

# Worksheet Active And Passive Voice

Name: \_\_\_\_\_

## Active & Passive Voice

- A verb is said to be in the active voice when the subject does the action.
- A verb is said to be in the passive voice when the sentence shows what is done to the subject.
- To change the active verb into passive, (1) use the verb "be" in the right tense (as the tense of the active verb) and the past participle of the main verb.  
Example: It ate cheese. → Cheese was eaten.

Forms of verb "Be":

(present) = am, is, are

(past) = was, were

(present participle) = being

(past participle) = been

b) Practice changing the underlined active verbs into passive.

- James sent a letter. → A letter was sent by James.
- Joe washes the car. → The car \_\_\_\_\_ by Joe.
- Someone called the doctor. → The doctor \_\_\_\_\_
- Lana is watching a movie. → A movie \_\_\_\_\_
- Mr. Adams will do the job. → The job \_\_\_\_\_
- The students have written a test. → A test \_\_\_\_\_
- The child was reading a story. → A story \_\_\_\_\_
- I returned the books. → The books \_\_\_\_\_
- We must keep fruit fresh. → Fruit \_\_\_\_\_ fresh
- The flood destroyed the dam. → The dam \_\_\_\_\_
- Kim can play the guitar. → The guitar \_\_\_\_\_
- Sarah collects stamps. → Stamps \_\_\_\_\_
- Dad always fixes the car. → The car \_\_\_\_\_
- Mat threw the garbage. → The garbage \_\_\_\_\_

The past participle of a verb is:

- verb + ed (regular verbs)  
decide → decided
- 3<sup>rd</sup> column in the list of irregular verbs  
eat → eaten

a) Write the past participle of the verbs:

- paint: \_\_\_\_\_
- write: \_\_\_\_\_
- buy: \_\_\_\_\_
- try: \_\_\_\_\_
- create: \_\_\_\_\_
- drive: \_\_\_\_\_
- draw: \_\_\_\_\_
- wash: \_\_\_\_\_
- catch: \_\_\_\_\_

### How to change a sentence from active into passive voice?

Take this sentence as an example:      subject      verb      object      complement  
**The hunter shot the birds yesterday.**

- Use the object of the active verb as the subject of the passive sentence.  
 o The birds ...  
 Note: If the verb is a pronoun, make sure to change it to a subject pronoun.  

me → I	him → he	her → she	them → they	us → we
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- Make the active verb passive. Use verb "to be" with the past participle of the main verb.  
 REMEMBER: DO NOT CHANGE TENSE.  
 o The birds were shot ...
- The new passive verb must agree in number with the new subject.  

<u>The hunter</u>	<u>shot</u>	<u>the birds</u> ...	<u>The birds</u>	<u>were shot</u> ...
singular	singular verb	plural	plural	plural verb

 Notice how the verb agrees with its subject.

**Worksheet active and passive voice** is an essential tool in understanding the dynamics of English grammar. The distinction between active and passive voice is crucial for effective communication and writing. While the active voice emphasizes the subject performing the action, the passive voice highlights the action being performed on the subject. This article will delve into the definitions, structures, uses, and examples of both voices, as well as provide practical worksheets to reinforce learning.

# Understanding Active Voice

Active voice occurs when the subject of the sentence performs the action of the verb. It's straightforward and often makes sentences clearer and more direct.

## Structure of Active Voice

The basic structure of an active voice sentence follows this pattern:

- Subject + Verb + Object

For example:

- The cat (subject) chased (verb) the mouse (object).

## Examples of Active Voice

Here are some examples to illustrate the active voice:

1. The teacher (subject) explains (verb) the lesson (object).
2. The chef (subject) cooked (verb) a delicious meal (object).
3. The children (subject) played (verb) soccer (object) in the park.

In each of these examples, the subject is performing the action, making the sentences clear and engaging.

# Understanding Passive Voice

In contrast, the passive voice occurs when the subject of the sentence is acted upon by the verb. This construction can sometimes lead to ambiguity or a lack of clarity, but it can also be useful in certain contexts where the doer of the action is unknown or not important.

## Structure of Passive Voice

The basic structure of a passive voice sentence follows this pattern:

- Subject + Form of "to be" + Past Participle + (by + Agent)

For example:

- The mouse (subject) was chased (form of "to be" + past participle) by the cat (agent).

## Examples of Passive Voice

Here are some examples to illustrate the passive voice:

1. The lesson (subject) was explained (form of "to be" + past participle) by the teacher (agent).
2. A delicious meal (subject) was cooked (form of "to be" + past participle) by the chef (agent).
3. Soccer (subject) was played (form of "to be" + past participle) by the children (agent).

In these examples, the focus is on the action and the recipient of the action, rather than on who performed it.

## When to Use Active and Passive Voice

Both active and passive voices have their place in writing, and choosing the right one depends on the context and the message the writer wants to convey.

### Advantages of Active Voice

1. Clarity: Active voice usually results in clearer sentences.
2. Conciseness: It tends to be more straightforward and less wordy.
3. Engagement: Active voice often makes writing more lively and engaging.

### Advantages of Passive Voice

1. Focus on the Action: Passive voice can emphasize the action rather than the doer.
2. Omission of the Doer: It is useful when the doer is unknown, irrelevant, or implied.
3. Formal Tone: Passive constructions can lend a more formal tone to writing, which may be desirable in academic or official contexts.

## Transforming Active Voice to Passive Voice

Transforming a sentence from active to passive voice involves a few steps. Here's a simple guide:

1. Identify the Subject, Verb, and Object: In the active sentence, determine these three components.
2. Move the Object to the Front: The object of the active sentence becomes

the subject in the passive voice.

3. Change the Verb: Use the appropriate form of "to be" followed by the past participle of the main verb.

4. Add the Original Subject (Optional): The original subject can be added at the end using "by", but it's optional.

## Example Transformation

Let's transform the active voice sentence:

- Active: The chef (subject) cooked (verb) a delicious meal (object).

Steps:

1. Identify: Subject = The chef, Verb = cooked, Object = a delicious meal.

2. Move Object: A delicious meal becomes the subject.

3. Change Verb: The verb "cooked" changes to "was cooked."

4. Add Original Subject: Optionally, we can add "by the chef."

Result:

- Passive: A delicious meal was cooked by the chef.

## Practical Exercises: Active and Passive Voice Worksheets

To reinforce the learning of active and passive voice, here are some practical exercises that can be included in a worksheet.

### Exercise 1: Identify the Voice

Read the following sentences and identify whether they are in active or passive voice.

1. The homework was completed by the students.
2. The dog barked at the stranger.
3. The novel was written by a famous author.
4. The manager approved the project.

Answers: 1. Passive, 2. Active, 3. Passive, 4. Active

### Exercise 2: Transform the Sentences

Transform the following active voice sentences into passive voice.

1. The artist painted a beautiful mural.
2. The committee will announce the results.
3. The scientist discovered a new species.
4. The students presented their projects.

Answers: 1. A beautiful mural was painted by the artist. 2. The results will be announced by the committee. 3. A new species was discovered by the scientist. 4. The projects were presented by the students.

## **Exercise 3: Rewrite in Active Voice**

Convert the following passive voice sentences into active voice.

1. The song was sung by the choir.
2. The movie was directed by a well-known filmmaker.
3. The cake was decorated by my sister.
4. A letter was written by John.

Answers: 1. The choir sang the song. 2. A well-known filmmaker directed the movie. 3. My sister decorated the cake. 4. John wrote a letter.

## **Conclusion**

Understanding the difference between active and passive voice is vital for effective communication in writing. While the active voice often creates clear and engaging sentences, the passive voice serves its purpose in emphasizing actions or when the doer is less important. Practicing with worksheets can greatly enhance one's ability to navigate between these voices, leading to more versatile and impactful writing. Whether you are a student, teacher, or professional, mastering active and passive voice will undoubtedly improve your command of English grammar.

## **Frequently Asked Questions**

### **What is the difference between active and passive voice in a worksheet context?**

In active voice, the subject of the sentence performs the action expressed by the verb (e.g., 'The teacher grades the papers'). In passive voice, the subject receives the action (e.g., 'The papers are graded by the teacher'). Worksheets often help students identify and convert between these two forms.

## **How can worksheets help students practice identifying active and passive voice?**

Worksheets can include exercises that ask students to underline the subject and verb, categorize sentences as active or passive, and convert sentences from one voice to another, reinforcing their understanding through practice.

## **What are some common mistakes students make when working with active and passive voice?**

Common mistakes include confusing the subject and object, incorrectly identifying the voice of a sentence, and failing to adjust verb forms properly when converting from active to passive voice.

## **What types of exercises are effective for teaching active and passive voice on worksheets?**

Effective exercises include sentence transformation tasks, fill-in-the-blank activities, matching exercises, and rewriting sentences in both voices, which help reinforce the concepts through varied practice.

## **How can teachers assess student understanding of active and passive voice using worksheets?**

Teachers can create worksheets with a mix of multiple-choice, true/false, and open-ended questions that require students to explain their reasoning, as well as provide sentences for conversion, allowing for both quantitative and qualitative assessment.

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