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ExplainerLearn active and passive voice with easy rules, examples, and step-by-step explanations. Beginner-friendly grammar guide for students to master voice change.Check Active and Passive Voice Rules with Examples for BeginnersActive to Passive Voice Rules & Examples: Understanding active and passive voice is a key step in mastering English grammar, especially for students aiming to improve their writing and communication skills. Whether you're preparing for exams, writing essays, or simply trying to express ideas more clearly, knowing how to use both voices correctly can make your language more effective and professional. Here, we have explained the concepts in the simplest way possible, with clear rules, real-life examples, and practice exercises to help you build confidence and accuracy in your grammar skills.What is Active Voice?In active voice, the subject of the sentence does the action.Structure of Active Voice:Subject + Verb + ObjectExamples: She (subject) writes (verb) a letter (object). The dog (subject) chased (verb) the cat (object). They play football every day. In all these sentences, the subject is performing the action.What is Passive Voice?In passive voice, the object of the action becomes the subject of the sentence. The focus is on the action, not on who does it.Structure of Passive Voice:Object + Form of "be" + Past Participle + (by + Subject) (optional)Examples: A letter (object) is written (form of "be" + past participle) by her (subject). The cat was chased by the dog. Football is played by them every day. In passive voice, the action is more important than the doer.Active vs Passive Voice: Simple ComparisonTo better understand the difference between active and passive voice, it's helpful to look at how the structure of a sentence changes. In active voice, the subject performs the action, while in passive voice, the focus shifts to the object receiving the action. Here are a few easy examples to show this transformation clearly: Active Voice Passive Voice Subject + Verb + Object Object + Verb + Subject He paints a picture. A picture is painted by him. The teacher teaches English. English is taught by the teacher. The chef cooked dinner. Dinner was cooked by the chef. She will deliver the speech tomorrow. The speech will be delivered by her tomorrow. They are watching a movie. A movie is being watched by them. Understanding when to use active or passive voice helps you choose the best way to express your ideas. The decision depends on what you want to highlight -- the doer of the action or the action itself. Here's a simple comparison: Use Active Voice When Use Passive Voice When To make your sentence clear and direct When the doer is unknown or not important When the subject is important To focus on the action or result In creative writing, essays, or storytelling In scientific or formal writing Example: The student solved the math problem. (Here, the subject "student" is important.) Example: The experiment was completed successfully. (We care about the experiment, not who did it.) In active voice, the focus is on who is doing the action. In passive voice, the focus is on what is being done or the result of the action. Steps: Identify the subject, verb, and object. Move the object to the subject position. Use the correct form of "be" based on the tense. Use the past participle of the main verb. Add "by + subject" (optional). Example:1. Active: The boy reads a book. Subject: The boy Verbs reads Object: The book 2. Passive: A book is read by the boy.Tense:use Active to Passive Voice ConversionPassive voice changes depending on the tense of the sentence. It's important to keep the tense consistent while converting from active to passive. Here's an easy chart to show how different tenses change from active to passive voice: Tense Active Voice Passive Voice Simple Present He writes a story. A story is written by him. Present Continuous He is writing a story. A story is being written by him. Simple Past He wrote a story. A story was written by him. Past Perfect He had written a story. A story had been written by him. Future Simple He will write a story. A story will be written by him. Q1-Q10: Convert the following active voice sentences into passive voice. She sings a song. They are playing cricket. He completed the project. The team will win the match. The manager has approved the leave. The chef cooks delicious meals. The students were solving the questions. Someone has stolen my wallet. We celebrate Independence Day on 15th August. The company will launch a new product next week. Answers: A song is sung by her. Cricket is being played by them. The project was completed by him. The match will be won by the team. The leave has been approved by the manager. Delicious meals are cooked by the chef. The questions were being solved by the students. My wallet has been stolen (by someone). Independence Day is celebrated on 15th August. A new product will be launched by the company next week. Top Grammar Tips to Use Active and Passive Voice CorrectlyHere are some helpful tips to make switching between active and passive voice easier. Keep these in mind when writing or editing your sentences: Use past participle in passive voice (e.g., written, eaten, made). Make sure the verb tense stays the same. Don't overuse passive voice as it can make writing less clear. Use active voice when possible, unless the focus should be on the action/result. Passive voice is used when the subject of the sentence is not the agent, but the receiver of the action. In passive voice sentences, we don't always know who does the action. The agent is considered extra information, and is optional. Passive voice sentences are used less often than active voice sentences, but they are just as important to know if you want to speak English fluently. We can use passive voice in most of our English tenses. This guide is prepared to help you learn how to use the passive voice in Simple Future Tense. To make a passive voice sentence in Simple Future tense, we write the auxiliary verb "will" followed by the past participle of the main verb. The sentence structure is subject + will + be + past participle verb + (by + agent (optional)). Some notes to keep in mind while constructing a Simple Future Passive Sentence: Subject: The subject of the sentence is the receiver of the action. Auxiliary Verb "will": We use the auxiliary verb "will" to indicate the future tense. Auxiliary Verb "be": We use the correct form of the verb "be" (is, am, are) based on the subject of the sentence. Past Participle: We use the past participle form of the main verb. In regular verbs, the past participle is formed by adding "-ed" to the base form (cooked, cleaned etc.). Agent (optional): The agent is the doer of the action but is not always mentioned in the sentence. It is introduced by the preposition "by." We can form different types of passive voice sentences like affirmative, negative, and interrogative in Simple Future Tense. Let's look at some examples. For positive sentences in Simple Future Tense: We use the formula of subject + will + be + past participle verb (V3) + (by + agent (optional)). Active Voice: They will not organize a party. Passive Voice: A party will not be organized. For interrogative sentences in Simple Future Tense: We use the formula of will + subject + not + be + past participle verb (V3) + (by + agent (optional)). Active Voice: Will you write a new book? Passive Voice: Will a new report be written? Note: The abbreviation "won't" instead of "will not", can be used for simplicity and informality in both interrogative and negative sentences. To form a Positive Passive Simple Future Tense Sentence, we use the formula we learned above. The formula is subject + will + be + past participle verb (V3) + (by + agent (optional)). Here is a table and some examples to help you better understand. SubjectModal VerbAuxiliary Verb (be)Verb will/beV3 You He She It We They The Action. To give the task assigned to? What will be discussed in the groupchat? What will the exams be graded? Why will the board's decision be reconsidered? How will her book be completed by the end of summer? What are some examples for positive Simple Future Tense Passive Voice sentences? Here are some examples for positive Simple Future Tense Passive Voice sentences. The movie won't be shown tonight. The apples will not be ready for picking until next month. My homework won't be done by tonight. What are some examples for Simple Future Tense Passive Voice questions? Here are some examples for Simple Future Tense Passive Voice questions. Will my bike be fixed? Will you be gone by the time we get back? Will the puppy be hungry in an hour? What is the difference between active voice and passive voice? In an active voice, the subject is performing the action. It is always known who is doing the action. In a passive voice, the subject is the receiver of the action. It is not always clear who is doing the action. We give the information about the carrier of the action, we use the preposition "by" followed by the agent of the action. In active voice the subject is highlighted while in passive voice the action is highlighted. Would you like to put what you have learned into practice? You can access everything you need to learn English on a single platform! With 25-minute one-on-one live English lessons, 40-minute group lessons, more than 30,000 interactive videos, vocabulary learning tools, AI-supported tutor MiMi, quizzes, and interactive activities, EnglishCentral offers its users a personalized and quality education plan at an affordable price. How about registering for EnglishCentral now and starting to learn English? Simple Future Tense Active: Subject + will/shall + first form of the verb + object Passive: Object of the active sentence + will/shall + be + past participle form of the verb + by + subject of the active sentence Active: I will write a letter. Passive: A letter will be written by me. Active: She will help me. Passive: I will be helped by her. Active: John will learn the lesson. Passive: The lesson will be learnt by John. Changing a negative sentence into the passive Active: She will not help us. Passive: We will not be helped by her. Active: We will not visit the hill station this year. Passive: The hill station will not be visited by us this year. Active: We shall not betray our country. Passive: Our country shall not be betrayed by us. Changing an Interrogative sentence into the passive Active: Will you help him? Passive: Will he be helped by you? Active: Will you not help me? Passive: Shall I not be visited by you? Active: Will they accept our invitation? Passive: Will our invitation be accepted by them? Future perfect tense Active: Subject + will/shall + have + past participle form of the verb + object Passive: Object of the active sentence + will/shall + have + been + past participle form of the verb + by + subject of the active sentence Active: We shall not have accepted the invitation. Passive: The invitation shall not have been accepted by us. Active: She will have finished her work. Passive: Her work will have been finished by her. Active: They will have elected him their leader. Passive: He will have been elected their leader (by them). Changing an interrogative sentence into the passive Active: Will she have cooked the food? Passive: Will the food have been cooked by her? Active: Will they have received our letter? Passive: Will our letter have been received by them? Active: They will have caught the train? Passive: Will the train have been caught by them? Active: Who will have opposed you? Passive: By whom will you have been opposed? Notes Active sentences in the future continuous and future perfect continuous tenses cannot be changed to the passive. Formula for Active voice Passive voice (auxiliary verb- will/shall-be+by) Simple subject+will/shall+verb+object object+will/shall+be+past participle(V3)+by+subject Negative subject+will/shall+not+verb+object object+will/shall+not+be+past participle(V3)+by+subject Interrogative will/shall+subject+verb+object will/shall+object+be+past participle(V3)+by+subject Interrogative+Negative will/shall+subject+not+verb+object will/shall+object+not+be+past participle(V3)+by+subject Examples: Active: He will play football. Passive: Football will be played by him. Active: He will play football? Passive: Will football be played by him? Active: Will he not play football? Passive: Will football not be played by him? Active: She will write a book. Passive: A book will be written by her. Active: She will not write a book. Passive: A book will not be written by her. Active: Will she write a book? Passive: Will a book be written by her? Active: Will she not write a book? Passive: Will a book not be written by her? Active: Hewlett-Packard will type a document. Passive: A document will be typed by Hewlett-Packard. Active: Hewlett-Packard will not type a document. Passive: A document will not be typed by Hewlett-Packard. Active: Will Hewlett-Packard type a document? Passive: Will a document be typed by Hewlett-Packard? Active: Will Hewlett-Packard not type a document? Passive: Will a document not be typed by Hewlett-Packard? Active: A cat will drink milk. Passive: Milk will be drunk by a cat. Active: A cat will not drink milk. Passive: Milk will not be drunk by a cat. Active: Will a cat drink milk? Passive: Will milk be drunk by a cat? Active: Will a cat not drink milk? Passive: Will milk not be drunk by a cat? Active: They will enjoy a picnic. Passive: A picnic will be enjoyed by them. Active: They will not enjoy a picnic. Passive: A picnic will not be enjoyed by them. Active: Will they enjoy a picnic? Passive: Will a picnic be enjoyed by them? Active: Will they not enjoy a picnic? Passive: Will a picnic not be enjoyed by them? Active: Will Bill Gates earn money? Passive: Will money be earned by Bill Gates? Active: Will Bill Gates not earn money? Passive: Will money not be earned by Bill Gates? Active: You will eat pasta. Passive: Pasta will not be eaten by you. Active: Will you eat pasta? Passive: Will pasta be eaten by you? Active: Will you not eat pasta? Passive: Will pasta not be eaten by you? Active: They will play a game. Passive: A game will be played by them. Active: They will not play a game. Passive: A game will not be played by them. Active: Will they play a game? Passive: Will a game be played by them? Active: Will they not play a game? Passive: Will a game not be played by them? Active: Steve Jobs will paint a picture. Passive: A picture will be painted by Steve Jobs. Active: Steve Jobs will not paint a picture. Passive: A picture will not be painted by Steve Jobs Active: Will Steve Jobs paint a picture? Passive: Will a picture be painted by Steve Jobs? Active: Will Steve Jobs not paint a picture? Passive: Will a picture not be painted by Steve Jobs? Learn More About Active & Passive Voice Active and Passive Voice of Simple Future Tense We talked about active and passive voice of present tenses, past tenses and so on we are going to describe active and passive voice of future tenses. In the article below you will learn about the active and passive voice of simple future tense. In addition, click Active and Passive Voice Complete Rules, you might find this useful too. Active and Passive Voice of Simple Future Tense Active: S + will + V1 + object + ROTs He will build a new house next year. Passive: S + will + be + V3 + prep + object + ROTs A new house will be built by him next year. Active: S + will + not + V1 + object + ROTs He will not/won't build a new house before 2017. Passive: S + will + not + V1 + object + ROTs A new house is not going to be built by him before 2017. InterrogativesWith "will" Active: Will + S + V1 + Object + ROTs Will he build a new house next year? Passive: Will + S + be + V3 + prep + object + ROTs Will a new house be built by him next year? With "be going to" Active: Be + S + going to + V1 + prep + object + ROTs Is he going to build a new house next year? Passive: Be + S + going to + be + V3 + prep + object + ROTs Is a new house going to be built by him next year? Negative interrogativesWith "will" Active: Will not + S + V1 + object + ROTs Won't he build a new house next year? Passive: Will not + S + be + V3 + prep + object + ROTs Won't a new house be built by him next year? With "be going to" Active: Be not + S + going to + V1 + object + ROTs Isn't he going to build a new house next year? Passive: Be not + S + going to + be + V3 + prep + object + ROTs Isn't a new house going to be built by him next year? WH/Information questionsWith "will" Active: WH + will + S + V1 + object + ROTs Where will he build a new house next year? Passive: WH + will + S + be + V3 + prep + object + ROTs Where will a new house be built by him next year? With "be going to" Active: WH + be + S + going to + be + V3 + prep + object + ROTs Where is a new house going to be built by him next year? Attempt Active and Passive Voice Exercise Conclusion: Would you like to know more about active and passive voice? Check out the useful book below: Last updated at Dec. 16, 2024 by Teachoo Active Voice Amit will play football Football will be played by Amit He will play football Football will be played by him I will play football and cricket Football and Cricket will be played by Amit I will play Not Applicable * I will be a player Note we use "will" be a player Note we use "will" be + 3rd form of verb For both singular and plural we use "will" be there is no object, so Passive Voice is not possible ** by Sometimes, the doer is not important, so we omit "by" in the passive sentence. Active Passive They are building the new mall. The new mall is being built. Someone broke the vase. The vase was broken. They will deliver the packages. The packages will be delivered. 14. Passive voice with unknown doer Sometimes, the person doing the action is unknown or irrelevant. Active Passive Someone stole my wallet. My wallet was stolen. People speak English all over the world. English is spoken all over the world. The event was cancelled. 15. Passive Voice in Formal Writing Passive voice is often used in formal writing to sound more objective or polite. Active Passive We will make the payment by Friday. The payment will be made by Friday. They must submit the report. The report must be submitted. The company awarded the contract to the new vendor. The contract was awarded to the new vendor by the company. Read More FAQs about Active and Passive Voice 1. What is the difference between active and passive voice?In the active voice, the subject performs the action (e.g., "The cat chased the mouse"). 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