

# VOICE

## English Grammar Notes

Verb के उस रूप को Voice कहते हैं जिससे यह पता चलता हो कि Subject कुछ कार्य करता है या उसके लिए कुछ किया जाता है।

### EXAMPLES

- Ravi teaches Mohan. (*Active Voice*)
- Mohan is taught by Ravi. (*Passive Voice*)

ऊपर के दोनों वाक्यों का अर्थ एक ही है परंतु पहले वाक्य में Subject (कर्ता) स्वयं कार्य करता है जबकि दूसरे वाक्य में Subject के लिए कुछ किया गया है या Subject के Verb के अनुसार कार्य करवाया गया है।

Voice निम्नलिखित दो प्रकार के होते हैं:

- **Active Voice**
- **Passive Voice**

### 1. Active Voice

यदि Subject स्वयं कार्य करे तो इसे Active Voice कहते हैं। अर्थात् Active Voice में Verb द्वारा कर्ता को प्रधानता दी जाती है।

**Example:** Ram helps me.

### 2. Passive Voice

यदि Subject के लिए कार्य किया जाए तो इसे Passive Voice कहते हैं। अर्थात् Passive Voice में Verb द्वारा कर्म को प्रधानता दी जाती है।

**Example:** I am helped by Ram.

## साधारण नियम: Active Voice से Passive Voice बनाने के नियम

- Subject को Object और Object को Subject बना दिया जाता है।
- नए Object से पहले **by** का प्रयोग किया जाता है।
- Tense के अनुसार Helping Verb का प्रयोग किया जाता है।
- यदि Object के रूप में Active Voice में Object Case का कोई Pronoun हो तो उसे नीचे लिखे रूप में बदला जाता है:

Active (Object Case)	Passive (Subject Case)	Active (Object Case)	Passive (Subject Case)
me	I	her	She
you	You	it	It
us	We	them	They
him	He	whom	Who

यदि Subject के रूप में Active Voice में Nominative Case का कोई Pronoun हो तो उसे नीचे लिखे रूप में बदला जाता है:

Active (Subject Case)	Passive (With 'by')	Active (Subject Case)	Passive (With 'by')
I	by me	She	by her
You	by you	It	by it
We	by us	They	by them
He	by him	Who	by whom

## Tense के अनुसार Active से Passive Voice बनाने का नियम

### 1. Present Simple Tense

**Rule:** Present Indefinite Tense के Passive Voice में Subject के अनुसार Is, Am, Are का तथा Main Verb की Third Form ( $V^3$ ) का प्रयोग किया जाता है। I के साथ am; He, She, It तथा Singular Noun के साथ is और We, You, They तथा Plural Noun के साथ are का प्रयोग होता है।

#### Structure:

- Active: **Sub.** +  $V^1$  /  $V\text{-s/es}$  + **Obj.**
- Passive: **Obj.** + **is/are/am** +  $V^3$  + **by** + **Sub.**

#### EXAMPLES

- I sing a song. (Active) → A song is sung by me. (Passive)
- They love me. (Active) → I am loved by them. (Passive)

### 2. Present Continuous Tense

**Rule:** इस Tense में Subject के अनुसार is/are/am का प्रयोग करते हैं तथा इनमें से किसी एक के साथ being लगाकर Main Verb की Third Form ( $V^3$ ) का प्रयोग किया जाता है। अर्थात् I के साथ am being, He/She/It के साथ is being का तथा You/We/They व Plural Noun के साथ are being लगाया जाता है।

### Structure:

- Active: **Sub.** + **is/are/am** + **V<sup>4</sup>(ing)** + **Obj.**
- Passive: **Obj.** + **is/are/am** + **being** + **V<sup>3</sup>** + **by** + **Sub.**

#### EXAMPLES

- You are playing tennis. (Active) → Tennis is being played by you. (Passive)

### 3. Present Perfect Tense

**Rule:** इस Tense के Passive Voice में Subject के अनुसार Have been या Has been के साथ Main Verb की Third Form (V<sup>3</sup>) का प्रयोग किया जाता है। He, She, It तथा Singular Noun के साथ has been तथा I, We, You, They तथा Plural Noun के साथ have been लगाया जाता है।

### Structure:

- Active: **Sub.** + **has/have** + **V<sup>3</sup>** + **Obj.**
- Passive: **Obj.** + **has/have** + **been** + **V<sup>3</sup>** + **by** + **Sub.**

#### EXAMPLES

- Mohan has taken tea. (Active) → Tea has been taken by Mohan. (Passive)

### 4. Past Indefinite Tense

**Rule:** इस Tense के Passive Voice में Helping Verb was/were के साथ Main Verb की Third Form (V<sup>3</sup>) का प्रयोग करते हैं। I, She, It तथा Singular Noun के साथ was और We, You, They तथा Plural Noun के साथ were लगाया जाता है।

### Structure:

- Active: **Sub.** + **V<sup>2</sup>** + **Obj.**
- Passive: **Obj.** + **was/were** + **V<sup>3</sup>** + **by** + **Sub.**

#### EXAMPLES

- He sold a car. (Active) → A car was sold by him. (Passive)
- He solved the sum. (Active) → The sum was solved by him. (Passive)

### 5. Past Continuous Tense

**Rule:** इस Tense के Passive Voice में was being/were being के साथ Main Verb की Third Form (V<sup>3</sup>) का प्रयोग करते हैं। I, He, She, It तथा Singular Noun के साथ was being और You, We, They तथा Plural Noun के साथ were being लगाया जाता है।

### Structure:

- Active: **Sub.** + **was/were** + **V<sup>4</sup>(ing)** + **Obj.**
- Passive: **Obj.** + **was/were** + **being** + **V<sup>3</sup>** + **by** + **Sub.**

#### EXAMPLES

- He was preparing tea. (Active) → Tea was being prepared by him. (Passive)
- The boys were laughing at the old lady. (Active) → The old lady was being laughed at by the boys. (Passive)

## 6. Past Perfect Tense

**Rule:** इस Tense के Passive Voice में had been के साथ Main Verb की Third Form (V<sup>3</sup>) का प्रयोग होता है।

### Structure:

- Active: **Sub.** + **had** + **V<sup>3</sup>** + **Obj.**
- Passive: **Obj.** + **had** + **been** + **V<sup>3</sup>** + **by** + **Sub.**

#### EXAMPLES

- I had read the book. (Active) → The book had been read by me. (Passive)
- He had already finished the lesson. (Active) → The lesson had already been finished by him. (Passive)

## 7. Future Indefinite Tense

**Rule:** इस Tense के Passive Voice में Subject के अनुसार shall be/will be के साथ मुख्य क्रिया की Third Form (V<sup>3</sup>) का प्रयोग किया जाता है।

### Structure:

- Active: **Sub.** + **shall/will** + **V<sup>1</sup>** + **Obj.**
- Passive: **Obj.** + **shall/will** + **be** + **V<sup>3</sup>** + **by** + **Sub.**

#### EXAMPLES

- I shall learn a poem. (Active) → A poem will be learnt by me. (Passive)
- Her father will meet her soon. (Active) → She will be met by her father soon. (Passive)

## 8. Future Perfect Tense

**Rule:** इस Tense के Passive Voice में I, We के साथ सहायक क्रिया shall have been तथा अन्य Subjects के साथ will have been का प्रयोग करके Main Verb की Third Form (V<sup>3</sup>) का प्रयोग किया जाता है।

### Structure:

- Active: **Sub. + shall/will + have + V<sup>3</sup> + Obj.**
- Passive: **Obj. + shall/will + have + been + V<sup>3</sup> + by + Sub.**

### EXAMPLES

- She will have prepared tea. (Active) → Tea will have been prepared by her. (Passive)
- We shall have taken the examination. (Active) → The examination will have been taken by us. (Passive)

### POINTS TO REMEMBER:

1. किसी भी Perfect Continuous (Present Perfect Continuous/ Past Perfect Continuous/ Future Perfect Continuous) तथा Future Continuous Tense का Passive नहीं होता है।
2. Active Voice में Main Verb किसी भी Form में क्यों न हो, Passive Voice में उसके केवल तीसरे रूप (V<sup>3</sup>) का प्रयोग होता है।
3. Active Voice के Sentence में not या n't का प्रयोग हो तो Passive Voice में not का प्रयोग Auxiliary Verbs (is/ are/am, was/were, has/have, had, shall/will) के बाद होता है।

### NEGATIVE FORM EXAMPLES

- I do not abuse him. (Active) → He is not abused by me. (Passive)
- He did not write a letter. (Active) → A letter was not written by him. (Passive)
- He will not go home. (Active) → Home will not be gone to by him. (Passive)

## Passive Voice of Interrogative Sentence

Interrogative Sentences मुख्यतः दो प्रकार के होते हैं:

1. **YES/NO Questions:** जो किसी सहायक क्रिया से शुरू होते हैं। जैसे - Do, does, did, is, are, am, was, were, has, have, had, can, could, shall, will, may, might आदि।
2. **W/H Questions:** जो किसी Interrogative word जैसे why, who, what, how, when, where, which आदि से प्रारंभ होते हैं।

**Rule:** YES/NO Questions वाले Interrogative Sentence के Passive में Auxiliary Verb का प्रयोग वाक्य के आरंभ में होता है, जबकि W/H Questions वाले Interrogative Sentence में when/where/why या how का प्रयोग Auxiliary Verb के पहले होता है।

**Structure:**

1. *Aux. Verb + Obj. + V<sup>3</sup> + by + Sub. + ?*
2. *W/H Word + Aux. Verb + Object + V<sup>3</sup> + by + Sub. + ?*

**EXAMPLES**

- Do you sing a song? (Active) → Is a song sung by you? (Passive)
- Does he write a letter? (Active) → Is a letter written by him? (Passive)
- Did she write a letter? (Active) → Was a letter written by her? (Passive)
- Are you going home? (Active) → Is home being gone to by you? (Passive)
- Have you seen Tajmahal? (Active) → Has Tajmahal been seen by you? (Passive)
- Why does she call me? (Active) → Why am I called by her? (Passive)
- Whom do you force? (Active) → Who is forced by you? (Passive)
- Where did you spend your time? (Active) → Where was your time spent by you? (Passive)
- How had they copied those customs? (Active) → How had those customs been copied by them? (Passive)
- Which colour do you like? (Active) → Which colour is liked by you? (Passive)

### SPECIAL INTERROGATIVE RULES:

1. यदि Interrogative Sentence 'What' से शुरू हो तथा Object भी नहीं हो तो Passive Voice में What को **What + Helping Verb** में बदल देते हैं। लेकिन जब वाक्य में What और Subject दोनों हों तो What को **What + Helping Verb + Sub.....?** में बदल दिया जाता है।

- What do you want? (Active) → What is wanted by you? (Passive)
- What are you building? (Active) → What is being built by you? (Passive)
- What will you send him? (Active) → What will be sent to him by you? (Passive)

2. यदि Active Voice का वाक्य Who से प्रारंभ हो तो Passive Voice में उनका Structure निम्नलिखित होता है:

- Active: **Who + Verb + Obj. + ?**
- Passive: **By whom + Aux. verb + Obj. + V<sup>3</sup> + ?**

#### Examples:

- Who gave this book? (Active) → By whom was this book given? (Passive)
- Who teaches you? (Active) → By whom are you taught? (Passive)
- Who abused the young lady? (Active) → By whom was the young lady abused? (Passive)

## Passive of Modal Verbs

**Rule:** यदि Active Voice में Modals का प्रयोग हुआ हो तो Passive Voice में Modal Verb और Main Verb की Third Form (V<sup>3</sup>) के मध्य में **be** का प्रयोग किया जाता है।

#### Structure:

- Active: **Sub. + Modal Verb + V<sup>1</sup> + Obj.**
- Passive: **Obj. + Modal Verb + be + V<sup>3</sup> + by + Sub.**

#### EXAMPLES

- We can solve the problem. (Active) → The problem can be solved by us. (Passive)
- He could not do this work. (Active) → This work could not be done by him. (Passive)
- One ought to do one's duty. (Active) → Duty ought to be done. (Passive)
- One should keep one's promise. (Active) → Promises should be kept. (Passive)

*Note: Can, may, must, shall, will, should, would, could, might, ought to को Modal Verbs कहा जाता है।*

## Passive of Imperative Sentences

Imperative Sentences सामान्यतः main verb (V<sup>1</sup>) से शुरू होते हैं तथा इनसे आदेश (Commands), सलाह (Advice) या आग्रह (Request) का भाव व्यक्त होता है।

### 1. Command / Order

Structure: Let + Obj. + be + V<sup>3</sup>

- Open the box. (Active) → Let the box be opened. (Passive)
- Switch off the fan. (Active) → Let the fan be switched off. (Passive)
- Close the door at once. (Active) → Let the door be closed at once. (Passive)

### 2. Advice

Structure: Obj. + should + be + V<sup>3</sup>

- Help the poor. (Active) → The poor should be helped. (Passive)
- Love the children. (Active) → The children should be loved. (Passive)
- Hear him now. (Active) → He should be heard now. (Passive)

### 3. Request

Structure: You are requested to + V<sup>1</sup> + Obj.

- Kindly read this letter. (Active) → You are requested to read this letter. (Passive)
- Please give me a pen. (Active) → You are requested to give me a pen. (Passive)
- Take this chair, please. (Active) → You are requested to take this chair. (Passive)

### 4. Intransitive Verb

Structure: You are ordered/advised + to + V<sup>1</sup> + Obj.

- Go there. (Active) → You are ordered to go there. (Passive)
- Work hard. (Active) → You are advised to work hard. (Passive)
- Stand up. (Active) → You are ordered to stand up. (Passive)

## 5. Let से शुरू होने वाले वाक्य

Structure: Let + Noun + be + V<sup>3</sup> + by + Obj.

- Let him write a letter. (Active) → Let a letter be written by him. (Passive)
- Let us discuss the problem. (Active) → Let the problem be discussed by us. (Passive)

## Passive of Infinitive Verbs

**Rule:** Infinitive वाले वाक्यों को Passive Voice में बदलने के लिए to के साथ be और Verb की Third Form (V<sup>3</sup>) का प्रयोग किया जाता है।

**Structure (A): Sub. + Aux. Verb + to + V<sup>1</sup> + Obj.**

- He is to invite me. (Active) → I am to be invited by him. (Passive)
- There is nothing to do. (Active) → There is nothing to be done. (Passive)
- They were to play the match. (Active) → The match was to be played by them. (Passive)
- You have to teach him. (Active) → He has to be taught by you. (Passive)

**Structure (B): Sub. + Main Verb + to + V<sup>1</sup> + Obj.**

- I want to finish the work. (Active) → I want the work to be finished. (Passive)
- She tried to snatch my purse. (Active) → She tried my purse to be snatched. (Passive)
- I want you to finish the work. (Active) → I want the work to be finished by you. (Passive)
- Women like men to flatter them. (Active) → Women like to be flattered by men. (Passive)

**Structure (C): It + Verb + Sub. + to + V<sup>1</sup> + Obj.**

- It is time to take tea. (Active) → It is time for tea to be taken. (Passive)
- It is time to accept the challenge. (Active) → It is time for the challenge to be accepted. (Passive)

## Passive of Verbs with Two Objects

**Rule:** यदि वाक्य में दो Objects आए हों तो Verb के समीप वाले Object को Subject में बदला जाता है। हालाँकि दोनों objects में से किसी को भी Subject के रूप में प्रयुक्त किया जा सकता है। Direct Object को Passive में Subject बनाने पर Indirect Object के पहले to का प्रयोग होता है।

## EXAMPLES

- He teaches us Sanskrit. (Active) → We are taught Sanskrit by him. / Sanskrit is taught to us by him.
- He has given me a present. (Active) → I have been given a present by him. / A present has been given to me by him.

## Passive of Verb + Preposition

**Rule:** यदि Active Voice में Verb के साथ कोई Preposition आया हो, तो Passive Voice में भी वही Preposition उस Verb की Third Form (V<sup>3</sup>) के बाद प्रयुक्त होती है।

- I do not agree with you. (Active) → You are not agreed with by me. (Passive)
- I am listening to him. (Active) → He is being listened to by me. (Passive)
- A bus ran over a child. (Active) → A child was run over by a bus. (Passive)

## Passive where 'By' is not used

**Rule:** निम्नलिखित Verbs के साथ Passive Voice में 'By' नहीं आता है बल्कि उसके स्थान पर उपयुक्त Preposition का प्रयोग किया जाता है। (e.g., married to, satisfied with, surprised at, contained in, known to, interested in).

- Mohan married Gita. (Active) → Gita was married to Mohan. (Passive)
- My work satisfied the officer. (Active) → The officer was satisfied with my work. (Passive)
- His success surprised me. (Active) → I was surprised at his success. (Passive)
- This box contains pens. (Active) → Pens are contained in this box. (Passive)

## Some Special Rules of Passive

1. यदि Active Voice का Subject 'Somebody, They, People, We, All' हो तो Passive Voice में इसे by के साथ नहीं लिखा जाता है।

- Someone has picked my pocket. (Active) → My pocket has been picked. (Passive)
- The people read my book everywhere. (Active) → My book is read everywhere. (Passive)

2. यदि Active Voice का वाक्य Nobody, None, No one से शुरू हो तो Passive Voice में इसके जगह Anyone का प्रयोग होता है क्योंकि इनका अर्थ Not + anyone होता है।

- No one has cheated you. (Active) → You have not been cheated by anyone. (Passive)

## Miscellaneous Sentences

- People say that honesty is the best policy. (Active) → It is said that honesty is the best policy. (Passive)
- One must do one's duties. (Active) → Duties must be done. (Passive)
- The flower smells sweet. (Active) → The flower is sweet when smelt. (Passive)
- Should we inform the police? (Active) → Should the police be informed? (Passive)
- Prepare yourself for the worst. (Active) → Let you be prepared for the worst. (Passive)

## Passive Voice को Active Voice में बदलना

Passive Voice को Active Voice में बदलने के लिए उन नियमों को उलट दिया जाता है जिनके तहत Active voice को Passive Voice में बदला गया है।

- By whom are you taught? (Passive) → Who teaches you? (Active)
- A letter is being written by her. (Passive) → She is writing a letter. (Active)
- My book has been stolen by him. (Passive) → He has stolen my book. (Active)