

# Active And Passive Voice

Let's see the difference between Active and Passive voice.

Look at the given two examples.

1. The clerk submitted the note file.

The clerk= subject

submitted =verb

the note file - Object

2. The note file was submitted. ( by the clerk.)

Here in the second sentence:

The note file = subject

was submitted = verb

the clerk = object

Have you noticed that there is **no change in meaning**  
and **no change in tense**?

# When do we use passive voice?

1. When the doer is not known.


Ex: My purse has been stolen.

2. When it(doer) is understandable.

Ex: The patient was operated. (by doctor naturally)


3. Emphasis is laid on the action.

Ex: The child was rescued finally.


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- How is the passive voice formed?
  - be + V<sub>3</sub> is the passive structure.
  - What are be – forms?
  - Is, am, are, was, were, be, being, been

- In simple present tense
- Is/am/are + V<sub>3</sub>      Ex: He makes the file ready.
- The file is made ready.
  
- Simple past tense Ex: They sanctioned a loan.
- Was/ were + V<sub>3</sub>              A loan was sanctioned.
  
- Simple Future      Ex: He will examine the complaint.
- Shall/will+ be+ V<sub>3</sub>      The complaint will be examined.

- Progressive/Continuous tense
  - Is/am/are + being+ V<sub>3</sub> Ex: It is being examined.
  - Was/were + being+V<sub>3</sub> Ex: It was being processed.
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- Perfect tenses:
  - Have/has/ had + been + V<sub>3</sub>
  - Ex: It has been kept under abeyance.

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- When subject is not given.( Imperative sentences)
  - Do it now.
  - Let it be done now.
  - Please provide your ID proof.
  - You are requested to provide your ID proof.



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- Generally office proceedings are in passive voice only.
  - It is essential in Note making.
  
  - Do all sentences have passive voice?
  - Not at all. We can use passive voice for transitive verbs only.

- What are transitive and intransitive verbs?
- The baby is crying. ( crying... is an intransitive verb)
- He applied leave. ( applied... is a transitive verb)
- Very simple to understand.
- In the sentence 1 the action of verb(crying) is not transferred to other part of the sentence.
- In the second sentence the action of the verb (applied) is transferred to the other part i.e. leave.



- If the verb answers the Question

- What ?

- it is called transitive verb.

- If the verb doesn't answer the Question

- What?

- it is called intransitive verb.

- Do the following.
- The officer sanctioned him an increment.
- The officer declares it a holiday.
- The officer sanctioned loans.
- The officer lodged a complaint with the police.
- The officer finalized the final list of the beneficiaries.
- The officer gives orders to the subordinates.
- The officer promises the victims to help.