

# ENGLISH GRAMMAR: VOICES

Comprehensive Study Notes & Practice Questions

## 1. OVERVIEW OF VOICES

**Voice** refers to the form of the verb that shows whether the subject performs the action or receives the action.

**Types of Voices:**

• **Active Voice** → Subject performs the action.

Example: The boy kicked the ball.

• **Passive Voice** → Subject receives the action.

Example: The ball was kicked by the boy.

## 2. VOICE MASTER STRUCTURE MATRIX

TENSE	ACTIVE VOICE	PASSIVE VOICE
Simple Present	Sub + V1/s/es + Obj	Obj + is/am/are + V3
Simple Past	Sub + V2 + Obj	Obj + was/were + V3
Present Continuous	Sub + is/am/are + V1+ing	Obj + is/am/are + being + V3
Present Perfect	Sub + has/have + V3	Obj + has/have been + V3
Future	Sub + will + V1	Obj + will be + V3

## 3. IMPORTANT SHORTCUTS & VOICE RULES

**TRICK 1: Only Transitive Verbs Change Voice**

• Verbs that take an object can be converted into passive voice.

Example: She writes a letter → A letter is written by her.

**TRICK 2: Use V3 in Passive Voice**

• Passive voice always uses the third form (V3) of the verb.

Example: The work was completed.

**TRICK 3: 'By' for the Doer**

• Use "by" before the doer/agent in passive voice when necessary.

Example: The match was won by India.

## 4. MCQs CUM REVISION

i. The homework ..... by the students yesterday. (completed / was completed / complete)

**Answer:** was completed

ii. A song ..... by her now. (is being sung / sings / sang)

**Answer:** is being sung

iii. The match will ..... tomorrow. (play / be played / played)

**Answer:** be played

iv. Active Voice: She writes a letter.

Passive Voice: A letter ..... by her. (is written / was written / writes)

**Answer:** is written

v. The work ..... already. (has completed / has been completed / completed)

**Answer:** has been completed

vi. The road ..... last year. (constructed / was constructed / construct)

**Answer:** was constructed

vii. Rice ..... in many countries. (is grown / grows / grew)

**Answer:** is grown

viii. The letter was written ..... him. (with / by / from)

**Answer:** by

## **5. SPOT THE ERROR**

i. The work was complete by him → **The work was completed by him**

ii. A letter written by her → **A letter was written by her**

iii. The song is sunging now → **The song is being sung now**

iv. The homework have been completed → **The homework has been completed**

v. The room cleaned yesterday → **The room was cleaned yesterday**

vi. Cricket is played by many people yesterday → **Cricket was played by many people yesterday**

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