

Active and Passive Voice

COMPLETE CONCEPT EXPLANATION

1. Definition and Core Concept

Voice is a grammatical category that describes the relationship between the verb and the subject of a sentence. English has two voices: Active and Passive.

In the Active Voice, the subject of the sentence performs the action expressed by the verb. The doer is placed first and is grammatically prominent.

In the Passive Voice, the subject of the sentence receives the action. The doer (if mentioned) is placed in a prepositional phrase using 'by', making the receiver of the action grammatically prominent.

2. Core Structure: Active vs Passive at a Glance

Aspect	Active Voice	Passive Voice
Who acts?	Subject (the doer acts)	Subject (the receiver is acted upon)
Verb form	Base/Simple form (V1/V2/V3)	'Be' + Past Participle (V3)
Agent position	Subject position (prominent)	Optional; placed in 'by + agent' phrase
Typical use	Direct, personal, concise writing	Formal, scientific, impersonal writing
Example	The chef cooked the meal.	The meal was cooked by the chef.

3. Classification by Tense — All 12 Tenses

Every English tense has an active and passive equivalent. The passive is formed by changing the 'be' auxiliary to match the tense, followed by the past participle.

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).
Present Perfect Continuous	She has been writing letters.	Letters have been being written. (Rarely used)
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).
Past Perfect Continuous	She had been writing letters.	Rarely used in passive.
Simple Future	She will write a letter.	A letter will be written (by her).
Future Continuous	She will be writing a letter.	A letter will be being written. (Rarely used)
Future Perfect	She will have written a letter.	A letter will have been written (by her).
Future Perfect Continuous	She will have been writing.	Rarely used in passive.

4. Rules of Active to Passive Conversion

RULE 1

To convert Active to Passive: Object of the active sentence becomes the Subject of the passive sentence. Add the appropriate form of 'be' + Past Participle (V3). If needed, place the original subject as 'by + agent' at the end.

Ex. 1	Active: The teacher explains the lesson. → Passive: The lesson is explained by the teacher.
Ex. 2	Active: Workers built the bridge. → Passive: The bridge was built by workers.
Ex. 3	Active: She has cleaned the room. → Passive: The room has been cleaned by her.

RULE 2

Pronoun Case Change: When the subject of the active sentence becomes the agent in the passive, it must shift from the subjective case to the objective case (I → me, he → him, she → her, they → them, we → us).

Ex. 1	Active: I invited him. → Passive: He was invited by me. (NOT 'by I')
Ex. 2	Active: They selected her. → Passive: She was selected by them. (NOT 'by they')
Ex. 3	Active: We completed the task. → Passive: The task was completed by us. (NOT 'by we')

RULE 3

When the Active sentence has two objects (Direct Object and Indirect Object), either object can become the subject of the Passive sentence. The sentence with the Indirect Object as subject is more common and natural.

Ex. 1	Active: She gave him a book. → Passive 1: He was given a book by her. (Indirect Object → Subject) Passive 2: A book was given to him by her. (Direct Object → Subject)
Ex. 2	Active: The teacher taught the students grammar. → Passive: The students were taught grammar by the teacher.
Ex. 3	Active: They offered her the job. → Passive: She was offered the job by them.

RULE 4

Sentences with Intransitive Verbs (verbs that take no object) CANNOT be converted to the Passive Voice because there is no object to become the subject.

Ex. 1	Active: The baby slept soundly. → Cannot be made passive (no object).
Ex. 2	Active: Birds fly south in winter. → Cannot be made passive (no object).
Ex. 3	Active: She laughed loudly. → Cannot be made passive (no object).

RULE 5

Modal Auxiliaries in Passive: When an active sentence contains a modal verb (can, could, may, might, shall, should, will, would, must, ought to), the passive is formed as: Modal + be + Past Participle.

Ex. 1	Active: You must submit the form. → Passive: The form must be submitted (by you).
Ex. 2	Active: She can solve this problem. → Passive: This problem can be solved by her.
Ex. 3	Active: They should complete the project. → Passive: The project should be completed by them.

RULE 6

Imperative Sentences in Passive: Active imperatives are converted as 'Let + Object + be + V3'. For negative imperatives, use 'Let + Object + not + be + V3'.

Ex. 1	Active: Open the door. → Passive: Let the door be opened.
Ex. 2	Active: Do not waste time. → Passive: Let time not be wasted.
Ex. 3	Active: Help the poor. → Passive: Let the poor be helped.

RULE 7

Questions (Interrogative Sentences) in Passive: The auxiliary verb is placed before the subject to maintain the question structure. Wh-questions retain the wh-word at the beginning.

Ex. 1	Active: Did she write this letter? → Passive: Was this letter written by her?
Ex. 2	Active: Who broke the window? → Passive: By whom was the window broken?
Ex. 3	Active: What did they discuss? → Passive: What was discussed by them?

RULE 8

When the doer/agent is unknown, unimportant, obvious, or deliberately omitted, the 'by + agent' phrase is dropped entirely. This is one of the most common uses of the passive in formal writing.

Ex. 1	The Eiffel Tower was built in 1889. (Agent obvious / unimportant to mention)
Ex. 2	He was arrested last night. (Agent — police — obvious from context)
Ex. 3	Mistakes were made. (Deliberate omission of the agent)

RULE 9

'It is said / It is believed / It is reported + that' construction: Sentences with reporting verbs (say, believe, think, know, report, expect) can be passivised with an impersonal 'It' subject OR by making the object of the 'that' clause the subject.

Ex. 1	Active: People say that he is honest. → Passive: It is said that he is honest. / He is said to be honest.
Ex. 2	Active: Experts believe that the economy will improve. → Passive: It is believed that the economy will improve. / The economy is believed to improve.
Ex. 3	Active: They reported that the minister had resigned. → Passive: It was reported that the minister had resigned.

RULE 10

Get-passive: In informal English, 'get' can replace 'be' as the passive auxiliary. This construction often implies that the subject is involved in bringing about the situation, or that the event is unexpected or unpleasant.

Ex. 1	She got promoted last year. (= She was promoted — informal/colloquial)
Ex. 2	The car got damaged in the storm. (= The car was damaged)
Ex. 3	They got arrested for trespassing. (= They were arrested)

RULE 11

Stative Passives (Resultant State): Some passive constructions describe a state that is the result of a previous action, not the action itself. The verb 'be' here is a copula, not an auxiliary. These are NOT the same as dynamic passives.

Ex. 1	The window is broken. (State: it is currently in a broken condition) vs. The window was broken by a stone. (Dynamic: an event occurred)
Ex. 2	The door is locked. (State) vs. The door was locked by the guard at 6 PM. (Dynamic)

Ex. 3	The office is closed. (State) vs. The office was closed permanently. (Dynamic)
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RULE 12

Double Passive (to be + infinitive passive): This construction is used when a verb in the passive is itself followed by a passive infinitive. It often arises with verbs like 'want', 'like', 'need', 'expect'.

Ex. 1	The report is expected to be submitted by Friday. (= It is expected that the report will be submitted...)
Ex. 2	The work is required to be completed in two weeks.
Ex. 3	These documents are supposed to be signed by the director.

5. Common Errors in Active-Passive Conversion

X INCORRECT	✓ CORRECT
The work was completed by they.	The work was completed by them.
The letter was wrote by her.	The letter was written by her.
She was gave a prize by the principal.	She was given a prize by the principal.
The milk is being drank by the cat.	The milk is being drunk by the cat.
The cake has been ate already.	The cake has been eaten already.
By whom was beaten by the dog?	By whom was the dog beaten?
The baby is slept in the crib. (intransitive!)	The baby is sleeping in the crib. (No passive possible)
It must submitted before 5 PM.	It must be submitted before 5 PM.

The road is under construct.	The road is under construction. / The road is being constructed.
Open the door. → The door was opened. (Wrong tense shift)	Open the door. → Let the door be opened.

6. Memory Tricks and Mnemonics

S.O.B.A. Rule for Passive Conversion:

- S = Subject (make object of active the new subject)
- O = Object (place original subject as 'by + agent')
- B = Be (add the correct form of 'be' for the tense)
- A = Action verb in Past Participle (V3)

Tense memory hook: 'The BE verb tells the tense; the V3 tells the action.' In every passive sentence, 'be' carries tense information and the past participle carries the meaning.

Pronoun trick: 'By + objective pronoun, ALWAYS.' Remember: after a preposition, subjective pronouns (I, he, she, they) are always wrong. Use me, him, her, them.

Intransitive test: Ask 'What is being ___ed?' If the answer is nothing or the question sounds absurd, the verb is intransitive and the sentence cannot be passivised.

RULES SUMMARY — Quick Revision Reference

#	RULE	EXAMPLE
1	Object → Subject; Subject → 'by + agent'; use correct 'be' + V3.	<i>The book was read by her.</i>
2	Pronoun shifts to objective case when it becomes the agent.	<i>Active: They saw me. → Passive: I was seen by them.</i>
3	Two objects: either can become subject; Indirect Object → Subject is more common.	<i>He was given a prize. / A prize was given to him.</i>
4	Intransitive verbs have no passive form — no object, no passive.	<i>'She slept' → No passive possible.</i>
5	Modals: Modal + be + V3.	<i>This must be done immediately.</i>
6	Imperatives: Let + Object + be + V3.	<i>Help him. → Let him be helped.</i>
7	Questions: auxiliary before subject; wh-word retained at front.	<i>Who did it? → By whom was it done?</i>
8	Unknown/unimportant agent: 'by + agent' is omitted.	<i>The bridge was built in 1900.</i>
9	Reporting verbs: 'It is said/believed/reported that...' or 'Subject is said to...'	<i>He is said to be brilliant.</i>
10	Get-passive for informal/unexpected events.	<i>She got selected for the team.</i>
11	Stative passive describes a result; dynamic passive describes an event.	<i>The door is locked. vs. The door was locked.</i>
12	Double passive: 'be' + passive infinitive for expected/required actions.	<i>The form is expected to be submitted.</i>

PRACTICE QUESTIONS — PART 1: All 60 Questions

Attempt all questions before referring to the answers in Part 2. Questions are numbered Q1–Q60 continuously across all categories.

CATEGORY 1 — SPOT THE MISTAKE | Q1–Q15

Each sentence below contains an error in Active/Passive voice construction. Identify the error and write the corrected sentence. This category tests precise rule recall and your ability to diagnose structural flaws.

- Q1.** The report was wrote by the manager last Friday.
- Q2.** By whom was arrested the thief?
- Q3.** The children were being teached moral values by their elders.
- Q4.** This letter must submitted to the principal by tomorrow.
- Q5.** She was gave the first prize by the judges.
- Q6.** The match was being played by they when the rain started.
- Q7.** Let the poor peoples are helped by us.
- Q8.** The bridge had been build over a decade ago.
- Q9.** A new policy has announced by the government yesterday.
- Q10.** It is know that exercise improves health.
- Q11.** The walls have been painted by he and his brother.
- Q12.** The cake was ate before anyone else arrived.
- Q13.** The criminal was arrested, and then he was took to the station.
- Q14.** The song is being sang by the choir right now.
- Q15.** The window is broke, and it needs to be repaired immediately.

CATEGORY 2 — FILL IN THE RIGHT WORD | Q16–Q30

Choose the most grammatically precise option from those given. Multiple options may appear plausible; your task is to select the single most accurate one. This category tests your understanding of tense, agreement, and voice simultaneously.

Q16. The accused _____ to court tomorrow.

- (a) will brought
- (b) will be brought
- (c) will bring
- (d) is brought

Q17. By the time we arrived, the food _____ already.

- (a) was eaten
- (b) had been eaten
- (c) has been eaten
- (d) is eaten

Q18. Several trees _____ during the storm last night.

- (a) were uprooted
- (b) are uprooted
- (c) have been uprooted
- (d) had uprooted

Q19. It _____ that the project would be delayed.

- (a) is feared
- (b) was feared

- (c) has feared
- (d) fears

Q20. The new highway _____ by the government next year.

- (a) is constructed
- (b) was constructed
- (c) will be constructed
- (d) has been constructed

Q21. The patient _____ to the nearest hospital when we called.

- (a) was rushed
- (b) rushed
- (c) has been rushed
- (d) is being rushed

Q22. The documents _____ before the meeting begins.

- (a) should sign
- (b) should be signed
- (c) should have sign
- (d) should signed

Q23. He _____ a Nobel Prize in Physics in 2001.

- (a) was awarded
- (b) had awarded
- (c) is awarded
- (d) awarded himself

Q24. The thief _____ red-handed by the police.

- (a) caught
- (b) got caught
- (c) is caught
- (d) catches

Q25. The letter _____ before noon if you post it now.

- (a) will be delivered
- (b) will have been delivered
- (c) will deliver
- (d) delivers

Q26. The rules of the game _____ before every match.

- (a) are explained
- (b) explain
- (c) have explained
- (d) is explained

Q27. It _____ that she had been working on the project for months.

- (a) is reported
- (b) was reported
- (c) has reported
- (d) reported

Q28. Three suspects _____ by the investigator at this moment.

- (a) are questioned
- (b) are being questioned
- (c) were questioned
- (d) have been questioned

Q29. The annual report _____ to the board by the CEO next week.

- (a) will present
- (b) will be presented
- (c) is presented
- (d) presents

Q30. Not a single word _____ by him throughout the hearing.

- (a) was spoken
- (b) is spoken
- (c) spoke
- (d) has spoken

CATEGORY 3 — CHOOSE THE CORRECT SENTENCE | Q31–Q45

Four sentences are given. Only one is grammatically correct in terms of voice, tense, and structure. Identify the correct option. This category demands elimination skills — you must understand why the three wrong options fail.

Q31. Identify the grammatically correct sentence:

- (a) He was promoted was announced yesterday.
- (b) It was announced that he was promoted yesterday.
- (c) He was announced that he had been promoted yesterday.
- (d) It was announced him that he was promoted.

Q32. Identify the grammatically correct sentence:

- (a) The letter has written by her this morning.
- (b) The letter was written by her this morning.
- (c) The letter has been written by she this morning.
- (d) The letter had written by her this morning.

Q33. Identify the grammatically correct sentence:

- (a) Let the work be completed before noon.
- (b) Let the work is completed before noon.
- (c) The work let be completed before noon.
- (d) Let be completed the work before noon.

Q34. Identify the grammatically correct sentence:

- (a) By whom was the message send?
- (b) By who was the message sent?
- (c) By whom was the message sent?
- (d) Whom was the message sent by?

Q35. Identify the grammatically correct sentence:

- (a) The bridge is being construct by engineers.
- (b) The bridge is being constructed by engineers.
- (c) The bridge has being constructed by engineers.
- (d) The bridge is being constructing by engineers.

Q36. Identify the grammatically correct sentence:

- (a) She was given a gold medal by the committee.
- (b) She was given a gold medal by the committee she.
- (c) Her was given a gold medal by the committee.
- (d) A gold medal was give to her by the committee.

Q37. Identify the grammatically correct sentence:

- (a) The goods must delivered by tomorrow.
- (b) The goods must to be delivered by tomorrow.
- (c) The goods must be delivered by tomorrow.
- (d) The goods must have delivered by tomorrow.

Q38. Identify the grammatically correct sentence:

- (a) It is believed that he is a genius.
- (b) It is believed that he is being a genius.
- (c) He is believed to being a genius.
- (d) It was believed that he is a genius.

Q39. Identify the grammatically correct sentence:

- (a) The road was under constructing when the accident happened.
- (b) The road was under construction when the accident happened.
- (c) The road had been under constructing when the accident happened.
- (d) The road is under been constructed when the accident happened.

Q40. Identify the grammatically correct sentence:

- (a) She has been being worked on this thesis for two years.
- (b) This thesis was being worked on by her for two years.

- (c) This thesis has been worked on by her for two years.
- (d) This thesis has been being worked on by her for two years.

Q41. Identify the grammatically correct sentence:

- (a) Not a single question was asked by nobody.
- (b) Not a single question was asked by anybody.
- (c) Not a single question asked by anybody.
- (d) Not a single question has asked by anybody.

Q42. Identify the grammatically correct sentence:

- (a) The files were needed to organize by the clerk.
- (b) The files are needed to be organized by the clerk.
- (c) The files needs to be organized by the clerk.
- (d) The files need to be organized by the clerk.

Q43. Identify the grammatically correct sentence:

- (a) Coal has been replacing by solar energy in many regions.
- (b) Coal has been replaced by solar energy in many regions.
- (c) Coal is being replaced by solar energy in many regions.
- (d) Both (b) and (c) are correct.

Q44. Identify the grammatically correct sentence:

- (a) The suspect was interrogated, and later released was he.
- (b) The suspect was interrogated and was later released.
- (c) The suspect had interrogated and later released by police.
- (d) The suspect interrogated and later released.

Q45. Identify the grammatically correct sentence:

- (a) The athlete has got selected in the national team.
- (b) The athlete has been selected in the national team.
- (c) The athlete was been selected in the national team.
- (d) The athlete has selected in the national team.

CATEGORY 4 — ANALYSE, REWRITE & EXPLAIN | Q46–Q60

These questions require extended written responses. You may need to rewrite sentences, identify the type of passive construction, correct a paragraph, or explain why two competing rules produce different outcomes. This category tests depth of grammatical understanding.

Q46. Convert the following paragraph from Active to Passive Voice, changing ONLY the voice and making no other alterations: 'The principal announced the results. The teachers congratulated the students. The school celebrated the achievements of the toppers.'

Q47. Explain the difference between: (a) The window was broken yesterday. (b) The window is broken. Which is a dynamic passive? Which is a stative passive? Why does the distinction matter?

Q48. Convert to passive, preserving the modal: 'You ought to submit this application before Friday.'

Q49. A student writes: 'It is said that the earth was being round.' Identify all errors, explain each one, and write the corrected sentence.

Q50. Convert the following question to passive voice: 'Why did the manager reject her application?'

- Q51.** Rewrite the following double-passive sentence in active voice and explain the structure: 'The contract is expected to be finalised by the board by next week.'
- Q52.** Convert to passive: 'They have been repairing the road since morning.' Then identify the tense of both the active and passive sentences.
- Q53.** Explain why the following sentence CANNOT be converted to passive voice, and rewrite it in a way that conveys the same meaning using a different structure: 'The old man smiled warmly at the children.'
- Q54.** A writer produces: 'Mistakes were made and nobody could be blamed by anyone.' Identify the logical and grammatical issues in the second clause and rewrite the entire sentence correctly.
- Q55.** Convert to passive (two ways) and comment on which is more natural: 'People generally consider Sachin Tendulkar to be the greatest batsman of his era.'
- Q56.** Identify the type of passive used in each sentence and explain: (a) The match has been rescheduled. (b) English is spoken here. (c) He was thought to be dangerous. (d) The door got slammed during the fight.
- Q57.** Correct the following paragraph which contains three voice-related errors and underline your corrections: 'The annual budget was presenting to the board. All members carefully reviewed it. The chairman told that the proposal would approve next month.'
- Q58.** Active: 'Someone must have taken my keys while I was in the meeting.' Convert to passive and analyse what grammatical information is preserved and what is lost in the conversion.
- Q59.** Explain with examples why passive voice is preferred over active voice in: (a) scientific writing, (b) news reporting, and (c) formal announcements. Write one example sentence in each register using the passive.

Q60. Active: 'The government has not yet decided whether to implement the new tax policy.' Convert to passive. Then rewrite using the 'It is...' construction and comment on any difference in emphasis between the two passive forms.

PRACTICE QUESTIONS — PART 2: All 60 Detailed Answers

Every answer below includes a full explanation. For MCQs, each wrong option is also explained. Read all explanations even for questions you answered correctly — the reasoning builds fluency.

CATEGORY 1 — SPOT THE MISTAKE: Answers Q1–Q15

Ans Q1: Corrected: 'The report was written by the manager last Friday.' | Error: 'wrote' is Simple Past active. In passive, the verb must be the past participle (V3). 'Write' → 'written'. The auxiliary 'was' correctly indicates Simple Past passive, but must pair with 'written', not 'wrote'.

Ans Q2: Corrected: 'By whom was the thief arrested?' | Error: The auxiliary 'was' must precede the subject ('the thief'), not follow it. In passive questions, the structure is: Wh-word + auxiliary + subject + V3. The original has 'was arrested the thief' which misplaces the subject after the V3.

Ans Q3: Corrected: 'The children were being taught moral values by their elders.' | Error: 'tached' is non-standard. 'Teach' is an irregular verb; its past participle is 'taught'. Past Continuous Passive = was/were + being + V3.

Ans Q4: Corrected: 'This letter must be submitted to the principal by tomorrow.' | Error: After a modal auxiliary (must, can, should, etc.), the passive is formed with 'be' + V3, not V3 alone. 'Must submitted' omits the obligatory 'be'.

Ans Q5: Corrected: 'She was given the first prize by the judges.' | Error: 'gave' (Simple Past active) was used as if it were a past participle. The past participle of 'give' is 'given'. The passive structure is 'was given', not 'was gave'.

Ans Q6: Corrected: 'The match was being played by them when the rain started.' | Error: 'they' is a subjective pronoun. When a pronoun follows a preposition ('by'), it must be in the objective case: 'them', not 'they'. Rule: By + objective pronoun always.

Ans Q7: Corrected: 'Let the poor be helped by us.' | Error: 'peoples' is non-standard (use 'people'). More critically, 'are helped' is incorrect in an imperative passive; the correct structure is 'Let + object + be + V3'.

Ans Q8: Corrected: 'The bridge had been built over a decade ago.' | Error: 'build' is the base form (V1). 'Build' is irregular: build → built → built. Past Perfect Passive = had + been + V3. 'Had been build' should be 'had been built'.

Ans Q9: Corrected: 'A new policy has been announced by the government.' OR 'A new policy was announced by the government yesterday.' | Error: 'has announced' is Present Perfect Active. The passive must be 'has been announced'. Note: 'yesterday' is a definite past marker that typically calls for Simple Past, so 'was announced' is preferred.

Ans Q10: Corrected: 'It is known that exercise improves health.' | Error: 'know' is base form. The correct past participle of 'know' is 'known'. The structure 'It is + V3 + that clause' requires 'known'.

Ans Q11: Corrected: 'The walls have been painted by him and his brother.' | Error: 'he' is a subjective pronoun. After 'by', it must be 'him' (objective case). 'By he' is always wrong; 'by him' is correct.

Ans Q12: Corrected: 'The cake was eaten before anyone else arrived.' | Error: 'ate' is Simple Past Active. 'Eat' is irregular: eat → ate → eaten. The past participle is 'eaten', not 'ate'. Passive requires V3: 'was eaten'.

Ans Q13: Corrected: 'The criminal was arrested and then taken to the station.' | Error: 'took' is Simple Past Active. The passive of 'take' requires the past participle 'taken'. In the passive chain ('was arrested and then was taken'), 'was taken' or simply 'taken' (with the auxiliary shared from the first clause) is correct.

Ans Q14: Corrected: 'The song is being sung by the choir right now.' | Error: 'sang' is Simple Past Active of 'sing'. The past participle is 'sung'. Present Continuous Passive = is/are + being + V3. 'Is being sang' → 'is being sung'.

Ans Q15: Corrected: 'The window is broken, and it needs to be repaired immediately.' | Error: 'broke' is Simple Past Active. For the stative passive (describing a present state), use 'is broken' (be + V3). 'Is broke' is non-standard and ungrammatical in Standard English.

CATEGORY 2 — FILL IN THE RIGHT WORD: Answers Q16–Q30

Ans Q16: (b) will be brought | The sentence requires Simple Future Passive: will + be + V3. (a) 'will brought' omits 'be'. (c) 'will bring' is active — the accused is not bringing themselves. (d) 'is brought' is Simple Present Passive — incorrect tense (future context).

Ans Q17: (b) had been eaten | The context 'by the time we arrived' signals Past Perfect. Past Perfect Passive = had + been + V3. (a) 'was eaten' is Simple Past Passive — misses the 'already completed before another past action' nuance. (c) 'has been eaten' is Present Perfect — wrong tense. (d) 'had uprooted' is active and wrong.

Ans Q18: (a) were uprooted | 'Last night' marks Simple Past. Simple Past Passive = was/were + V3. (b) 'are uprooted' is Present — wrong. (c) 'have been uprooted' is Present Perfect — conflict with 'last night'. (d) 'had uprooted' is active and wrong.

Ans Q19: (b) was feared | The reporting verb 'fear' requires Past Simple Passive here to match the context of a past concern. (a) 'is feared' would be present — not consistent with a past event. (c) 'has feared' is active. (d) 'fears' is active simple present.

Ans Q20: (c) will be constructed | Future intention by the government calls for Simple Future Passive. (a) 'is constructed' is present. (b) 'was constructed' is past. (d) 'has been constructed' is Present Perfect — wrong for a future plan.

Ans Q21: (a) was rushed | 'When we called' establishes a simple past context. Simple Past Passive = was/were + V3. (b) 'rushed' is active — 'the patient' cannot rush itself. (c) 'has been rushed' is Present Perfect — wrong tense. (d) 'is being rushed' is Present Continuous — wrong tense.

Ans Q22: (b) should be signed | Modal passive = Modal + be + V3. (a) 'should sign' is active. (c) 'should have sign' omits the past participle properly — 'should have been signed' would be correct for past, but the prompt needs present. (d) 'should signed' omits 'be'.

Ans Q23: (a) was awarded | Definite past (2001) = Simple Past Passive. (b) 'had awarded' is active Past Perfect. (c) 'is awarded' is present — wrong tense. (d) 'awarded himself' is reflexive active — changes meaning.

Ans Q24: (b) got caught | The 'get-passive' construction 'got caught' is idiomatic and best fits the sense of an event the thief is implicated in. (a) 'caught' alone as past active suggests the thief caught something/someone else. (c) 'is caught' is present. (d) 'catches' is active present.

Ans Q25: (a) will be delivered | Simple Future Passive matches the conditional 'if you post it now'. (b) 'will have been delivered' implies completion within the future — slightly overprecise unless a deadline is given. (c) 'will deliver' is active. (d) 'delivers' is simple present.

Ans Q26: (a) are explained | General truth / habitual action = Simple Present. Subject 'the rules' is plural → 'are'. Passive = are + V3. (b) 'explain' is active. (c) 'have explained' is active Present Perfect — wrong. (d) 'is explained' uses singular auxiliary 'is' with plural subject 'rules' — subject-verb disagreement.

Ans Q27: (b) was reported | The context implies a past reporting action. Simple Past Passive = was + V3. (a) 'is reported' is present. (c) 'has reported' is active Present Perfect. (d) 'reported' is active — changes who is doing the reporting.

Ans Q28: (b) are being questioned | 'At this moment' = Present Continuous. Present Continuous Passive = are + being + V3. (a) 'are questioned' is Simple Present Passive — doesn't convey 'right now'. (c) 'were questioned' is past. (d) 'have been questioned' is Present Perfect — implies completed action.

Ans Q29: (b) will be presented | Future event = Simple Future Passive. (a) 'will present' is active. (c) 'is presented' is Simple Present Passive — wrong tense for a future event. (d) 'presents' is active Simple Present.

Ans Q30: (a) was spoken | 'Throughout the hearing' (completed past event). Simple Past Passive = was + V3. (b) 'is spoken' is present. (c) 'spoke' is active — 'not a single word' cannot speak. (d) 'has spoken' is active Present Perfect.

CATEGORY 3 — CHOOSE THE CORRECT SENTENCE: Answers Q31–Q45

Ans Q31: Correct: (b) | (a) is a run-on that confuses two passive structures. (c) makes 'he' the subject of 'was announced' incorrectly — a person is not announced, a promotion is. (d) 'announced him' uses 'him' as a direct object of 'announced', which is ungrammatical in this context.

Ans Q32: Correct: (b) | 'This morning' is a definite past marker; Simple Past Passive ('was written') is required. (a) 'has written' is active. (c) uses 'she' (subjective) instead of 'her' (objective) as the agent. (d) 'had written' is active Past Perfect — incorrect voice and tense.

Ans Q33: Correct: (a) | Imperative passive = 'Let + object + be + V3'. (b) 'Let the work is completed' uses incorrect verb form after 'let'. (c) places 'Let' in the wrong position. (d) produces ungrammatical word order.

Ans Q34: Correct: (c) | 'Whom' is the correct objective case of 'who' for use as object of 'by' in formal questions. (a) 'send' is base form — passive requires the V3 'sent'. (b) 'who' is subjective case — incorrect after the

preposition 'by'. (d) 'Whom was the message sent by?' places the preposition at the end — while acceptable informally, option (c) is more precise and formal.

Ans Q35: Correct: (b) | Present Continuous Passive = is/are + being + V3. 'Construct' → 'constructed' (V3). (a) uses base form 'construct'. (c) 'has being' is grammatically impossible — 'have/has' must pair with past participle 'been', not 'being'. (d) 'is being constructing' uses -ing form of the main verb, which is wrong in passive.

Ans Q36: Correct: (a) | Simple Past Passive with indirect object as subject: 'She was given a gold medal by the committee.' (b) is redundant and confusing — 'the committee she' is nonsensical. (c) 'Her' is objective case — cannot be a grammatical subject. (d) 'give' is base form (V1), not V3; passive requires 'given'.

Ans Q37: Correct: (c) | Modal passive = Modal + be + V3. 'Must be delivered' is correct. (a) omits 'be'. (b) 'must to be' — modals are never followed by 'to' in standard English (except 'ought to'). (d) 'must have delivered' is active modal perfect — incorrect voice.

Ans Q38: Correct: (a) | 'It is believed that + clause' is the standard reporting verb passive. (b) 'is being a genius' — 'be' is stative and does not normally take continuous aspect. (c) 'to being' is ungrammatical — infinitives use the base form: 'to be'. (d) 'It was believed that he is a genius' creates an illogical tense shift — the reporting is present ('is believed'), so the embedded clause should also align appropriately.

Ans Q39: Correct: (b) | 'Under construction' is a fixed noun phrase used with 'be'. (a) 'under constructing' is non-standard — 'construction' is a noun, not a gerund here. (c) 'under constructing' repeats the same error in Past Perfect. (d) 'under been constructed' is grammatically incoherent.

Ans Q40: Correct: (c) | Present Perfect Passive = has/have + been + V3. 'Has been worked on' is correct. (a) 'has been being worked on' uses Present Perfect Continuous Passive — while technically possible, it is

extremely rare and unnatural. (b) 'was being worked on' is Past Continuous Passive — changes the timeframe to past. (d) 'has been being worked on' is the same awkward construction as (a).

Ans Q41: Correct: (b) | 'Not a single question was asked by anybody' is correct. The subject is singular ('not a single question') and the negative is expressed by 'not a single', so 'anybody' (not 'nobody') is required to avoid a double negative. (a) 'by nobody' creates an illogical double negative. (c) omits 'was'. (d) 'has asked' is active Present Perfect.

Ans Q42: Correct: (d) | 'The files need to be organized by the clerk' uses the correct structure: 'need to be + V3'. (a) 'were needed to organize' is grammatically confused — 'organize' should be passive infinitive 'to be organized'. (b) 'are needed to be organized' is an accepted construction but less natural than (d). (c) 'needs' uses a singular verb with a plural subject 'the files'.

Ans Q43: Correct: (d) Both (b) and (c) are correct | (b) 'has been replaced' is Present Perfect Passive — correct for an ongoing/recently completed change. (c) 'is being replaced' is Present Continuous Passive — correct if the process is ongoing right now. Both are grammatically valid; the answer recognises this. (a) 'has been replacing' is Active Present Perfect Continuous — wrong voice.

Ans Q44: Correct: (b) | 'The suspect was interrogated and was later released' uses two Simple Past Passive constructions correctly joined. (a) 'released was he' produces inverted word order only valid in questions. (c) 'had interrogated' is active Past Perfect — wrong voice and tense. (d) both verbs are active — no passive construction present.

Ans Q45: Correct: (b) | 'Has been selected' is Present Perfect Passive — correct for a recent achievement. (a) 'has got selected' — while the get-passive exists, 'has got selected' is non-standard in formal written English; 'has been selected' is preferred. (c) 'was been selected' is ungrammatical — two auxiliaries in sequence without proper structure. (d) 'has selected' is active — meaning she herself selected someone.

CATEGORY 4 — ANALYSE, REWRITE & EXPLAIN: Answers Q46–Q60

Ans Q46: Passive paragraph: 'The results were announced by the principal. The students were congratulated by the teachers. The achievements of the toppers were celebrated by the school.' | Notes: Each active sentence is converted independently. 'Announced' ← Simple Past Active. 'Were congratulated' ← Simple Past Passive. 'Were celebrated' ← Simple Past Passive. The passive preserves all tense information and makes the receiver (results, students, achievements) the subject in each case.

Ans Q47: Sentence (a) 'The window was broken yesterday' is a DYNAMIC PASSIVE — it describes an event (breaking) that occurred at a specific time in the past. There is an implied agent. Sentence (b) 'The window is broken' is a STATIVE PASSIVE — it describes the current state of the window (it is in a broken condition); no event is being described. | The distinction matters for comprehension and for grammar: in (b), 'broken' functions like an adjective. For example, 'The window is broken, so please be careful' focuses on the current state, while 'The window was broken by a vandal last night' focuses on the event and implies someone is responsible.

Ans Q48: Passive: 'This application ought to be submitted before Friday.' | Explanation: 'Ought to' is treated like other modals in passive formation: Modal + be + V3. The structure 'ought to be submitted' is correct. 'Submitted' is the past participle of 'submit'. The agent 'you' is omitted because it is obvious from context. Important: do not write 'ought to submitted' — the infinitive marker 'to' requires the base form 'be', giving 'ought to be submitted'.

Ans Q49: Errors in the sentence 'It is said that the earth was being round': Error 1 — 'was being round': 'be + adjective' is stative and cannot take the continuous aspect ('being round' is wrong). Error 2 — Tense shift: The earth IS round (eternal truth) → Simple Present. Error 3 — 'was being' also implies the roundness existed in the

past but not now, which is factually absurd. Corrected sentence: 'It is said that the earth is round.' | The verb 'is' correctly expresses a universal/scientific truth in Simple Present.

Ans Q50: Active: 'Why did the manager reject her application?' Passive: 'Why was her application rejected by the manager?' | Explanation: Wh-word ('Why') is retained at the front. The auxiliary shifts: 'did reject' → 'was rejected'. 'Her application' (object in active) becomes the subject in passive. 'The manager' becomes 'by the manager'. Note: 'her' remains objective case as it is already possessive-modifying 'application' — it does not change in the passive.

Ans Q51: Active: 'The board expects to finalise the contract by next week.' | Explanation of the double-passive structure: 'is expected to be finalised' contains two passive layers: (1) 'is expected' — the board's expectation is the main passive action; (2) 'to be finalised' — the contract's finalisation is a passive infinitive. In active voice: the subject ('the board') performs the expectation, and 'finalise' is the embedded action. Double-passive sentences are grammatically correct when the main verb is followed by a passive infinitive — common with verbs like expect, want, need, require, suppose.

Ans Q52: Passive: 'The road has been being repaired by them since morning.' | However, Present Perfect Continuous Passive is extremely rare and awkward in practice. In natural usage, this is better expressed as: 'The road has been under repair since morning.' Active Tense: Present Perfect Continuous (have/has + been + V-ing). Passive Tense: Present Perfect Continuous Passive (have/has + been + being + V3) — noted as grammatically possible but rarely used in formal or informal English.

Ans Q53: 'The old man smiled warmly at the children' cannot be passivised because 'smile' is an intransitive verb — it takes no direct object. There is nothing that 'was smiled'. To preserve the meaning with a passive-like impersonal construction, one could write: 'Warm smiles were directed at the children by the old man' (restructured with a noun). Alternatively, in active voice: 'Warm smiles came from the old man as he looked at the children.' The core lesson: passivisation requires a transitive verb with a direct object.

Ans Q54: Issues in 'nobody could be blamed by anyone': (1) 'nobody' and 'anyone' create a double negative — 'nobody could be blamed by anyone' paradoxically means no one was available to do the blaming, which is circular. (2) More accurately: if the speaker means 'no one was responsible', the sentence should be active and direct. Corrected full sentence: 'Mistakes were made, and no one could be held responsible.' This removes the double negative, maintains the passive for 'mistakes', and uses a clear, single-negative construction for the second clause.

Ans Q55: Active: 'People generally consider Sachin Tendulkar to be the greatest batsman of his era.' Passive Form 1 (It-construction): 'It is generally considered that Sachin Tendulkar is/was the greatest batsman of his era.' Passive Form 2 (Raised subject): 'Sachin Tendulkar is generally considered to be the greatest batsman of his era.' Comment: Form 2 is more natural and widely used because it maintains the famous person as the subject, which is rhetorically more engaging. Form 1 foregrounds the general opinion itself, which can sound more formal or academic. Both are grammatically correct.

Ans Q56: (a) 'The match has been rescheduled' — Dynamic Passive in Present Perfect tense. An action (rescheduling) has been completed. There is an implied agent (the organising body). (b) 'English is spoken here' — Habitual/Generic Passive in Simple Present. It describes a general or characteristic state. (c) 'He was thought to be dangerous' — Reporting-verb passive using the raised-subject construction (Past Tense). Equivalent to 'It was thought that he was dangerous.' (d) 'The door got slammed during the fight' — Get-passive, suggesting the event was sudden, unplanned, or unpleasant. Often used in informal speech.

Ans Q57: Original paragraph: 'The annual budget was presenting to the board. All members carefully reviewed it. The chairman told that the proposal would approve next month.' | Error 1: 'was presenting' — should be 'was presented' (Simple Past Passive requires V3, not V-ing). Error 2: 'reviewed it' — active voice, correct and fine as is. Error 3: 'told that' — 'tell' is not used with a 'that' clause in this structure; 'said that' or 'announced that' is correct. Error 4: 'would approve' is active — should be 'would be approved' (Passive). Corrected paragraph: 'The

annual budget was presented to the board. All members carefully reviewed it. The chairman said that the proposal would be approved next month.'

Ans Q58: Passive: 'My keys must have been taken by someone while I was in the meeting.' | What is preserved: The temporal context ('while I was in the meeting'). The modal perfect structure ('must have been taken') — indicating deduction about a past event. The indefiniteness of the agent ('by someone' matches 'someone' in the active). What is lost: The active sentence emphasises a personal experience ('my keys') and speculates about an unidentified 'someone'. In the passive, the sentence becomes slightly more formal, and the agent phrase 'by someone' is often omitted in practice since it adds no information ('My keys must have been taken while I was in the meeting'), which actually makes the passive more concise here.

Ans Q59: Passive is preferred: (a) Scientific writing — The focus is on the experiment or finding, not the researcher. Example: 'The solution was heated to 80°C and then filtered.' The agent ('by researchers') is omitted as obvious and unimportant. (b) News reporting — The event is foregrounded; who did it may be unknown or legally sensitive. Example: 'Three people were injured in the blast.' (c) Formal announcements — The institution or decision is emphasised, not the individuals. Example: 'All applications must be submitted by 31st December.' Passive creates authority and universality, removing personal accountability or the need to name individuals.

Ans Q60: Passive Form 1: 'Whether to implement the new tax policy has not yet been decided by the government.' Passive Form 2 (It-construction): 'It has not yet been decided by the government whether to implement the new tax policy.' | Comparison: Form 1 makes the embedded question ('whether to implement...') the subject of the passive — grammatically valid but slightly heavy. Form 2 uses the anticipatory 'It' as a dummy subject, which is more natural and commonly preferred in formal writing. In Form 2, 'by the government' can also be omitted if the agent is obvious, giving: 'It has not yet been decided whether to implement the new tax policy.' This is the most natural and idiomatic form.

End of Document — Active and Passive Voice

