

Active Voice & Passive Voice

(कर्तृवाच्य और कर्मवाच्य)

Active and Passive Voice Rules · Active Passive Voice in Hindi · Voice Change Tricks · Tense wise Passive Table · Active Passive Exercises with Answers · Class 8 9 10 English Grammar Notes

📌 इन नोट्स में क्या-क्या है? 1) Voice क्या है 2) Active/Passive कब use करें 3) Conversion के 3 steps 4) सभी Tenses का Passive chart 5) Modals का Passive 6) Negative, Question, WH-question, Imperative, Double object, Reporting verbs 7) Intransitive/Stative verbs (जिनका passive नहीं बनता) 8) Exam Tricks और common mistakes 9) Irregular verbs (V1-V2-V3) 10) Exercises + Answers + Important Q&A

1. Voice क्या है?

Voice = verb का वह रूप जो बताता है कि वाक्य में काम करने वाला (Doer / Subject) ज्यादा important है या जिस पर काम हुआ (Receiver / Object) ज्यादा important है।

Voice	मतलब	Example
Active Voice (कर्तृवाच्य)	Subject खुद काम करता है। Focus: करने वाले पर।	Riya wrote a poem. Rahul plays cricket.
Passive Voice (कर्मवाच्य)	Subject पर काम होता है। Focus: काम या जिस पर काम हुआ उस पर।	A poem was written by Riya. Cricket is played by Rahul.

आसान पहचान: "कौन कर रहा है?" → Active। "किसके साथ क्या हुआ?" → Passive।

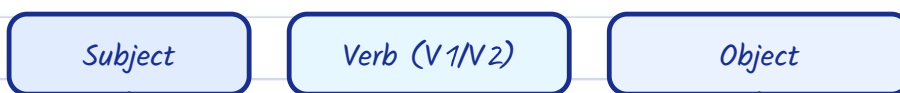
Active: The dog **chased** the cat. (कुत्ते ने बिल्ली का पीछा किया) · Passive: The cat **was chased** by the dog. (बिल्ली का कुत्ते द्वारा पीछा किया गया)

2. Passive Voice कब use करते हैं?

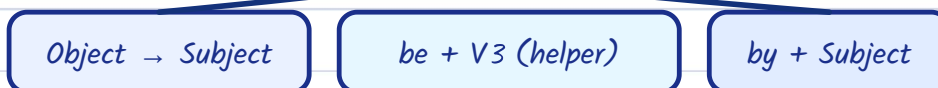
- करने वाला पता नहीं हो: "My bag **was stolen**." (किसने चुराया, पता नहीं)
- करने वाला जरूरी नहीं हो: "English **is spoken** all over the world."
- करने वाला सबको पता हो: "The thief **was arrested**." (police ने — obvious है)
- काम को highlight करना हो: "The bridge **was built** in 1950."
- News, science, formal writing में: "The experiment **was repeated** three times."
- Polite तरीके से बात करने के लिए: "A mistake **has been made**." (किसी को blame नहीं)

3. Active → Passive: 3 आसान Steps

ACTIVE VOICE



PASSIVE VOICE



Rahul writes a letter. → A letter is written by Rahul.

चित्र: Active से Passive में बदलने का तरीका

Formula: Object + be-verb + V3 + by + Subject

Step	क्या करें?	Example
1	Object को उठाकर वाक्य की शुरुआत में (नया Subject) रखो।	Rahul writes <u>a letter</u> . → A letter ...
2	पुराने verb की जगह Tense के हिसाब से be-verb + V3 लगाओ (Tense वही रहेगा)।	A letter is written ...
3	पुराने Subject को by के बाद last में रखो (Pronoun हो तो उसका object-form)।	A letter is written by Rahul .

★ Pronoun बदलने का Chart (by के बाद)

I → me · we → us · you → you · he → him · she → her · it → it · they → them · who → whom

(और Passive से Active बनाते समय उल्टा: *me → I, us → we, him → he, her → she, them → they*)

उदाहरण: "He helps me." → "I am helped by him."

4. सभी Tenses का Passive (सबसे जरूरी Chart)

Tense	Passive Formula	Active	Passive
Simple Present	is / am / are + V3	She writes a letter.	A letter is written by her.
Present Continuous	is / am / are + being + V3	She is writing a letter.	A letter is being written by her.

Present Perfect	has / have + been + V3	She has written a letter.	A letter has been written by her.
Simple Past	was / were + V3	She wrote a letter.	A letter was written by her.
Past Continuous	was / were + being + V3	She was writing a letter.	A letter was being written by her.
Past Perfect	had + been + V3	She had written a letter.	A letter had been written by her.
Simple Future	will / shall + be + V3	She will write a letter.	A letter will be written by her.
Future Perfect	will / shall + have + been + V3	She will have written a letter.	A letter will have been written by her.
Perfect Continuous (सभी) और Future Continuous	इनका Passive आमतौर पर नहीं बनता / use नहीं होता। (जैसे: has been writing, will be writing) — exam में इन्हें Passive नहीं कराया जाता।		

🧠 याद रखने की Trick: "be - being - been"

- Simple tense → **be-form** (is/am/are, was/were, will be)
- Continuous tense → **being** (is being, was being)
- Perfect tense → **been** (has been, had been, will have been)

और हर जगह के बाद V3 (Past Participle)। बस इतना ही!

Plural का ध्यान: "They write letters." → "Letters **are written** by them." • "He bought two books." → "Two books **were bought** by him." (नया Subject plural तो are/were/have)।

5. Modals और खास Structures का Passive

Formula: Object + **modal** + **be** + V3 + **by** + Subject (can, could, may, might, must, should, would, ought to...)

Active	Passive
He can solve this sum.	This sum can be solved by him.
You must obey the rules.	The rules must be obeyed by you.
We should help the poor.	The poor should be helped by us.

She may win the prize.	The prize may be won by her.
They have to finish the work.	The work has to be finished by them.
I am going to buy a car.	A car is going to be bought by me.
You ought to respect elders.	Elders ought to be respected by you.

6. अलग-अलग तरह के Sentences का Passive

(a) Negative Sentences (not / never / no one)

Rule: Negative word (not/never) वहीं रहता है, बस verb बदलकर be + V3 बनता है।

Active	Passive
She does not like tea.	Tea is not liked by her.
He did not break the window.	The window was not broken by him.
I have not done my homework.	My homework has not been done by me.
She will not forget you.	You will not be forgotten by her.
He never tells a lie.	A lie is never told by him.
Nobody helped him. / No one helped him.	He was not helped by anyone.
Nobody can solve it.	It cannot be solved by anybody.

★ **Trick:** Nobody / No one / None आए तो Passive में not + by anybody/anyone लगाओ — "by nobody" कभी मत लिखना।

(b) Interrogative (Yes/No) Questions

Rule: Helping verb (is/are/was/were/has/have/will/can...) पहले ही आता है; उसके बाद नया Subject, फिर be/been/being + V3।

Active	Passive
Does she sing songs?	Are songs sung by her?
Did he break the glass?	Was the glass broken by him?
Is he writing a letter?	Is a letter being written by him?
Has she finished the work?	Has the work been finished by her?
Will they help you?	Will you be helped by them?
Can you drive a car?	Can a car be driven by you?

(c) WH-Questions (what, why, when, how, which, who, whom)

Active	Passive
What do you want ?	What is wanted by you?
Why did he beat the dog?	Why was the dog beaten by him?

How did they solve the problem?	How was the problem solved by them?
When will you finish the work?	When will the work be finished by you?
Which book do you read?	Which book is read by you?
Who wrote this poem?	By whom was this poem written?
Whom did you invite?	Who was invited by you?

★ **Trick (who / whom):** Question का **who** (Subject) → Passive में **By whom**।

Question का **whom** (Object) → Passive में **Who** (नया Subject)।

(d) Imperative Sentences (आदेश / request / सलाह)

Rule: "Let + Object + be + V3" या "You are ordered / requested / advised to + V1"

(आदेश = ordered, request = requested, सलाह = advised)।

Active	Passive
Open the door.	Let the door be opened . / You are ordered to open the door.
Do not touch the wire.	Let the wire not be touched .
Never insult elders.	Let elders never be insulted .
Please help the poor.	You are requested to help the poor.
Always speak the truth.	You are advised to speak the truth always.

(e) दो Objects वाले Sentences (Double Object)

कुछ verbs (give, tell, send, show, teach, offer, bring, lend) के दो **objects** होते हैं: **Indirect (किसको)** और **Direct (क्या)**। दोनों से Passive बन सकता है।

Active	Passive (दो तरीके)
The teacher gave <u>me</u> <u>a prize</u> .	1) I was given a prize by the teacher. 2) A prize was given to me by the teacher.
She told <u>us</u> <u>a story</u> .	1) We were told a story by her. 2) A story was told to us by her.
He sent <u>her</u> <u>a gift</u> .	1) She was sent a gift by him. 2) A gift was sent to her by him.

★ **Trick:** Exam में पहला तरीका (I was given...) safe माना जाता है। दूसरे तरीके में **to**

लगाना न भूलें (for भी: "She made me a cake" → "A cake was made for me by her")।

(f) Complement वाले Verbs (make, call, elect, name, appoint)

Active	Passive
They elected him captain.	He was elected captain.

People call him a genius.	He is called a genius.
They made her the leader.	She was made the leader.

(g) Perception verbs (see, hear, watch, make) + bare infinitive

Active में बिना **to** वाला verb आता है; Passive में **to** जुड़ जाता है।

Active	Passive
I saw him steal the purse.	He was seen to steal the purse.
We heard her sing .	She was heard to sing .
The boss made him work late.	He was made to work late.

7. Reporting Verbs (say, think, believe, know, report, expect) का Passive

जब "People say that..." जैसे वाक्य हों, तो Passive के दो तरीके होते हैं:

Active	Passive (1) It ...that...	Passive (2) Subject + is said to...
People say that honesty is the best policy.	It is said that honesty is the best policy.	—
They believe that he is innocent.	It is believed that he is innocent.	He is believed to be innocent.
Everyone knows that she is honest.	It is known that she is honest.	She is known to be honest.

8. जिन Sentences का Passive नहीं बनता

❌ (1) **Intransitive verbs** — जिनके बाद **Object** नहीं होता (क्या/किसको का जवाब नहीं मिलता):

The sun **rises** in the east. • Birds **fly**. • He **sleeps** early. • Children **laughed**. • She **went** home. — इनका Passive नहीं बनेगा।

पहचान का तरीका: verb के बाद पूछो "क्या?" या "किसको?" — जवाब मिले तो **transitive** (Passive बन सकता है), न मिले तो **intransitive**।

❌ (2) **Stative (अवस्था बताने वाले) verbs** — have (मालिकाना), resemble, suit, fit, lack, become, cost, weigh:

She **has** a nice house. • He **resembles** his father. • The dress **suits** you. • This shirt **fits** me. — इनमें आमतौर पर Passive नहीं बनता।

9. Phrasal / Prepositional Verbs का Passive

Verb के साथ जुड़ा **preposition / particle** नहीं हटता, वह Passive में verb के साथ ही रहता है।

Active	Passive
They laughed at him.	He was laughed at by them.
The nurse looked after the patient.	The patient was looked after by the nurse.
He turned down my offer.	My offer was turned down by him.
The police are looking into the matter.	The matter is being looked into by the police.
Switch off the fan.	Let the fan be switched off.

10. Agent (by + करने वाला) कब हटाएँ?

अगर करने वाला **general (people, they, someone, everyone, we)** हो, या पता न हो, तो Passive में **by-phrase** हटा दो।

Active	Passive (by हटाकर)
People play cricket all over India.	Cricket is played all over India.
They sell fruits here.	Fruits are sold here.
Someone has stolen my pen.	My pen has been stolen.
They speak Hindi in Bihar.	Hindi is spoken in Bihar.

11. Passive में by की जगह दूसरे Prepositions (Idiomatic Passive)

कुछ Passive वाक्यों में **by** नहीं, कोई और preposition आता है। इन्हें याद कर लो — exam में fill-in-the-blank में जरूर आते हैं।

Passive Phrase	Example
be filled with	The jar is filled with water.
be covered with	The mountain is covered with snow.
be pleased / satisfied / annoyed with	She was pleased with the gift. • I was satisfied with the result.
be surprised / shocked / astonished at	I was surprised at his rudeness. • He was shocked at the news.
be interested in	They are interested in music.
be known to (व्यक्ति) / known for (गुण) / known as (नाम)	She is known to everyone. • He is known for honesty. • Delhi is known as the capital.
be made of (material दिखे) / made from (बदल जाए)	The table is made of wood. • Cheese is made from milk.

be tired of / worried about /
crowded with

I am tired **of** waiting. • He is worried **about** his exam. •
The room was crowded **with** people.

12. Causative: have / get + object + V3

जब काम हम खुद नहीं करते, किसी और से करवाते हैं: have / get + object + V3

I **had my car repaired**. (मैंने गाड़ी ठीक करवाई) • She **got her hair cut**. (उसने बाल कटवाए) • We **are getting our house painted**.

13. Passive → Active (उल्टा तरीका)

Steps: (1) **by** के बाद वाले को Subject बनाओ (pronoun हो तो subject-form) → (2) **be + V3** हटाकर Tense के हिसाब से सही verb लगाओ → (3) Passive का Subject अब **Object** बनेगा।

Passive	Active
A poem was recited by Riya.	Riya recited a poem.
The match was won by India.	India won the match.
A letter is being written by Sita.	Sita is writing a letter.
The thief has been caught by the police.	The police have caught the thief.
By whom was this house built?	Who built this house?
Was the prize won by Neha?	Did Neha win the prize?
The work must be completed by you.	You must complete the work.

⚠ **ध्यान:** Passive से Active बनाते समय **by-phrase** न हो तो Subject अपने से सोचकर लगाओ: someone / people / they / we (संदर्भ देखकर)।

14. Exam Tricks (Marks बढ़ाने वाले Shortcuts)

- Tense मत बदलो।** Active में जो tense है, Passive में भी वही रहेगा। सिर्फ verb का रूप बदलता है।
- "be - being - been" trick:** Simple → be (is/was/will be) • Continuous → being • Perfect → been।
- Transitive check:** verb के बाद "क्या/किसको?" पूछो। जवाब मिले तभी Passive बनेगा।
- Verb हमेशा V3 में।** Passive में main verb हर जगह V3 (past participle) होता है (written, done, sung...)। नीचे वाला Irregular verbs table याद रखो।
- Number / Person का ध्यान:** नया Subject singular है तो is/was/has, plural है तो are/were/have। (A letter **is** written / Letters **are** written)।

6. **Pronoun table** याद रखो: I-me, we-us, he-him, she-her, they-them. "by he" या "by I" लिखना सबसे common गलती है।
7. **Question** में सबसे पहले **Helping verb** (Does/Did/Is/Has/Will/Can...) देखो; वही शुरू में रहेगा (Do/Does/Did हटते हैं, उनकी जगह is/are/was/were)।
8. **Imperative = Let**: आदेश वाले वाक्य में "Let ... be + V3"।
9. **Nobody/No one = not ... by anybody**। "by nobody" कभी नहीं।
10. **Phrasal verbs** (look after, laugh at) में preposition verb के साथ ही रहेगा।
11. **Agent** हटाना हो तो general subject (people, they, someone) हटा दो — सब सही माना जाएगा।
12. **Error spotting** में: "was/were/is/are/been/being" के बाद **V2** या **V1** आए तो गलत है; वहाँ **V3** होना चाहिए (was wrote X → was written ✓)।

! Common Mistakes

- X The cake **was ate** by him. → ✓ **was eaten**
- X A letter **is write** by me. → ✓ **is written**
- X The song **sung** by her. → ✓ The song **was sung** by her. (be-verb भूलना)
- X The gift was given **from** me. → ✓ given **by** me
- X A book **is being** read by him **yesterday**. → ✓ **was being** read (tense बदलना)
- X This sum can **solved** by him. → ✓ **can be solved** (modal के बाद be भूलना)

15. Irregular Verbs (V1 – V2 – V3)

Passive में V3 चाहिए, इसलिए इन्हें रट लो:

V1	V2	V3	V1	V2	V3
be	was/were	been	leave	left	left
begin	began	begun	lend	lent	lent
break	broke	broken	lose	lost	lost
bring	brought	brought	make	made	made
build	built	built	meet	met	met
buy	bought	bought	pay	paid	paid
catch	caught	caught	put	put	put
choose	chose	chosen	read	read	read
come	came	come	ride	rode	ridden
cut	cut	cut	ring	rang	rung

do	did	done	rise	rose	risen
draw	drew	drawn	run	ran	run
drink	drank	drunk	say	said	said
drive	drove	driven	see	saw	seen
eat	ate	eaten	sell	sold	sold
fall	fell	fallen	send	sent	sent
feel	felt	felt	shake	shook	shaken
find	found	found	show	showed	shown
fly	flew	flown	sing	sang	sung
forget	forgot	forgotten	sit	sat	sat
get	got	got	speak	spoke	spoken
give	gave	given	steal	stole	stolen
go	went	gone	swim	swam	swum
grow	grew	grown	take	took	taken
have	had	had	teach	taught	taught
hear	heard	heard	tell	told	told
hide	hid	hidden	think	thought	thought
hit	hit	hit	throw	threw	thrown
hold	held	held	wear	wore	worn
keep	kept	kept	win	won	won
know	knew	known	write	wrote	written
lead	led	led			

नियमित (Regular) verbs में: V2 और V3 दोनों में **-ed** लगता है: work-worked-worked, play-played-played, help-helped-helped, paint-painted-painted।

16. Quick Revision Chart

टॉपिक	याद रखने की बात
Formula	Object + be-verb + V3 + by + Subject
Simple Tenses	is/am/are · was/were · will be + V3
Continuous	is/am/are being · was/were being + V3 (Future Continuous नहीं)
Perfect	has/have been · had been · will have been + V3 (Perfect Continuous नहीं)
Modals	modal + be + V3
Negative	not वही · nobody → not ... by anybody

Question	helping verb पहले • who → By whom • whom → Who
Imperative	Let + object + be + V3
Double object	I was given a book / A book was given to me
Passive नहीं बनता	Intransitive (sleep, go, rise) और stative (have, resemble, suit, fit)

17. Practice Exercises (Answers के साथ)

Exercise A: Active से Passive बनाओ

1. She sings a song.

Ans: A song is sung by her.

2. The boys are playing football.

Ans: Football is being played by the boys.

3. I have finished my work.

Ans: My work has been finished by me.

4. The cat killed the rat.

Ans: The rat was killed by the cat.

5. They were painting the wall.

Ans: The wall was being painted by them.

6. He will buy a new bike.

Ans: A new bike will be bought by him.

7. The teacher had punished the boy.

Ans: The boy had been punished by the teacher.

8. Who broke the window?

Ans: By whom was the window broken?

9. Open your books.

Ans: Let your books be opened.

10. She cannot lift this box.

Ans: This box cannot be lifted by her.

11. Nobody has seen him.

Ans: He has not been seen by anybody.

12. My mother gave me a watch.

Ans: I was given a watch by my mother. / A watch was given to me by my mother.

13. We should respect our elders.

Ans: Our elders should be respected by us.

14. The farmer will have sold the crops.

Ans: The crops will have been sold by the farmer.

15. Did you complete the project?

Ans: Was the project completed by you?

Exercise B: Passive से Active बनाओ

1. The door was opened by Ravi.

Ans: Ravi opened the door.

2. A letter is being written by Sita.

Ans: Sita is writing a letter.

3. The thief has been caught by the police.

Ans: The police have caught the thief.

4. The exam will be taken by Mr. Sharma.

Ans: Mr. Sharma will take the exam.

5. The tea was not made by me.

Ans: I did not make the tea.

6. By whom was this house built?

Ans: Who built this house?

7. The work must be completed by you.

Ans: You must complete the work.

8. Was the prize won by Neha?

Ans: Did Neha win the prize?

Exercise C: सही विकल्प चुनो (MCQ)

1. A song --- by her. (a) sing (b) is sung (c) is sing (d) sung

Ans: (b) is sung

2. Passive of "She is cooking food." (a) Food is cooked by her (b) Food is being cooked by her (c) Food has been cooked by her (d) Food was cooked by her

Ans: (b) Food is being cooked by her.

3. इनमें किसका Passive नहीं बनेगा? (a) He writes a book (b) She sleeps early (c) They sing a song (d) I read a story

Ans: (b) She sleeps early (intransitive)

4. The work has ___ done. (a) be (b) been (c) being (d) was

Ans: (b) been

5. Passive of "Learn your lesson." (a) Your lesson be learnt (b) Let your lesson be learnt (c) Your lesson is learnt (d) Lesson learn by you

Ans: (b) Let your lesson be learnt.

6. English ___ all over the world. (a) speaks (b) is spoken (c) is speaking (d) spoken

Ans: (b) is spoken

7. He is said ___ rich. (a) be (b) being (c) to be (d) been

Ans: (c) to be

8. I was surprised ___ the news. (a) by (b) at (c) with (d) for

Ans: (b) at

9. Passive of "Will she help you?" (a) Will you be helped by her? (b) Will you helped by her? (c) Will she be helped by you? (d) Are you helped by her?

Ans: (a)

10. The jar is filled ___ water. (a) by (b) from (c) with (d) in

Ans: (c) with

Exercise D: गलती सुधारो (Error Correction)

1. The cake was ate by him.

Ans: The cake was eaten by him.

2. A letter is being wrote by Raju.

Ans: A letter is being written by Raju.

3. The poem has been recite by her.

Ans: The poem has been recited by her.

4. I was given a book from my uncle.

Ans: I was given a book by my uncle.

5. The game will played by us.

Ans: The game will be played by us.

18. महत्त्वपूर्ण प्रश्न-उत्तर (Important Questions)

प्र.1 Voice किसे कहते हैं? इसके कितने भेद हैं?

Ans: Verb के उस रूप को Voice कहते हैं जो बताता है कि Subject काम करता है या उस पर काम होता है। इसके दो भेद हैं — Active Voice और Passive Voice।

प्र.2 Active और Passive Voice में अंतर लिखिए।

Ans: Active में Subject स्वयं क्रिया करता है (Rahul writes a letter.)। Passive में Subject पर क्रिया होती है (A letter is written by Rahul.)। Active में focus करने वाले पर, Passive में काम या object पर होता है।

प्र.3 Active से Passive बनाने का Formula क्या है?

Ans: Object + be-verb (tense के अनुसार) + V3 + by + Subject।

प्र.4 Passive Voice कब use करते हैं? कोई तीन स्थितियाँ बताइए।

Ans: (1) जब करने वाला अज्ञात हो (My bag was stolen.) (2) जब करने वाला महत्वहीन हो (English is spoken here.) (3) जब काम को highlight करना हो (The bridge was built in 1950.)

प्र.5 Transitive और Intransitive verb में क्या अंतर है? Passive से क्या संबंध है?

Ans: Transitive verb के बाद Object आता है (She eats a mango) और उसी का Passive बनता है। Intransitive verb के बाद Object नहीं आता (She sleeps) और उसका Passive नहीं बनता।

प्र.6 Present Continuous और Past Continuous का Passive किस पैटर्न से बनता है?

Ans: Present Continuous: is/am/are + being + V3. Past Continuous: was/were + being + V3. उदाहरण: A letter is being written. / A letter was being written.

प्र.7 Imperative sentence का Passive कैसे बनाते हैं? उदाहरण दीजिए।

Ans: Let + Object + be + V3 से। Open the door. → Let the door be opened. Request हो तो: You are requested to ... (Please help me → You are requested to help me.)

प्र.8 Who और Whom वाले प्रश्नों का Passive कैसे बनता है?

Ans: Who (subject) → By whom: Who wrote this poem? → By whom was this poem written? | Whom (object) → Who: Whom did you invite? → Who was invited by you?

प्र.9 निम्न का Passive बनाइए: "She has not finished her homework."

Ans: Her homework has not been finished by her.

प्र.10 निम्न का Passive बनाइए: "People say that he is a good teacher."

Ans: It is said that he is a good teacher. / He is said to be a good teacher.

🎯 **Exam Tip:** Voice के सवाल में 2 मिनट में 4 वाक्य बन सकें, इसके लिए **tense formula chart** और **irregular verbs table** रोल 5 मिनट पढ़ो।

✨ ऑल द बेस्ट! — Abhishek Sir ✨

