

Active and Passive Voice

Active Voice: A verb is in active voice when subject does something.

He Writes a letter, (Active Voice)

(subject) (Verb) (Object)

Passive Voice:

A verb is in Passive Voice when something is done to the subject.

A letter is written by him. (Passive Voice)

(object) (Helping Verb) (Third Form of verb) (subject/Objective form)

Miscellaneous Sentences

1. Double Object — Verbs:

When a transitive verb with two objects is put in passive voice, one of the objects

becomes the subject and the other remains the object as before; as

I gave her a book. (Active voice)

She was given a book by me.

Note 1: The object which remains as object in the passive voice is called the

Retained Object. Note 2: Out of the two objects one which is usually the name of

the thing is called the Direct Object and

the other which is the name of a person is called the Indirect Object. In the above

example: - Book..... Direct Object

Her..... Indirect Object

Note 3: The Indirect Object always precedes the Direct Object.

Note 4: In a-sentence of Passive Voice if the Indirect Object is the Retained Object,

it should be preceded by preposition 'to'. For example, He wrote me a letter.

(Indirect Object Direct Object)

A letter was written to me by him.

2. Prepositional Verbs:

The preposition given after the verb in Active Voice must be retained in the Passive

Voice

3. Imperative Sentences:

Signs: In an imperative sentence the subject (you) is usually understood. The sentence starts with either first form of the verb or please / kindly. The imperative mood is used to express (i) a command (ii) advice (iii) a request or prayer and (iv) some round about idea.