BSNL JE 2016







Types of Active and Passive Voice -For SSC, Banking Exams



Nearly all Banking and other Government sector exams test your knowledge of Active Passive Voice. You will find direct questions on Usage & Types of active and Passive voice in all exams related to SSC – be it SSC CGL, CHSL, Stenographer 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, IBPS RRB, LIC AAO, NICL AO, etc.

In SSC and Banking exams you will find either **direct questions to change active voice to passive voice** and vice-versa, or phrase replacement and error spotting questions.

Read the complete article 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! Download this article as a PDF by clicking above.

Now let us study the types of active and passive voice, in detail.

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Reasons for Using Different Types of Active and Passive Voice:

The usage and conversion of Active Passive Voice depend upon many factors like type of sentence, prepositions, gerunds, etc. of the active voice. Depending upon these factors, the use of various types of active and passive voice varies. Now let us understand when, why and how we need to change the form of passive and active voice.

[I] Change in the voice with two objects.

A verb can have two forms of passive voices when it takes two objects: **Indirect and Direct objects.** Generally, the indirect object becomes the subject, but we can also use the direct object as the subject. Thus, two passive forms are possible in such a case.

Voice	Subject	Verb	Indirect Object	Direct Object
Active	We	lent	Henry	some money.
Passive form 1	Henry	was lent	some money	by us.
Passive form 2	Some money	was lent	to Henry	by us.













[II] Imperative Sentences:

(a) For orders and **Commands** we use the structure: Let + Object + be + Past participle form of verb (V3)

Close the app immediately.

Let the app be closed immediately.

(b) For Advice and Request we use the structure:You are requested + to + First form of verb (V1) + Object

Kindly exchange all your 1000 and 500 rupees notes.

You are requested to exchange all your 1000 and 500

(c) For sentences that start with 'Let' we use the structure: Let + Object + be + Past participle form of verb (V3)

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Let me take a selfie.

Let a selfie be taken by me.

















[III] <u>Prepositions in Active voice:</u>

If a certain preposition follows the verb (e.g. laughed at, break into) in an active voice, we retain them as it is in passive voice.

The girl **looked after** the baby.

The baby was **looked after** by the girl.



[IV] Infinitives and Gerund in Active voice:

<u>Case 1:</u> For sentences having **infinitive** we use the structure:

Subject + verb +object + to be + past participle form of verb (V3)

4 | P a g e















Jack wants Jill to fetch a pail of water.

Jack wants a pail of water to be fetched by Jill.



Rita wishes to perform a song.

Rita wishes a song to be performed.

<u>**Case 2:**</u> For sentences having **gerund** we use the structure:

Subject + verb + being + past participle form of verb (V3) + object

I remember my sister taking to me to the museum.

I remember being taken to the museum by my sister.

[V] '<u>That' Clause in Active voice:</u>

For sentences having **gerund** we use the structure:

It + Helping verb (present/past) + past participle form of verb (V3) + that +

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••••

They say that Trump will win the election.

It is said that Trump will win the election.















Note : The tense of the sentence after 'that' clause remains as it is.

We hope that this article on different types of Active and Passive Voice will clear all your doubts related to Active Passive Voice and its usage. However, if your basics of active and passive voice are not clear then take a quick glance at:

Basics of Active Passive Voice Basics of Direct Indirect Speech











