle**

**Example:**

- This document will be read by me.
- Any stranger will not be believed by her.

## Future Perfect Tense



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### Active: Will + have + past participle

#### Example:

- Ravi will have finished his homework.
- They will have taken all precautions.

### Passive: Will + have + been + past participle

#### Example:

- His homework will have been finished by Ravi.
- All precautions will have been taken.

**Note:** Because of awkward construction, the future progressive and future perfect continuous form are not used in the passive

### Voices of Sentences

#### Assertive Sentence

Assertive sentences make a statement. They tell us something. They give us information, and they normally end with a full-stop/period.

**Active:** Subject + auxiliary verb + main verb + object.

- Radha has helped us many times.
- You have decorated the whole gallery.
- Nobody had listened to the problems of the bagger.

**Passive:** Subject + auxiliary verb + be + past participle + object.

- We have been helped many times by Radha.
- The whole gallery has been decorated by you.
- The problems of the bagger had not been listened to by anybody.

#### Interrogative Sentence

Interrogative sentences ask a question. They want information, and they always end with a question mark.



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**Active:** Auxiliary verb + subject + main verb + object.

- Are you practising Yoga?
- Has she started the new work?
- Were you reading a novel?

**Passive:** Auxiliary verb + subject + be + past participle + object.

- Is Yoga being practised by you?
- Has the new work been started by her?
- Was a novel being read by you?

### Wh-family Interrogative Sentence

**Active:** Wh word + auxiliary verb + subject + main verb + object.

**Passive:** Wh-word + auxiliary verb + subject + be + past participle + object.

### Imperative Sentence

Imperative sentences give a command. They tell us to do something, and they end with a fullstop/period (.) or exclamation mark/point (!).

**Active: v1 + object**

**Passive: You are ordered + to + v1 + object**

### Command

**Active: V1 + object**

- Teach your students.
- Bring a glass of water.
- Open the window.
- Read the newspaper.

**Passive: et + subject + be + past participle**

- Let your students be taught.



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- Let a glass of water be brought.
- Let the window be opened.
- Let the newspaper be read.

### Order

#### Active: V1 + object

- Drive the car fast.
- Do not walk outside.
- Listen to me.
- Do what I am saying.

#### Passive: You are ordered + to v1 + object.

- You are ordered to drive the car fast.
- You are ordered not to walk outside.
- You are ordered to listen to me.
- You are ordered to do what I am saying.

### Request

#### Active: V1 + object

- Please help me.
- Please finish the work on time.
- Kindly pay attention.

#### Passive: You are requested + to v1 + object.

- You are requested to help me.
- You are requested to finish the work on time.
- You are requested to pay attention.

**When "Please or kindly" is mentioned in the statement.**



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### Advice

#### Active: V1 + object

- Obey the rules.
- Don't smoke here.
- Help the poor.
- Respect your elders.

#### Passive: You are advised to + v1 + object.

- You are advised to obey the rules.
- You are advised not to smoke here.
- You are advised to help the poor.
- You are advised to respect your elders

### Suggestion

#### Active: V1 + object

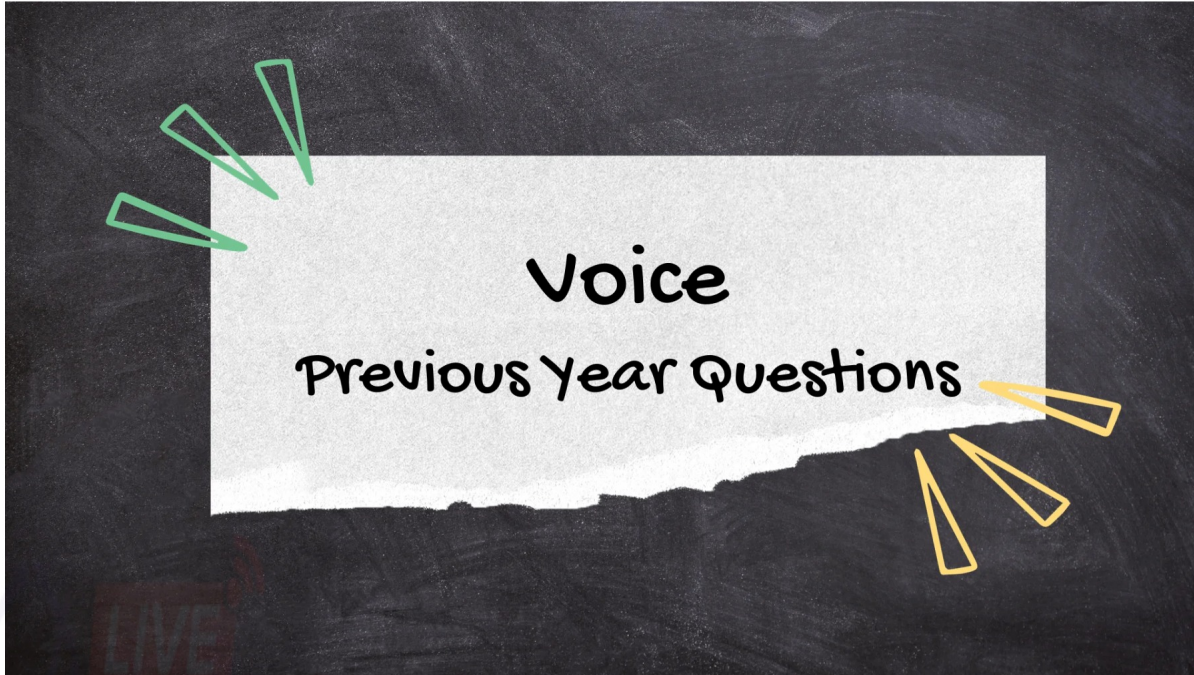
- Bless the kids.
- Take medicine regularly.

#### Passive: Subject (objective case) + should + be + v1.

- The kids should be blessed.
- Medicine should be taken regularly.

Now, we have covered all the basic concepts of this topic. Direct questions from "Voice" are asked in SSC exams. Given below are some previously asked questions for you to practice.

Voice - Learn Rules and Practice Previous Year Questions



[Source: KD Live]

## Voice - SSC Previous Year Questions

**Q:1 Select the correct passive voice of the given sentence.**

He has downloaded the movie on his phone. [SSC CGL Tier I 2022]

- 1.The movie has been downloaded by him on his phone.
- 2.The movie was downloaded by him on his phone.
- 3.The movie is been downloaded by him on his phone.
- 4.The movie are being downloaded by him on his phone.

**Q:2 Select the correct passive voice of the given sentence.**

Shalu has ordered new copies of the album. [SSC CGL Tier I 2022]

- 1.New copies of the album have being ordered by Shalu
- 2.New copies of the album has been ordered by Shalu.
- 3.New copies of the album has been order by Shalu.



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4. New copies of the album have been ordered by Shalu.

**Q:3 Select the correct passive voice of the given sentence.**

The sunrays burned my face. [SSC CGL Tier I 2021]

1. My face is burned by the sunrays.
2. My face was burned by the sunrays.
3. My face has been burned by the sunrays.
4. My face is being burned by the sunrays.

**Q:4 Select the correct active voice of the given sentence.**

All weapons were surrendered by them. [SSC CGL Tier I 2022]

1. They had surrendered all weapons.
2. They surrendered all weapons.
3. They are surrendering all weapons.
4. They have surrendered all weapons.

**Q:5 Select the correct passive voice of the given sentence.**

She handles all tasks efficiently. [SSC CGL Tier I 2022]

1. All tasks are handled efficiently by her
2. All tasks were handled efficiently by her
3. All tasks have been handled efficiently by her.
4. All tasks are being handled efficiently by her.

**Q:6 Select the correct passive voice of the given sentence.**

Sai Kumari gave Akhila a bouquet of lilies on her birthday. [SSC CHSL 2021]

1. Akhila was given a bouquet of lilies on her birthday by Sai Kumari.
2. Akhila is given a bouquet of lilies on her birthday by Sai Kumari.
3. Akhila gave a bouquet of lilies on her birthday to Sai Kumari.
4. Akhila was given a bouquet of lilies on her birthday by Sai Kumari.



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### Q:7 Select the correct active voice of the given sentence.

Has the villa been occupied by them? [SSC CGL Tier I 2022]

1. Did they occupied the villa?
2. Had they occupied the villa?
3. Did they occupy the villa?
4. Do they occupied the villa?

### Q:8 Select the correct passive voice of the given sentence.

Manu will tell her later. [SSC CGL Tier I 2022]

1. She will be tell later by Manu.
2. She will tell later by Manu.
3. She will be told later by Manu.
4. She will be tell later.

### Q:9 Select the correct passive voice of the given sentence.

Robin rolled the marble through a small plastic pipe. [SSC CGL Tier I 2022]

1. The marble was rolled by Robin in a small plastic pipe.
2. A small plastic pipe was rolled through a marble by Robin.
3. The marble was rolled through a small plastic pipe by Robin.
4. The marble through a small plastic pipe was rolled by Robin.

### Q:10 Select the correct active voice of the given sentence.

The clothes will be delivered by the shop on Monday. [SSC CGL Tier I 2022]

1. The shop will be delivering the clothes on Monday.
2. The shop will deliver the clothes on Monday.
3. The shop would be delivering the clothes on Monday.
4. The shop would deliver the clothes on Monday

### Voice - Solutions of SSC Previous Year Questions



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## Voice - Learn Rules and Practice Previous Year Questions

**Q:1 (1)** To convert the given statement into its passive form, the following rules should be followed:

- Identify the subject, verb, and object of the given sentence.

In this case, the subject is "he," the verb is "has downloaded", and the object is "the movie".

- Move the object of the sentence to the beginning of the new sentence, and make it the new subject.

In this case, "the movie" becomes the subject of the new sentence.

- Add the auxiliary verb "be" in the same tense as the original verb.

In this case, since the original verb is in the present perfect tense, we will use "has been".

- Add the past participle of the original verb.

In this case, the past participle of "downloaded" is "downloaded".

- Add the preposition "by" followed by the doer of the action, if known.

In this case, the doer of the action is not specified, so we will omit this part of the passive sentence.

**Q:2 (4) New copies of the album have been ordered by Shalu.**

**Q:3 (2)** The given sentence is in **past indefinite tense**. It will follow the following rule: **Active Voice:** Subject + V2 + Object; **Passive Voice:** Object + was/were + V3+ by + Subject

**Q:4 (2) Structure of passive voice:** Object + was/were + V2 + Subject; **Structure of active voice:** Subject + V2 + Object

**Q:5 (1) Active voice:** Subject + V1 + Object

**Passive voice:** Object + is/am/are + V3 + Subject.

**Q:6 (4) Structure of active voice:** Subject + V2 + Object

**Structure of passive voice:** Subject in objective case + V3 + Object in objective case.

**Q:7 (3) Did they occupy the villa?**

**Q:8 (3) She will be told later by Manu.**

**Q:9 (3) The marble was rolled through a small plastic pipe by Robin.**

**Q:10 (2) The shop will deliver the clothes on Monday.**

This article has provided you with a valuable resource for honing your grasp over the Voice chapter. You have now practiced a carefully categorized collection of practice questions, ranging from easy to moderate to hard difficulty levels. The categorization of questions by difficulty enables strategic preparation, offering you a chance to build a strong foundation and gradually progress towards more challenging problems.



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We invite you to share your thoughts and any doubts you may have in the comment section below. Additionally, we encourage you to share your marks scored in the practice questions, as this can be a great way to gauge your progress and learn from your peers. Be assured that KD Live is committed to providing more such blogs, complete with study materials and comprehensive coverage of practice questions from every chapter of the English Language and Grammar section. Your success is our goal, and we wish you the very best in your upcoming exams!

