



# Active Voice



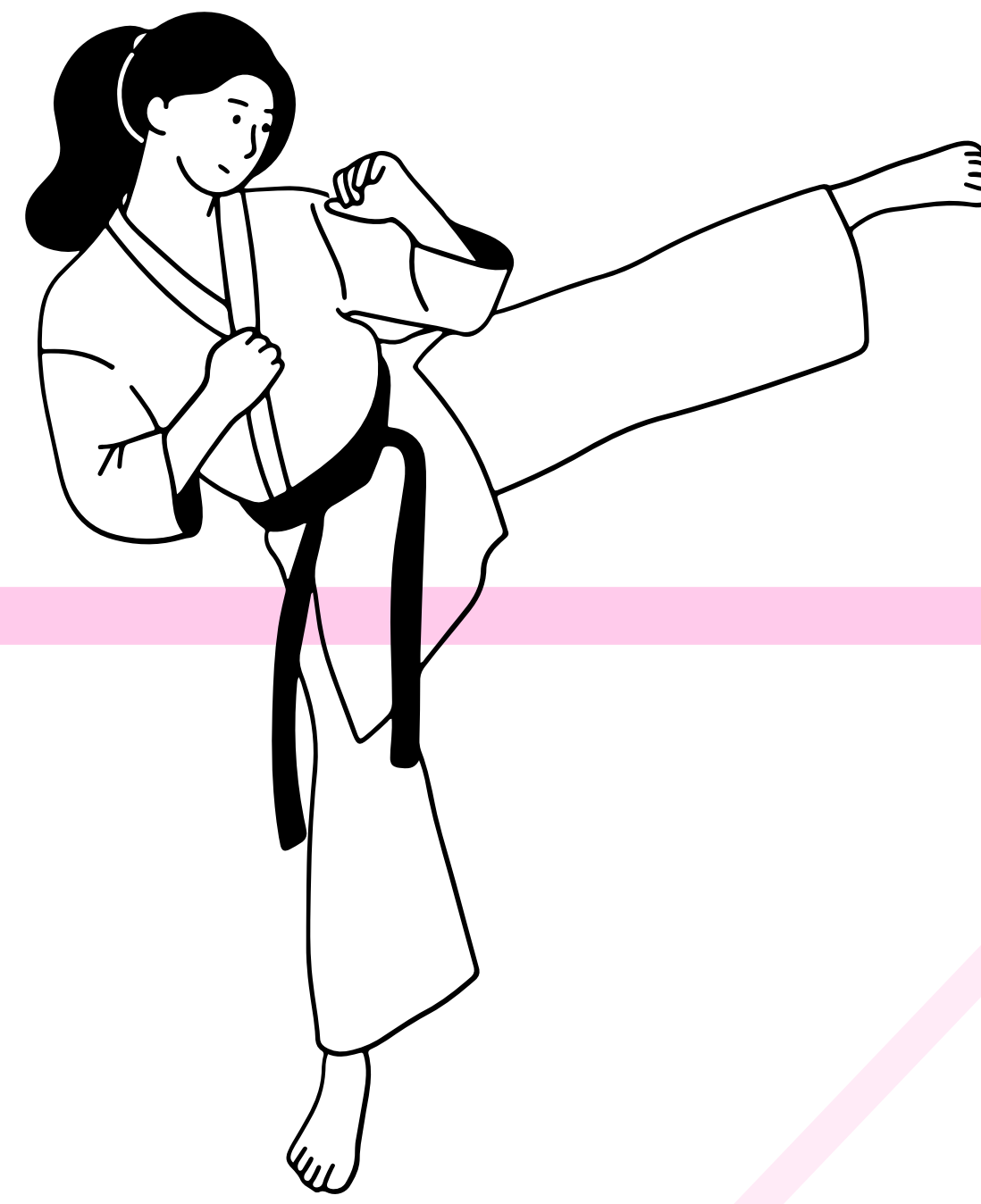
In active voice, the **subject** of the sentence performs the **action**.

## Subject + Verb + Object

**Example:** The teacher (subject) explains (verb) the lesson (object).

- To make sentences clear and direct.
- When focusing on who is doing the action.
- In informal and conversational settings.

## When to Use



## Uses of Active Voice

 [litenglishers.com](http://litenglishers.com)

# 1

### Clarity and Directness

Example: The dog chased the ball.

# 2

### Action-Oriented Sentences

Example: She drives the car.

# 3

### Everyday Conversations

Example: They are playing soccer.

# 4

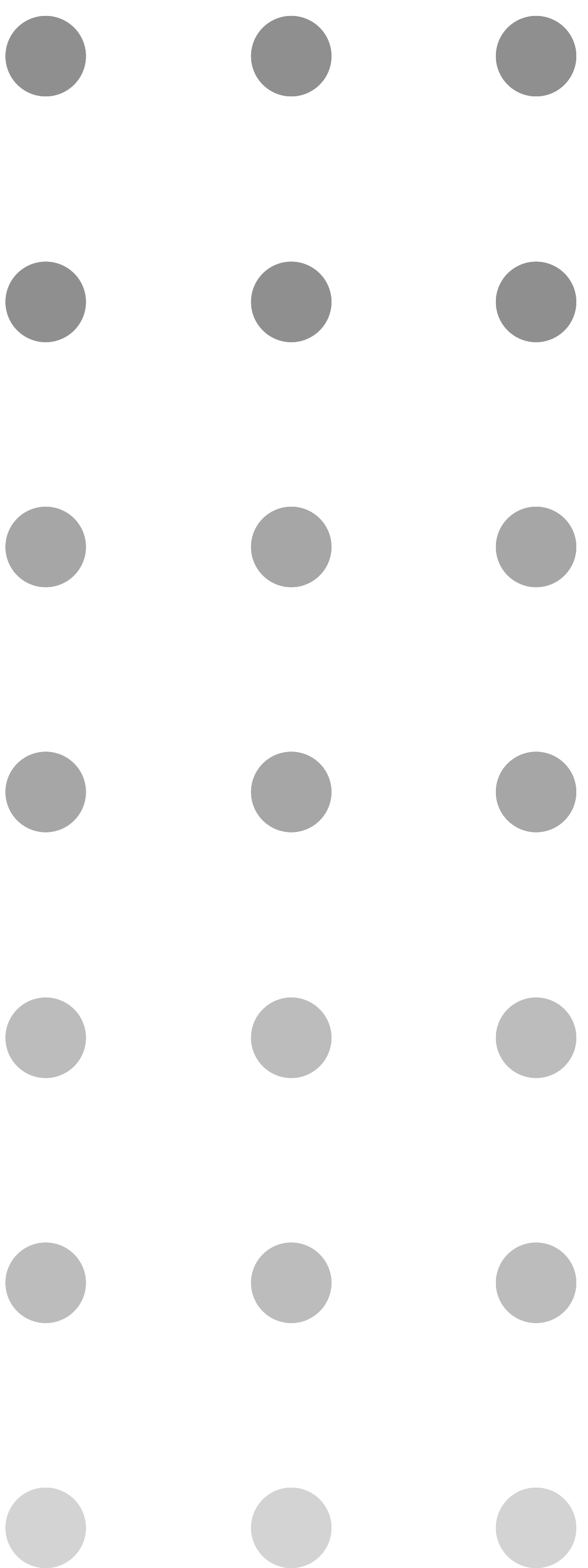
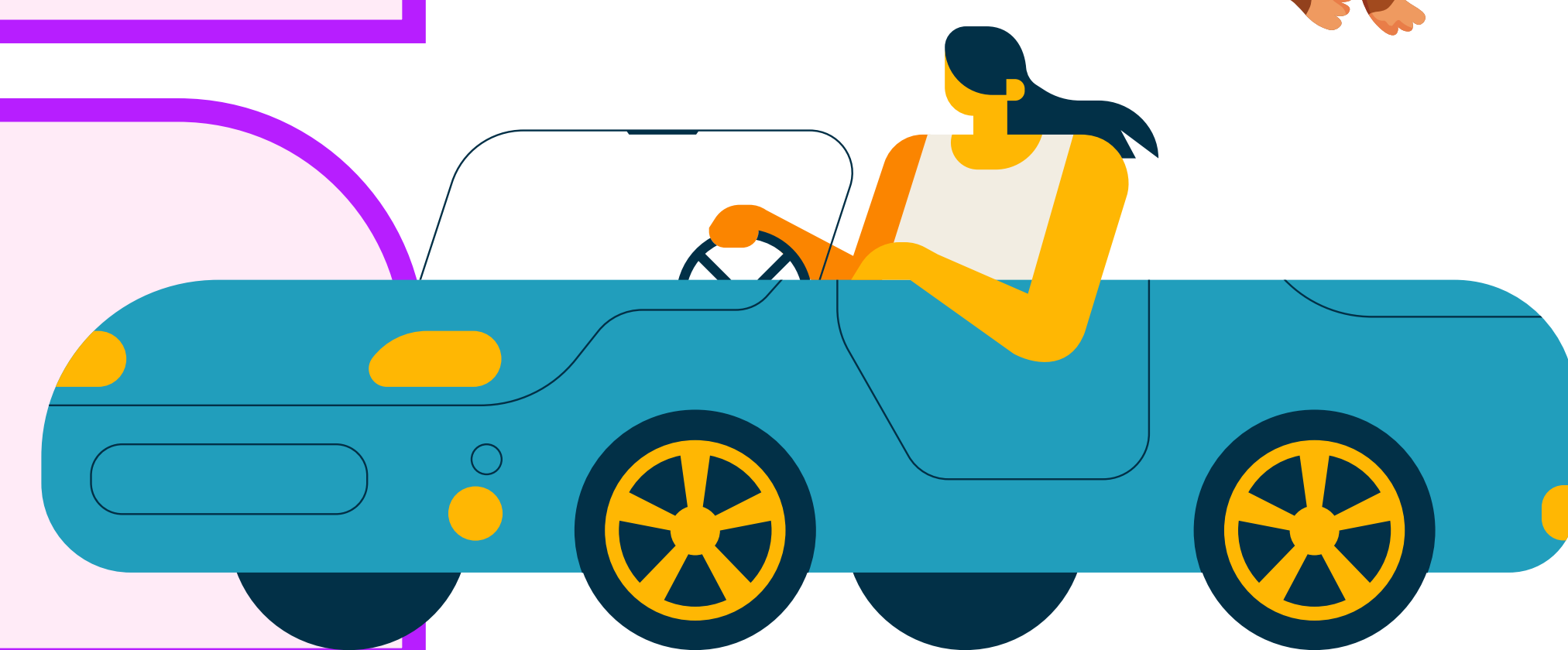
### Persuasive or Impactful Writing

Example: We deliver quality products.

# 5

### When the Doer is Important

Example: John solved the puzzle.





# Passive Voice

**Object of the Active Sentence + Be (in correct tense) + Past Participle + (by + Subject, if needed)**

**Example:** The lesson (object) is explained (verb) by the teacher (subject).



In passive voice, the focus is on the **action** or the **object** receiving the **action** rather than the **subject** performing it.

## When to Use

- When the doer (subject) is unknown or unimportant.
- To emphasize the action or the recipient of the action.
- In formal writing or scientific reports.

## Uses of Passive Voice

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1

### Focus on the Action or Object

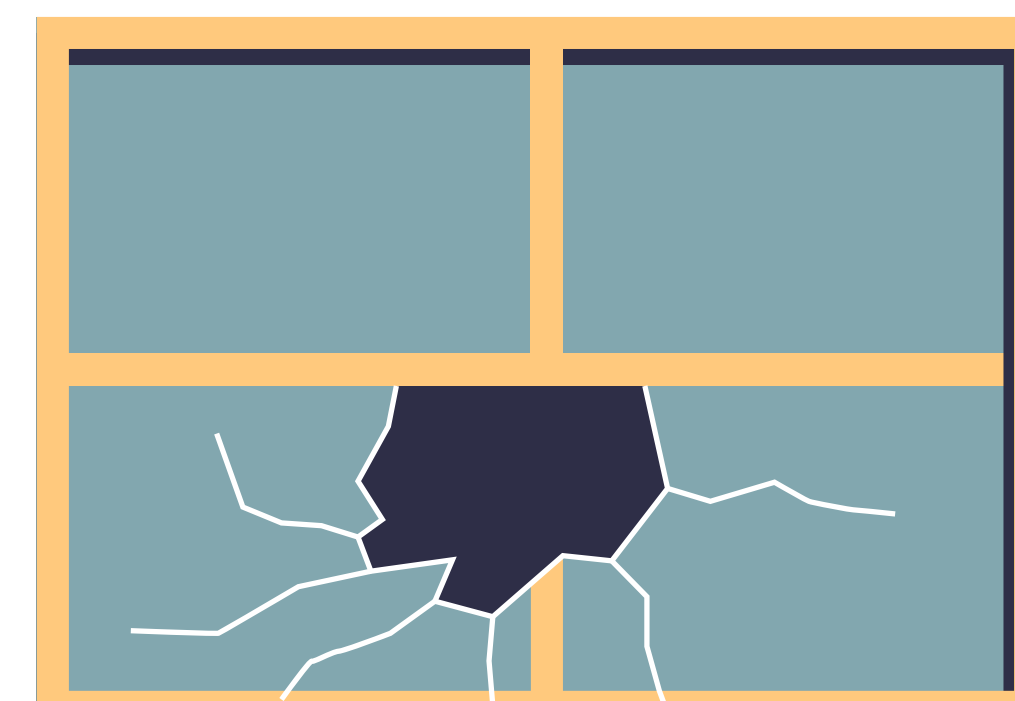
Example: The cake was baked.



2

### When the Doer is Unknown or Unimportant

Example: The window was broken.



3

### Formal or Scientific Writing

Example: The experiment was conducted carefully.



4

### Politeness or Indirectness

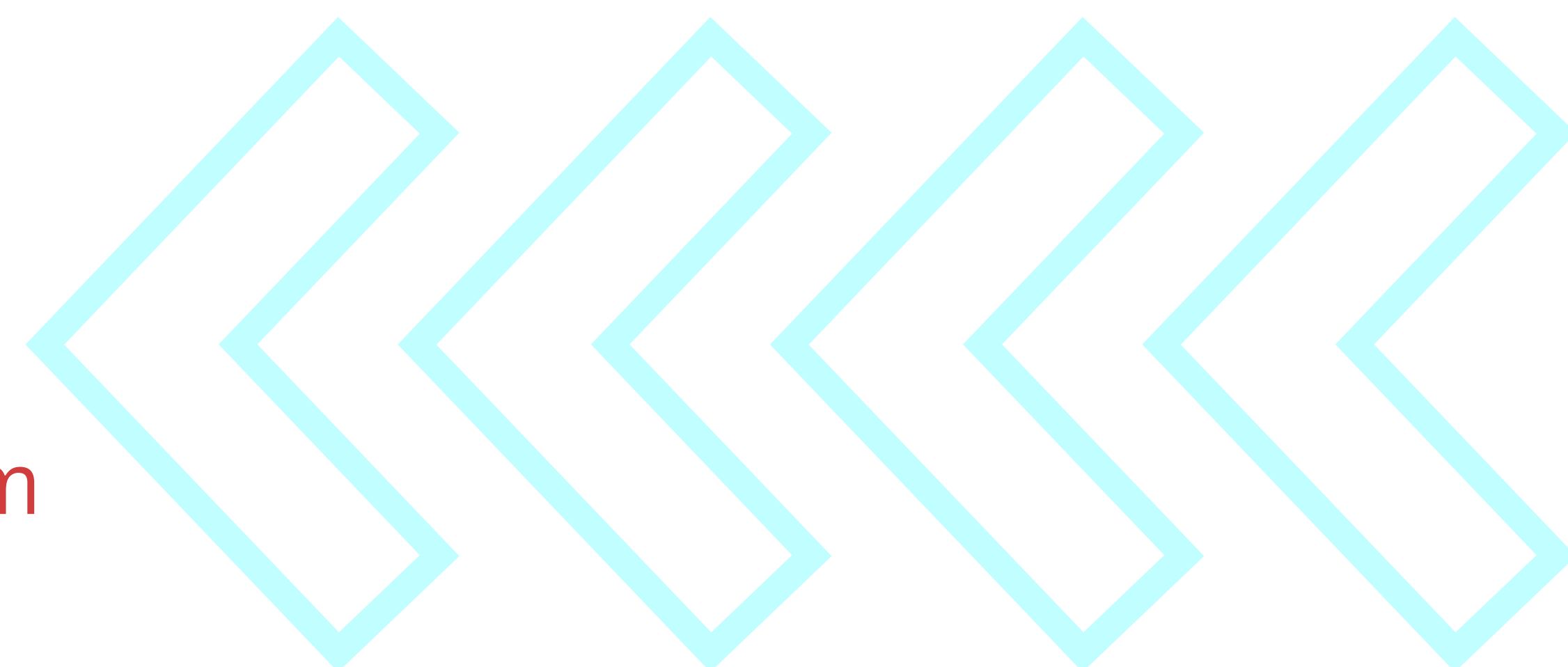
Example: Mistakes were made.



5

### When Emphasizing the Object or Recipient

Example: The award was given to her.



# Changing from Active to Passive Voice



1. The company develops software for various industries.

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2. The artist creates beautiful paintings in her studio.

---

3. The teacher graded the exams carefully.

---

4. The chef is preparing the ingredients for the dish.

---

5. The company launched a new product line last week.

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6. The police arrested the suspect for the robbery.

---

7. The singer sang the national hymn at the stadium.

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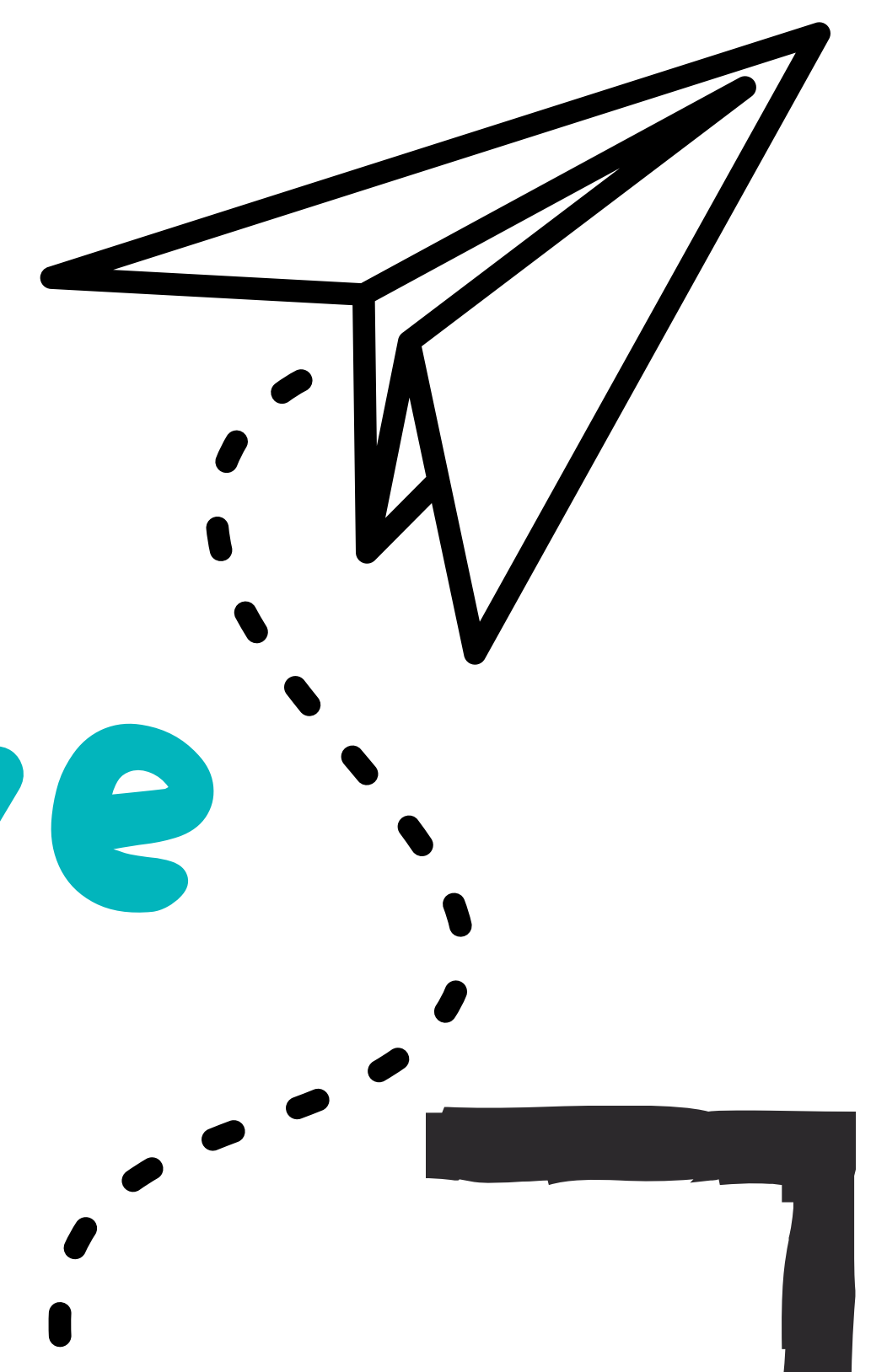
8. The singer performs live concerts around the world.

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9. The athlete broke the record in the 100-meter dash.

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# Examples of Active and Passive Voice



Active Voice	Passive Voice
I made breakfast this morning.	Breakfast was made this morning.
She is cleaning the living room.	The living room is being cleaned.
They painted the fence yesterday.	The fence was painted yesterday.
We are watching a movie now.	A movie is being watched now.
John helped his sister with homework.	His sister was helped by John.
The kids broke the vase.	The vase was broken by the kids.
I will call you later.	You will be called later.
She has finished her work.	Her work has been finished.
They fixed the car quickly.	The car was quickly fixed.
We sent the invitation yesterday.	The invitation was sent yesterday.

## TENSES CHANGE IN ACTIVE AND PASSIVE VOICE

### Present Simple Tense

Active: He delivers the newspaper.

Passive: The newspaper is delivered by him.

### Future Simple Tense

Active: They will host the meeting.

Passive: The meeting will be hosted by them.

### Past Continuous Tense

Active: He was repairing the bike.

Passive: The bike was being repaired by him.

### Past Simple Tense

Active: She fixed the computer.

Passive: The computer was fixed by her.

### Present Continuous Tense

Active: We are cleaning the kitchen.

Passive: The kitchen is being cleaned by us.

### Present Perfect Tense

Active: He has sent the invitations.

Passive: The invitations have been sent by him.