

## VOICE

✚ ACTIVE VOICE:  
The subject and the doer are the same person or thing.

✚ PASSIVE VOICE:  
The subject and the doer are different.

## ASSERTIVE SENTENCE

RULES		EXAMPLE	
ACTIVE	PASSIVE	ACTIVE	PASSIVE
<ul style="list-style-type: none"> <li>Sub</li> <li>Verb</li> <li>Extra words</li> <li>obj</li> </ul>	<ul style="list-style-type: none"> <li>ob [active]</li> <li>auxiliary verb</li> <li>p.p. form of verb.</li> <li>Extra words</li> <li>by</li> <li>Sub [active]</li> </ul>	<ul style="list-style-type: none"> <li>Columbus discovered America.</li> <li>He bought her a ring.</li> <li>We elected him chairman.</li> <li>He made me laugh.</li> </ul>	<ul style="list-style-type: none"> <li>America was discovered by Columbus.</li> <li>She was bought a ring by him.</li> <li>He was elected chairman by us.</li> <li>I was made to laugh by him.</li> </ul>
Reflexive Pronoun			
<ul style="list-style-type: none"> <li>Sub</li> <li>Verb</li> <li>Reflexive pronoun</li> </ul>	<ul style="list-style-type: none"> <li>Sub[active]</li> <li>auxiliary verb</li> <li>p.p form of verb</li> <li>by</li> <li>Reflexive pronoun</li> </ul>	<ul style="list-style-type: none"> <li>She killed herself</li> <li>He hurt himself.</li> </ul>	<ul style="list-style-type: none"> <li>She was killed by herself.</li> <li>He was hurt by himself.</li> </ul>
Quasi Passive Voice			
<ul style="list-style-type: none"> <li>sub</li> <li>verb</li> <li>Extra words.</li> </ul>	<ul style="list-style-type: none"> <li>Sub [active]</li> <li>Auxiliary verb</li> <li>P.p form of verb</li> <li>Extra words.</li> </ul>	<ul style="list-style-type: none"> <li>Honey tastes sweet.</li> </ul>	<ul style="list-style-type: none"> <li>Honey is tasted sweet. Or, Honey is sweet when it is tasted.</li> </ul>
Exceptional			
<ul style="list-style-type: none"> <li>There is /are/was/were</li> <li>Sub</li> <li>To</li> <li>Verb.</li> </ul>	<ul style="list-style-type: none"> <li>There is /are/were/was</li> <li>Sub</li> <li>To</li> <li>be</li> <li>p.p. form of Verb.</li> </ul>	<ul style="list-style-type: none"> <li>There is no time to lose.</li> <li>There is no money to waste.</li> </ul>	<ul style="list-style-type: none"> <li>There is no time to be lost.</li> <li>There is no money to be wasted.</li> </ul>
<ul style="list-style-type: none"> <li>Sub</li> <li>Agree/anxious /arrange/determine/decide/Demand/forget/promise/propose/pretend/</li> </ul>	<ul style="list-style-type: none"> <li>sub</li> <li>agree/.....</li> <li>that</li> <li>ob [direct]</li> <li>should be</li> <li>p.p of verb.</li> </ul>	<ul style="list-style-type: none"> <li>I agreed to visit the zoo.</li> <li>I decided to buy a car.</li> </ul>	<ul style="list-style-type: none"> <li>I agreed that the zoo should be visited.</li> <li>I decided that a car should be bought.</li> </ul>

<ul style="list-style-type: none"> <li>• Infinitive[to+ verb] + ob</li> </ul>			
<ul style="list-style-type: none"> <li>• Sub</li> <li>• Advise/insist/recommend</li> <li>• gerund</li> </ul>	<ul style="list-style-type: none"> <li>• sub</li> <li>• advise/.....</li> <li>• that</li> <li>• ob [direct]</li> <li>• should be + p.p of verb.</li> </ul>	<ul style="list-style-type: none"> <li>• The doctor suggested using sugar free biscuit.</li> </ul>	<ul style="list-style-type: none"> <li>• The doctor suggested that sugar free biscuit should be used. .</li> </ul>
<ul style="list-style-type: none"> <li>• Sub</li> <li>• Want/ wish/desire/ like</li> <li>• Object</li> <li>• Infinitive</li> </ul>	<ul style="list-style-type: none"> <li>• sub</li> <li>• want/.....</li> <li>• ob [direct]</li> <li>• to be</li> <li>• p.p of verb</li> <li>• by + ob</li> </ul>	<ul style="list-style-type: none"> <li>• She wants me to take some photographs.</li> </ul>	<ul style="list-style-type: none"> <li>• She wants some photographs to be taken by me.</li> </ul>

**TO REMEMBER:**

- Bare infinitive of the active voice becomes full infinitive in the passive voice.
- Let does not take a full infinitive even in the passive voice.
- Both clauses of complex sentence will be changed but second clause will not be changed denoting universal truth.
- By will not be used after the following words:

WORD	INSTEAD OF BY	WORD	INSTEAD OF BY	WORD	INSTEAD OF BY
annoy	At (t) /with(p)	interest	in	Crowed	with
marvel	At	please	At (t) /with(p)	Include	in
surprise	At (t) /with(p)	know	to	Cram	with
seize	With	fill	with	Decorate	with
satisfy	At (t) /with(p)	shock	at		
contain	In	Worry	about		

- Auxiliary verb:

ACTIVE	PASSIVE [auxiliary verb]
<ul style="list-style-type: none"> <li>• Present indefinite</li> </ul>	<ul style="list-style-type: none"> <li>• am, is, are</li> </ul>
<ul style="list-style-type: none"> <li>• Am, is, are, was, were</li> </ul>	<ul style="list-style-type: none"> <li>• am, is, are, was, were +being.</li> </ul>
<ul style="list-style-type: none"> <li>• Have, has, had</li> </ul>	<ul style="list-style-type: none"> <li>• have, has, had + been.</li> </ul>
<ul style="list-style-type: none"> <li>• Have been, has been, had been</li> </ul>	<ul style="list-style-type: none"> <li>• have been, has been, had been + being</li> </ul>
<ul style="list-style-type: none"> <li>• Past indefinite</li> </ul>	<ul style="list-style-type: none"> <li>• was, were.</li> </ul>
<ul style="list-style-type: none"> <li>• Shall, should, will, would, can, could, may, might, must</li> </ul>	<ul style="list-style-type: none"> <li>• shall, should, will, would, can, could, may, might, must + be</li> </ul>
<ul style="list-style-type: none"> <li>• Have/has/had to, to, used/ought/going to</li> </ul>	<ul style="list-style-type: none"> <li>• have/has/had to, to, used/ought/going to + be</li> </ul>

## INTERROGATIVE SENTENCE

RULES		EXAMPLE	
ACTIVE	PASSIVE	ACTIVE	PASSIVE
<ul style="list-style-type: none"> <li>• Auxiliary verb</li> <li>• Sub</li> <li>• Main Verb</li> <li>• Extra words</li> <li>• Obj +?</li> </ul>	<ul style="list-style-type: none"> <li>• auxiliary verb</li> <li>• ob [active]</li> <li>• p.p. form of verb.</li> <li>• Extra words</li> <li>• by</li> <li>• Sub [active] +?</li> </ul>	<ul style="list-style-type: none"> <li>• Did they solve the problem?</li> </ul>	<ul style="list-style-type: none"> <li>• Was the problem solved by them?</li> </ul>
<ul style="list-style-type: none"> <li>• Who</li> <li>• Verb</li> <li>• Ob</li> <li>• Extra words +?</li> </ul>	<ul style="list-style-type: none"> <li>• By whom</li> <li>• auxiliary verb</li> <li>• ob [active]</li> <li>• p.p form of verb</li> <li>• extra words + ?</li> </ul>	<ul style="list-style-type: none"> <li>• Who wrote this poem?</li> <li>• Who taught you the formula?</li> </ul>	<ul style="list-style-type: none"> <li>• By whom was this poem written?</li> <li>• By whom were you taught the formula?</li> </ul>
<ul style="list-style-type: none"> <li>• Whom</li> <li>• Auxiliary Verb</li> <li>• Sub</li> <li>• verb</li> <li>• Extra words+?</li> </ul>	<ul style="list-style-type: none"> <li>• who</li> <li>• auxiliary verb</li> <li>• p.p form of verb</li> <li>• extra words.</li> <li>• by</li> <li>• Sub[active] + ?</li> </ul>	<ul style="list-style-type: none"> <li>• Whom did you call?</li> </ul>	<ul style="list-style-type: none"> <li>• Who was called by you?</li> </ul>
<ul style="list-style-type: none"> <li>• What/why/how/where/when/which + noun</li> <li>• Auxiliary Verb</li> <li>• Sub</li> <li>• Main Verb</li> <li>• obj</li> <li>• Extra words+?</li> </ul>	<ul style="list-style-type: none"> <li>• What/why/how/where/when/which + noun</li> <li>• auxiliary verb</li> <li>• obj [active]</li> <li>• p.p form of verb</li> <li>• extra words.</li> <li>• by</li> <li>• Sub [active] + ?</li> </ul>	<ul style="list-style-type: none"> <li>• Which actor did the police arrest in the murder case?</li> <li>• What will satisfy you?</li> </ul>	<ul style="list-style-type: none"> <li>• Which actor was arrested in the murder case by the police?</li> <li>• What will you be satisfied with/case?</li> </ul>

## IMPERATIVE SENTENCE

Object		Without Object	
ACTIVE	PASSIVE	ACTIVE	PASSIVE
<ul style="list-style-type: none"> <li>• Let</li> <li>• Objective form of subject</li> <li>• Verb</li> <li>• Obj</li> <li>• Extra words</li> </ul>	<ul style="list-style-type: none"> <li>• Let</li> <li>• Obj [ active]</li> <li>• be</li> <li>• P.p form of verb</li> <li>• Extra words.</li> <li>• by</li> <li>• Sub [active]</li> </ul>	<ul style="list-style-type: none"> <li>• Please/kindly</li> <li>• Advise</li> <li>• Order</li> <li>• Negative</li> </ul>	<ul style="list-style-type: none"> <li>• you are requested to</li> <li>• you are advised to</li> <li>• you are ordered/commanded to</li> <li>• you are forbidden to</li> </ul>

<ul style="list-style-type: none"> <li>• Tell her to wait here.</li> <li>• Don't open the door.</li> <li>• Let him buy a car.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Let her be told to wait here.</li> <li>• Let not the door be opened.</li> <li>• Let a car be bought by him.</li> </ul>	<ul style="list-style-type: none"> <li>• Please give me some more time.</li> <li>• March on</li> <li>• Don't run in the sun.</li> </ul>	<ul style="list-style-type: none"> <li>• You are requested to give me some more time.</li> <li>• You are ordered to march on.</li> <li>• You are forbidden to run in the sun.</li> </ul>
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### VOICE (PRACTICE)

1. Watt invented the steam engine.
2. They grow wheat once a year.
3. He gave us a cheque.
4. He bought me a ring.
5. They left us some food.
6. They kept me waiting.
7. They made me laugh.
8. He saw a mango fall.
9. We saw the camel cross the road.
10. We let him go.
11. The teacher is teaching the students.
12. I saw him opening the door.
13. A soft wind blew the ship gently back to harbor.
14. He ran a race.
15. He dreamt a dream.
16. The patient slept a sound sleep.
17. I have fought a good fight.
18. Mr. Alim teaches us English.
19. Anupoma gave me a book
20. My friend sent me a gift.
21. They handed him a gun.
22. Rakesh offered me a seat.
23. We should not laugh at a disabled man.
24. We must listen to our parents.
25. We talked of them.
26. There are lots of things to do.
27. There is no time to lose.
28. I have lost my book.
29. Honey tastes sweet.
30. The rose smells sweet.
31. The stone feels rough.
32. My shoes need mending
33. This bridge wants reconstructing.
34. One should keep one's promise.
35. Someone has stolen my purse.
36. Circumstances obliged me to do.
37. People consider me honest.
38. I know the fact.

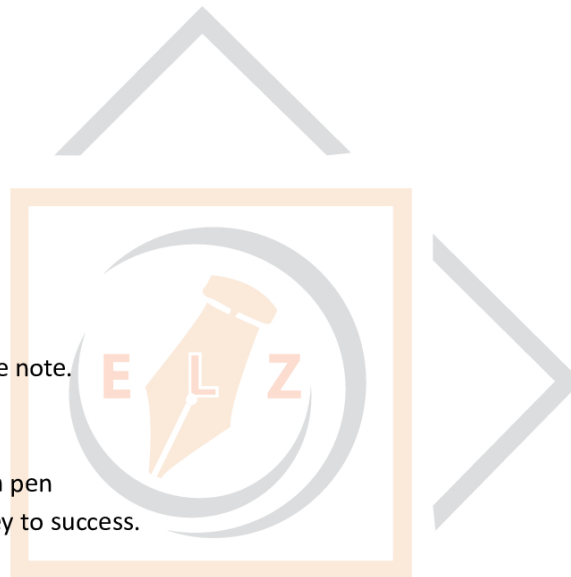
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39. His behavior shocked me.
40. Light filled the room.
41. Her manners pleased us very much.
42. The novels of Tolstoy interest me.
43. He killed himself.
44. She hurt herself.
45. I am going to open a bank account.
46. We are going to visit the zoo tomorrow.
47. Tell her to wait here.
48. Give the order to open fire.
49. Close all the gates at once.
50. Help the poor.
51. Never tell a lie.
52. Pluck me a flower.
53. Buy me a Panjabi.
54. Let him buy a car.
55. Never keep a work for tomorrow.
56. Never waste your time.
57. Pen through the line.
58. Water the plants
59. Right the wrong answer.
60. Change the voice.
61. Please give me a pen.
62. Shut up.
63. Post the letter.
64. March on.
65. Always speak the truth.
66. Don't run in the sun.
67. Tell me the truth.
68. Let us forget the past.
69. Let her sing a song.
70. Kindly grant me a week's leave.
71. Please give me some more time.
72. Did they solve the problem?
73. Have they done the work?
74. Who wrote this poem?
75. Who gave you the shirt?
76. Whom did you call?
77. Which actor did the police arrest in the murder case?
78. Which book do you want?
79. What will satisfy you?
80. What do you want?
81. Where did they find the purse?



82. When will they finish the work?
83. Why do people speak English everywhere?
84. Why did the teacher punish you?
85. How did you do it?
86. They considered that he is honest.
87. They know that extremists blew up the bridge.
88. What is lotted cannot be blotted.
89. What cannot be cured must be endured.
90. We should respect our parents.
91. He has to look after his parents.
92. She can can a can.
93. People called him a liar.
94. She fans herself.
95. Rice sells cheap.
96. The house is building.
97. The book is printing.
98. Ripe mangoes taste sweet.
99. Green mangoes taste sour.
100. The medicine tastes bitter
101. The syrup tasted bitter
102. I made the students prepare the note.
103. He helped me start a business.
104. He promised to help me.
105. He told that he would give me a pen
106. We know that industry is the key to success.
107. Her idleness worried us.
108. Panic seized me.
109. The committee includes us all.
110. Bangladesh was liberated in 1971.
111. English is spoken all over the world.
112. Rome was not built in a day.
113. The home was burnt.
114. The accident shocked me.
115. The police insisted on arresting the criminal.



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#### EXTRA

1. Government has taken some measures to solve the problem.
2. The problem must be addressed properly.
3. Child labor should be stopped.
4. Everybody knows this truth.
5. The sight of the spider encouraged the king.
6. The government has to increase the number of educational institutions.
7. Teachers and text books can play a vital role in this regard.
8. The customers are often deceived.
9. Political leaders use our innocent students as tools.
10. Political will is needed to solve the problem.
11. They should be taken care of.
12. Someone had mentioned her name to me.
13. We should remember that industry is the key to success.
14. People can train themselves in different professions.



15. They should be brought to book.
16. He described London as a dismal city
17. The beautiful lakes and fountains of crystal clear water which charm us all are easily noticeable here.
18. He also did some unnecessary things for her
19. He sent one of his generals to conquer Bengal
20. Years of malnutrition and deprivation made them look older
21. It is called the mangrove forest
22. Teachers encourage the learners of a second language to practice the language.
23. This admixture may corrupt the nature of the original commodity.
24. The value or the effectiveness of the finished product is destroyed by adulteration.
25. Almost everyone enjoys the day in his own way.
26. Tourists from home and abroad visit its shore.
27. It stores honey in the hive.
28. People all over the world enjoy this game very much.
29. The farmers use water in time of cultivation largely.
30. Once a cook roasted a duck for his master.
31. It is called pleasure seeker's paradise.
32. They help us in many ways.
33. Nowadays jute gunny bags are not used widely.
34. Many believe that English helps people to get good jobs and better salaries.
35. English is spoken all over the world.
36. Dowry hampers the harmony of the society.
37. This barbarous tradition of the society should be stopped anyhow.
38. It is considered as a symbol of love.

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