1. **What is Active voice?**

Ans: In the active voice, the object receives the action of the verb. Example: I write a letter.

1. **What is Passive Voice?**

Ans: In the Passive voice, The subject receives the action of the verb. Example:

A letter is written by me.

Rules of Active & Passive Voice.

**1. Present Indefinite Tense**

Auxiliary verbs used in passive voice is, am,are

Example: **A.C** I write a letter.

**P.V** A letter is written by me.

**2. Past Indefinite Tense**

Auxiliary verbs used in passive voice was, were

Example: **A.V** He bought a car.

**P.V** A car was bought by him.

**3. Future Indefinite Tense**

Auxiliary verbs used in passive voice will be, shall be

Example: **A.V** She will write a poem.

**P.V** A poem will be written by her.

**4. Present Continuous Tense**

Auxiliary verbs used in passive voice is being, am being, are being

Exampe: **A.V** She is singing a song.

**P.V** A song is being sung by her.

**5. Past Continuous Tense**

Auxiliary verbs used in passive voice was being, were being

Example: **A.V** She was washing a shirt.

**P.V** A shirt was being washed by her.

**6. Present Perfect Tense.**

Auxiliary verbs used in passive voice has been,have been.

Example: **A.V**He has completed the work.

**P.V** The work has been completed by him.

**7. Past Perfect Tense.**

Auxiliary verbs used in passive voice had been

Example: **A.V** They had won the game.

**P.V** The game had been won by them.

**8. Future Perfect Tense.**

Auxiliary verbs used in passive voice will have been, shall have been.

Example: **A.V** He will have received the letter.

**P.V** The letter will have been received by him.

**9. Intransitive Verb.**

The verbs which only demands subject are called intransitive verbs for example “He run away”. “She slept”.

These sentences are not changed into passive voice.

**10. Transitive Verbs.**

The verbs which demand both subject and object for example I wrote a letter.

“They ate mangoes”.

These sentences changeable into Passive Voice.

**11. Imperative Sentence.**

A Sentence that expresses a command or an advice or a request is called imperative sentence. Example: **A.V** Respect the Elders.

**P.V** Let the elders be respected.

**12. Acive and Passive using models.**

Active and Passive using can Example: **A.V** She can sell the car every time.

**P.V** The car be soled by her every time.

**13. Active and Passive voice using may.**

Example: **A.V** He may sell the house.

**P.V** The house may be soled by him.

**14. Active and Passive Voice using must.**

Example: **A.V** He must finish his duty in a week.

**P.V** His duty must be finished by him in a week.

**15. Active and Passive voice using might.**

Example: **A.V** He might meet Dewi.

**P.V** Dewi might be met by him.

**16. Active and Passive voice using would.**

Example: **A.V** She would teach us student.

**P.V** We would be taught by her today.

Active and Passive voice using should.

Example: **A.C** You should respect your parents.

**P.V** Yours parents should be respected by you.

**17. Active and passive voice using ought.**

Example: **A.V** We ought to respect our elders.

**P.V** Our elders ought to be respected by us.