

ACTIVE & PASSIVE VOICE

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SSC CGL English Preparation

Introduction to Active & Passive Voice

Voice is a form of verb that shows whether the subject of a sentence performs the action (active voice) or receives the action (passive voice). Understanding active and passive voice is crucial for SSC CGL English section.

Key Differences:

 **Active Voice:** Subject performs the action

Example: The chef cooked the meal.

 **Passive Voice:** Subject receives the action

Example: The meal was cooked by the chef.

When to Use Each Voice:

- **Active Voice:** Preferred for direct, clear, and concise communication
- **Passive Voice:** Used when the doer is unknown, unimportant, or obvious from context



Conversion Rules

General Conversion Formula:

Active: Subject + Verb + Object

Passive: Object + Helping Verb + Past Participle + by + Subject

Element	Active Voice	Passive Voice
Subject	Performs the action	Receives the action or is omitted
Object	Receives the action	Becomes the subject
Verb	Main verb in appropriate form	be + past participle
Doer	Subject (always present)	Optional (preceded by "by")

Conversion Examples:

→ **Active:** The company launched a new product.
Passive: A new product was launched by the company.

→ **Active:** She writes beautiful poems.
Passive: Beautiful poems are written by her.

Tense-wise Rules

Tense	Active Voice	Passive Voice
Simple Present	She writes a letter	A letter is written by her
Present Continuous	She is writing a letter	A letter is being written by her
Present Perfect	She has written a letter	A letter has been written by her
Simple Past	She wrote a letter	A letter was written by her
Past Continuous	She was writing a letter	A letter was being written by her
Past Perfect	She had written a letter	A letter had been written by her
Simple Future	She will write a letter	A letter will be written by her
Future Perfect	She will have written a letter	A letter will have been written by her

Important Notes:

- Modal verbs (can, could, may, might, must, should, etc.) follow the pattern: Modal + be + past participle
- Imperative sentences usually don't have passive voice equivalents
- Some verbs (like, love, want, prefer) are rarely used in passive voice

★ Special Cases

1. Verbs with Two Objects:

- **Active:** She gave me a book.
Passive (Object 1): I was given a book by her.
Passive (Object 2): A book was given to me by her.

2. Interrogative Sentences:

- **Active:** Do you know him?
Passive: Is he known to you?
- **Active:** Why did you break the window?
Passive: Why was the window broken by you?

3. Imperative Sentences:

- **Active:** Open the door.
Passive: Let the door be opened.

4. Sentences with "No Object":

Intransitive verbs (verbs without objects) cannot be converted to passive voice:

- She sleeps. (No passive form)
- They arrived late. (No passive form)
- The sun rises in the east. (No passive form)



Practice Exercises

Exercise 1: Convert to Passive Voice

1. The manager approved the proposal.

(A) The proposal is approved by the manager.

(B) The proposal was approved by the manager.

(C) The proposal has approved by the manager.

(D) The proposal was being approved by the manager.

2. They are building a new bridge.

(A) A new bridge is built by them.

(B) A new bridge is being built by them.

(C) A new bridge was built by them.

(D) A new bridge has been built by them.

3. She will complete the project by tomorrow.

(A) The project will completed by her by tomorrow.

(B) The project will be completed by her by tomorrow.

(C) The project will have completed by her by tomorrow.

(D) The project is completed by her by tomorrow.

Exercise 2: SSC CGL Pattern Questions

Direction: In the following question, a sentence has been given in Active/Passive Voice. Out of the four alternatives suggested, select the one which best expresses the same sentence in Passive/Active Voice.

1. They have built a solid foundation for the company.

(A) A solid foundation for the company have been built.

(B) A solid foundation for the company has been built by them.

(C) A solid foundation for the company was built by them.

(D) A solid foundation for the company is built by them.

2. The news surprised everyone.

(A) Everyone was surprised by the news.

(B) Everyone was surprised at the news.

(C) Everyone had been surprised by the news.

(D) Everyone is surprised by the news.

3. Let me do this.

(A) Let this be done by me.

(B) Let this be done by me.

(C) Let this done by me.

(D) Let me be done this.

💡 Exam Tips for Active & Passive Voice

🔍 Identify the Tense

First identify the tense of the active sentence to use the correct helping verb in passive.

↔ Subject-Object Swap

Remember the object becomes subject and subject becomes object (with "by").

⊘ Intransitive Verbs

Remember that intransitive verbs cannot be converted to passive voice.

✓ Preposition Changes

Some verbs require specific prepositions in passive voice (surprised at, known to, etc.).

Common Mistakes to Avoid:

- Using wrong form of helping verb according to tense
- Forgetting to change the verb to past participle form
- Using incorrect prepositions with certain verbs
- Trying to convert intransitive verbs to passive voice
- Changing meaning while converting between voices

Quick Revision Formula:

Passive Voice = Object + Appropriate form of 'be' + Past Participle + by + Subject