



# Basics of Active Passive Voice – For SSC & Banking Exams

If you aim to get a job in the Banking or Government sector, learning the basics of Active Passive Voice is very important for you. Not only does **Active Passive Voice** form an important part of Grammar in all Banking/Government Exams, you will also need to effectively use active and passive voice for **official communication** in your workplace. You will find direct questions on **Active Passive Voice** in all exams related to SSC – be it **SSC CGL**, **CPO** or others. Your knowledge of the **rules of Converting the Voice** is tested in **Phrase Replacement** or **Error Spotting** type questions in Banking, Insurance and other exams like **IBPS PO**, **IBPS Clerk**, **SBI PO**, **SBI Clerk**, **RBI**, etc.

In SSC exams, where there are **direct questions to change active voice to passive voice** and vice-versa, you cannot afford to skip or make mistakes. Similarly, there is no scope for error in **Banking & Insurance** exams, where you have to attempt error spotting, phase replacement, etc.

Read on to learn the **Rules for Converting Active Passive Voice**, **Spotting Errors in passive voice sentences**, etc. What's more, by the end of this article, you will be able to able to write flawless **essays and letters** too!

Now let us look at the Basics of Active Passive Voice.

#### **Difference Between Active and Passive Voice**

Tom chases Jerry' is a sentence in active voice. Its passive equivalent is 'Jerry is chased by Tom.' What are changes made to obtain the passive equivalent?

1. The subject and object are interchanged:

Voice	Subject	Verb	Object
Active	Tom	chases	Jerry
Passive	Jerry	is chased	by Tom

2. Change in the form of the main verb:

 $chases \rightarrow is chased$ 

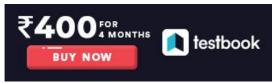
 $present\ participle 
ightarrow linking\ verb + perfect\ participle\ of\ chase$ 











2. Addition of 'by' in front of the object denoting the presence of an agent which does some action on the subject.

## Why do we need active and passive voice?

Active voice	Passive voice
1. Used to say what the subject	1. Used to say what happens
does	to the subject
Tom (s) chases (v) Jerry (o).	Jerry (s) is chased (v) by Tom (o).
2. Who or what causes the action	2. Who or what causes the action is
is known/important	unknown/unimportant or to be vague
a. Malgudi Days is interesting.	about who is responsible
Who wrote it?	a. The house is kept clean. I don't know who
R. K. Narayan wrote it.b. Who	does that, but the house is clean!
invented the telephone?	And, that's what matters.
_	
	b. When was the telephone invented?



The cat drank the milk.



The milk was drunk.

# Changing the verb

Tense	Verb change			Active voice		Passive voice	
Simple Present	Present	$\rightarrow$	is/are +	They	Their		
	participle		perfect	<u>keep</u>	clean by them.		
			participle	their			
				house			
				clean.			
Present	am/is/ar	$\rightarrow$	am/is/ar	Ryan <u>is</u>	The f	ence <u>is being</u>	
continuous	e +		e + being	<u>white-</u>	white	e <u>-washed</u> by	
	ʻgerund				Ryan	•	











		(ing		+ perfect	washing		
		form)		participle	the fence.		
Present per	·fect	has/have	$\rightarrow$	has/have	The cat	The milk <u>has been</u>	
Trosciic pericet		+ perfect		+ been +	has	drunk by the cat.	
		participle		perfect	<u>drunk</u>	sy energy	
				participle	the milk.		
Present per	fect	has/have	$\rightarrow$	has/have	He has	The house has been	
continuous		+ been +		+ been +	been	being painted by	
		gerund		being +	<u>painting</u>	him.	
		0 - 1		perfect	the		
			1		house.		
Simple past	t	past	$\rightarrow$	was/wer	Mozart	More than 600	
1 1		participle		e +	<u>wrote</u>	pieces of music	
				perfect	more	<u>were written</u> by	
				participle	than 600	Mozart.	
					pieces of		
					music.		
Past contin	uous	was/wer	$\rightarrow$	was/wer	He <u>was</u>	Violin <u>was being</u>	
		e +		e + being	playing	played by him	
		gerund		+ perfect	violin.		
				participle			
Past perfec	t	had +	$\rightarrow$	had +	They <u>had</u>	The parcel <u>had</u>	
		perfect		been +	<u>received</u>	<u>been received</u> by	
		participle		perfect	the	them.	
				participle	parcel.		
Past perfec	t	had +	$\rightarrow$	had +	He <u>had</u>	Charts <u>had been</u>	
continuous	}	been +		been +	<u>been</u>	<i>being prepared</i> by	
		gerund		being +	<u>preparin</u>	him.	
				perfect	<i>g</i> charts.		
				participle			
Simple	will	will +	$\rightarrow$	will + be	I <u>will</u>	The box	
future		present		+ perfect	<u>keep</u> the	<u>will be</u>	
		participle		participle	box.	kept by	
				,, ,		me.	
	goin	am/is/ar	$\rightarrow$	am/is/ar	I <u>am</u>	The	
	g to	e going		e going	going to	dinner <u>is</u>	
		to +		to + be +	<u>prepare</u>	going to	
		present		perfect	the	<u>be</u>	
		participle		participle	dinner.	<u>prepare</u>	
						<u>d</u> by me.	









Future	will	will be +	$\rightarrow$	will be +	He <u>will</u>	The	
continuou		gerund		being +	<u>be</u>	work	
S				perfect	<u>finishing</u>	<u>will be</u>	
				participle	the work.	<u>being</u>	
						<i>finished</i>	
						by him.	
<b>Future perfect</b>		will have	$\rightarrow$	will have	I <u>will</u>	The	
		+ perfect		+ been +	<u>have</u>	work	
		participle		perfect	<u>finished</u>	<u>will</u>	
				participle	the work.	<u>have</u>	
						<u>been</u>	
						<u>finished</u>	
						by me.	

#### You must have noticed

• The main verb is always the perfect participle of the root verb.

He had been preparing charts. Charts had been being prepared by him.

They keep their house clean. Their house is kept clean by them.

Gerund (ing form) always changes into 'being + perfect participle'.

He will be finishing the work. The work will be being finished by him.

> He was playing violin. Violin was being played by him

Has/have/had changes into 'has/have/had + been'.

I will have finished the work. The work will have been finished by me.

They had received the parcel. The parcel had been received by them.

We hope you find this article helpful. Here is some more study material that you might find useful:











## <u>5 Common Misconceptions About Reported Speech that</u> <u>you Should Drop NOW!</u>

Basics of Direct Indirect Speech - For SSC, Banking Exams

11 Rules to Understand Gerunds with Examples

Common Nouns and Proper Nouns - Correct Usage

**Easily Confused Words Tackled in English** 

Difference Between Its and It's

6 Easy Tips to Solve Cause and Effect in Verbal Reasoning

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