

Notes for TNPSC Group Exams

Group I, II/IIA, IV & VAO



VOICE- ACTIVE | PASSIVE

VOICES:

Active Voice: The subject of the sentence is the one performing the action.

Passive Voice: The subject is in the position affected by the action in that sentence. If you want to highlight whether the action was done and not the person who did the action in a sentence, or if you don't want to send directly to the person.

RULES

Use of Auxiliary verb 'be':

The passive voice is formed by using a form of the auxiliary verb "be" (be, am, is, are, was, were, being, been) followed by the past participle of the main verb.

Note: Only verbs that are followed by an object can be used in the passive. It is not possible to use verbs such as *come, exist, happen, seem, and sleep* (intransitive verbs) in the passive.

General Rules for Verb Tense:

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Future	<p>Subject + will/shall + verb 1st form + object.</p> <p>Example: I will not tolerate this behaviour.</p>	<p>Object + will/shall + be + verb 3rd form+ subject.</p> <p>Example: This behaviour will not be tolerated by me.</p>
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Note:

1. Certain actions are done by a particular subject only. In such cases 'by subject' must not be mentioned in the passive voice.

A teacher teaches French there. → French is taught here.

2. In many cases subject is unclear, so it is not required to mention it in passive voice.

People speak English in the college. → English is spoken in the college.

Continuous Tense	Active	Passive
Present	<p>Subject + is/am/are + verb 4th form + object.</p> <p>Example: We are going to watch a movie tonight.</p>	<p>Object + is/am/are + being+ verb 3rd form+ by + subject.</p> <p>Example: A movie is going to be watched by us tonight.</p>
Past	<p>Subject + was/were+ verb 4th form + object.</p> <p>Example: The clerk was helping the customer.</p>	<p>Object + was/were + being+ verb 3rd form + by+ subject.</p> <p>Example: The customer was being helped by the clerk.</p>
Future	<p>Subject + will/shall + be + verb 4th form + object.</p> <p>Example: We will be dancing tonight.</p>	Not possible

Note:

Use the preposition in Passive Voice that follows the verb in Active Voice.

They are laughing at you. → You are being laughed at by them.

Perfect Tense	Active	Passive
Present	<p>Subject + has/have + verb 3rd form+ object.</p> <p>Example: He has written a letter.</p>	<p>Object + has/have + been + verb 3rd form+ by + subject.</p> <p>Example: A Letter has been written by him.</p>

Past	Subject + had + verb 3 rd form + object Example: They had already watched the movie.	Object + had + been + verb 3 rd form + by + subject. Example: The movie had already been watched by them.
Future	Subject + will/shall + have + verb 3 rd form + ing + object Example: The children will have seen the show.	Object + will/shall + has/have + been + verb 3 rd form + by + subject. Example: The show will have been seen by the children.

Passive Voice in Imperative sentences

An imperative sentence in the passive voice has the following form:

- Let + object + be + past participle.
Do not starve the cow. —————> Let the cow not be starved.
- You are requested/ordered/forbidden/advised + to + verb 1st form + object.
Here the active verb does not have an object. Therefore, the passive form should begin with you.

Don't touch it. —————> You are warned not to touch it.

Passive Voice in Interrogative sentences

- The primary auxiliary verbs **do, does or did** does not appear in the passive form.
Active voice: Did she recognize you?
Passive voice: Were you recognized by her?
- When the Interrogative Sentence starts from **is/are/am/was and were**, then we should use **being** after the subject and **is/are/am/was and were** in starting of the sentences.
Active voice: Are you doing this work?
Passive voice: Is this work being done by you?
- The verbs **have, has, had, will, shall, can, may** etc., do not change their position at the beginning of the sentence when the active voice is changed to the passive voice.
Active voice: Have you finished work?
Passive voice: Has the work been finished by you?
- The question words **when, why, where, how or what** does not change their position at the beginning of the sentence when the active voice is changed into the passive voice. Note that **who** changes to **by whom** and **whom** into **who**.

Active voice: Who wrote this book?

Passive voice: By whom was this book written?

Active voice: Have you finished work?

Passive voice: Has the work been finished by you?

Conversion of Subject in Passive Voice

ACTIVE	PASSIVE
I	ME
HE	HIM
SHE	HER
THEY	THEM
WE	US

WHO	WHOM
IT	IT
YOU	YOU
WHAT	WHAT
WHICH	WHICH

Note:

Sometimes in the Passive Voice, we would have to use '**at/with/to/in**' instead of '**by**' according to the Expression of the Active Sentence.

- We should use 'at' when there are expressions of '**surprising, astonishing, shocking, alarming, disappointment**'.
- We should use 'to' after 'known' and 'obliged' while converting into Passive Voice from Active Voice.
Active voice: I know him.
Passive voice: He is known to me.
- We should use 'with' after 'pleased, satisfied, disgusted, impressed, annoyed'.
Active: Your honesty has pleased me.
Passive: I have been pleased with your honesty.
- We should use 'in' after 'Interested, and 'contained'.
Active: This Job interests me.
Passive: I am interested in this job.