



# **Live Coaching Classes Organised by BoS, ICAI**

## **Foundation Level Paper 2B: Business Corresponding and Reporting**

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# Chapter 2: Sentence types Active Passive Direct Indirect (...Part 2)

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# Active Passive Voice

"Voice" refers to the connection between the subject and the object of a sentence, which is linked through a verb.

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# Let's make it simple

## 1. *Active voice:*

Look at this sentence: Tom *kicked* the ball.

Here Tom (subject) is doing the action of kicking. Kicked is an active verb.

## 2. *Passive Voice:*

Look at the sentence: The ball *was kicked by* Tom.

Here the ball (subject) is having the action done to it. *Was kicked* is a passive verb.

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# *Active Voice vs Passive Voice*

## **Active Voice**

- The subject of the sentence is doing the action.
- The doer of the action is followed by the verb.
- The receiver of action is preceded by the verb.
- Meaning is clear and direct.

## **Passive Voice**

- The action is done on/upon the subject
- The doer of action is preceded by the verb.
- The doer of the action is followed by the verb.
- Meaning can be confusing and indirect.

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# Learn basic construction of sentences

Active voice  
'subject + verb  
+ object'

Monkeys adore bananas.  
The cashier counted the money.  
The dog chased the squirrel.



Passive Voice  
Subject + form of  
'be' + past participle  
of verb + by + object

Bananas are adored by monkeys.  
The money was counted by the cashier.  
The squirrel was chased by the dog.

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# Learning made easy!

<b>Tense</b>	<b>Active Voice</b>	<b>Passive Voice</b>
Simple Present	Julia eats the chocolate.	The chocolate is eaten by Julia.
Present Continuous	Julia is eating the chocolate.	The chocolate is being eaten by Julia.
Present Perfect	Julia has eaten the chocolate.	The chocolate has been eaten by Julia.
Simple Past	Julia ate the chocolate.	The chocolate was eaten by Julia.
Past Continuous	Julia was eating the chocolate.	The chocolate was being eaten by Julia.
Past Perfect	Julia had eaten the chocolate.	The chocolate had been eaten by Julia.
Simple Future	Julia will eat the chocolate.	The chocolate will be eaten by Julia.
Future Continuous	Julia will be eating the chocolate.	The chocolate will be being eaten by Julia.
Future Perfect	Julia will have eaten the chocolate.	The chocolate will have been eaten by Julia.
Can/may/must etc.+ base	Julia can eat the chocolate.	The chocolate can be eaten by Julia.

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# Rules to remember

## 1. Change of pronouns

E.g.

He eats the chocolate.

The chocolate is eaten by him.

Is he writing the letter?

Is the letter being written by her?

Nominative Case	Objective Case
I	Me
We	Us
You	You
He	<u>H</u> im
She	Her
They	Them
It	It
Who	Whom

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Let's practice

- The Mad Hatter stole the cookies.
- The storm damaged the roof.
- He described the situation to me.
- I enjoyed taking the children to the zoo.
- They saw him climbing over the fence.
- Mr. Price taught Peter to sing.
- The news surprised me.
- Somebody is cleaning the room at the moment.



## 2. In case of Interrogative Sentences

In case of	Active Voice	Passive Voice
Is/am/are Was/were	Is she cooking the food? Was she cooking the food?	Is the food being cooked by her? Was the food being cooked by her?
Do/does/did	Does she cook the food? Did she cook the food?	Is the food cooked by her? Was the food cooked by her?
Has/have/had	Has she cooked the food? Had Sachin played cricket?	Has the food been cooked by her? Had cricket been played by Sachin?
Will/shall/can/may	Can she cook the food? May Sachin play cricket?	Can the food be cooked by her? May cricket be played by Sachin?
Question words (when/why/where/how/what)	When did she cook the food? Why did she punish you? Who cooked the food?	When the food was cooked by her? Why were you punished by her? By whom was the food cooked?

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## 3. In case of Imperative Sentences

### ACTIVE VOICE

Advice

Learn your lessons.

You are advised to learn your lessons.

Command

Open the door.

Let the door be opened.

Request

Please make a cup of tea.

You are requested to make a cup of tea.

Order

Don't allow anybody to peep inside.

You are order not to allow anybody to peep inside.

Obligation

Love your parents.

Your parents should be loved.

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# Other rules

## 4. Prepositional sentences

- don't change their places

E.g.: Edward designed these houses in the 1890.

These houses were designed in the 1890 by Edward.

## 5. **Only transitive verbs can be changed into passive form.**

## 6. **Modals: can/could/should etc. do not change**

e.g.: The students should listen to their teachers.

The teachers should be listened by the students.

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Does he help  
you?

Did he do this  
work?

Please come  
here.

Walk slowly.

Let me teach  
the students.

Someone has  
stolen my bag.

Can he sing  
this song?

Will you teach  
the children?

Who has  
painted this  
vase?

# Let's review

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# Change passive to active

1. The jar is filled with sand.
2. Reading is enjoyed by Mary.
3. The town was destroyed by fire.
4. The room will be cleaned by John every Saturday.
5. Cheese was eaten by Sara.
6. The floor was quickly swept by the maid.
7. The learner driver applied the brakes to hard

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# Types of sentences – function!

- *The developer needs new resources for completing a project.*
- *That movie was exciting!*
- *Do not stop!*
- *What time will you finish writing your English homework?*
- *Never speak to me like that again.*

# Types of sentence – structure!

- **My brother and I went to the mall last night.**
- **My brother and I went to the mall last night, but we didn't buy anything.**
- **After getting home from work, my brother and I went to the mall last night.**
- **After getting home from work, my brother and I went to the mall last night, while my sister stayed home and studied.**





Thank you!

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