

# ACTIVE VOICE AND PASSIVE VOICE

Active Voice میں فاعل کی فاعلی حالت استعمال کی جاتی ہے مثلاً: He writes a letter. اس فقرے میں He فاعل ہے اور اس کی فاعلی حالت ہی استعمال کی گئی ہے۔ Passive Voice میں فاعل کی مفعولی حالت استعمال کی جاتی ہے مثلاً: A letter is written by him. اس فقرے میں He کی مفعولی حالت him استعمال کی گئی ہے اور مفعول (a letter) کو فاعل بنادیا گیا ہے۔ بعض اوقات فقرے میں فاعل موجود نہیں ہوتا تو اس طرح کے فقرے کی ٹرانسلیشن Passive Voice میں کی جاتی ہے، مثلاً: آم کھایا جاتا ہے۔ اس فقرے میں فاعل موجود نہیں ہے اس لئے اس کی ٹرانسلیشن ہوگی The mango is eaten. یہ والا فقرہ Passive Voice میں Translate کیا گیا ہے۔

## Change of Voice

### (i) Active Voice into Passive Voice

جملے کی نوعیت کے مطابق آپ درج ذیل تبدیلیاں کریں گے:

- 1- Active Voice کے Subject کو Passive Voice کا Object بنا دیجئے۔ Active Voice کے Object کو Passive Voice کا Subject بنا دیجئے اور Passive Voice کے Object سے پہلے by لگائیں۔  
He writes a letter. (A.V.)

A letter is written by him. (P.V.)

- 2- اگر Active Voice کے کسی فقرے میں دو Object ہوں تو ان میں سے کسی ایک کو Passive Voice کا Subject بنائیں۔

مثلاً: He sent a letter to me. (A.V.)

A letter was sent to me by him. (P.V.)

- 3- Active Voice کے Tense کے مطابق Passive Voice کے فاعل (subject) کے بعد فعل To be کی مناسب فارم بطور امدادی فعل (Helping Verb) استعمال کریں اور اس کے بعد فعل کی تیسری فارم لگادیں۔

He writes a letter. (A.V.) A letter is written by him. (P.V.)

- 4- جملے کو منفی بنانے کے لئے فعل مجہول (Passive Voice) میں استعمال ہونے والے امدادی فعل (Helping / Auxiliary Verb) کے بعد not لگادیں۔ سوالیہ جملہ بنانے کے لئے یہی امدادی فعل جملے کے شروع میں لے آئیں اور جملے کے آخر پر سوالیہ نشان لگادیں۔ سوالیہ منفی بنانے کے لئے پہلے جملے کو منفی بنائیں اس کے بعد اس میں امدادی فعل کا مقام تبدیل کردیں یعنی امدادی فعل جملے کے شروع میں لے آئیں اور آخر پر سوالیہ نشان لگادیں۔ فعل مجہول (Passive Voice) کے فقرات بنانے کے لئے درج ذیل امدادی فعل (Helping Verbs) استعمال ہوتے ہیں:

**Is, am, are / was, were / will, shall / has, have / had**

- 5- اگر Active Voice کے جملے میں اسم ضمیر شخصی (Personal Pronoun) بطور فاعل (Subject) استعمال ہو تو اسے مفعول (Object) بناتے وقت اسم ضمیر کی مفعولی حالت (Objective Case) استعمال کرتے ہیں۔ اسی طرح اگر Active Voice کے جملے میں اسم ضمیر شخصی (Personal Pronouns) بطور مفعول (Object) استعمال ہوا ہو تو Passive Voice کے جملے میں اس کی فاعلی حالت استعمال کریں گے۔

Passive Voice کو Active Voice بنانے کے لئے درج ذیل آسان طریقہ کار پر غور کریں:

He writes a letter.  
Subject      Verb      Object

- 1- Subject کو Object بنائیں۔ A letter .....
- 2- Helping Verb لگائیں۔ A letter is .....
- 3- V<sup>III</sup> یعنی Verb کی تیسری فارم لگائیں۔ A letter is written .....
- 4- by کا اضافہ کریں۔ A letter is written by .....
- 5- Subject کو Object بنائیں۔ A letter is written by him.

**نوٹ:** Helping Verb زمانے (Tense) کی مناسبت سے استعمال ہو گا۔  
Passive Voice کے تمام Continuous Tenses میں Helping Verb کے ساتھ being کا اضافہ ہو گا۔

درج ذیل ٹیبل کی مدد سے Personal Pronouns کی فاعلی اور مفعولی حالت کو اچھی طرح سمجھ لیں:

(Nominative) Subjective Case فاعلی حالت	Objective Case مفعولی حالت
I میں	me مجھے
We ہم	us ہمیں
You تم / آپ	You آپ کو / تمہیں
You تم / آپ	
he (مذکر) وہ	him اُسے
she (مؤنث) وہ	her اُسے
it (جانور یا بے جان)	it اُسے
They (جمع) وہ	them انہیں / ان کو

- 6- کسی Imperative Sentence کو Passive Voice میں تبدیل کرتے وقت سب سے پہلے Let لگائیں۔ پھر Object لگائیں۔  
Object کے بعد be اور اس کے بعد اصلی Verb کی 3<sup>rd</sup> form لگائیں۔ مثلاً Open the door کا P.V. ہو گا:

Let the door be opened.

Let + Object + be + 3<sup>rd</sup> Form of Verb (V<sup>III</sup>)

## (ii) Passive Voice into Active Voice

فعل مجہول کے جملوں کو فعل معروف میں بدلنے کا طریقہ:-

- 1- Subject کو Object بنادیں اور Object کو Subject بنادیں۔



2- by کا اضافہ ختم کر دیں۔

3۔ اسم ضمیر شخصی (Personal Pronoun) کو فقرے کے مطابق تبدیل کر دیں۔

4۔ جملے کا Tense پہچان کر اسی Tense میں اسے فعل معروف میں تبدیل کر دیں۔

مختصر یہ کہ جس طرح Active Voice کے فقرے کو Passive Voice بنایا ہے اسی طریقے سے Passive Voice کو واپس Active Voice بنادیں۔ مزید مثالوں کے لئے اگلے صفحات کا مطالعہ کریں۔

**Subject + Helping Verb + Verb + Object. (Active Voice)**

**Object (Subjective State) + Helping Verb + Verb<sup>III</sup> + by + Subject (Objective State). (P.V)**

**نوٹ:** Past، Present اور Future کے Perfect Continuous Tenses کے فقرات کا Passive Voice نہیں جتا۔  
Future Continuous کا Passive Voice عام طور پر استعمال نہیں ہوتا۔

☆☆☆☆☆

## NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

---

---

---

---

---

---

---

---

\_\_\_\_\_

## SELECTED SENTENCES FROM BISE PAPERS

### ACTIVE VOICE

01. Khurshid helps Naushaba.
02. The driver opened the door of the car.
03. The boy makes the picture.
04. The mother loves the children.
05. They are buying this house.
06. She has not beaten the dog.
07. She bought five video films.
08. Why did she write such a letter?
09. She was teaching the students.
10. They had gained nothing.
11. He will write a letter.
12. We shall have killed the snake.
13. She likes apples.
14. The boy is climbing the wall.
15. We did not hear a sound.
16. They have bought a horse.
17. The Board has given me a gold medal.
18. He praised the boy for his courage.
19. The teacher was helping the students.
20. Why were they beating the boy?
21. They have not done their job.
22. A car ran over an old man.
23. He will give you a box of chocolates.
24. He had told me to do it.
25. They had not done their home task.
26. We shall have finished our work by March next.
27. He took away my books.
28. The sudden noise frightened the child.
29. We use milk for making cheese.
30. Why is he mending the chair?

### PASSIVE VOICE

- Naushaba is helped by Khurshid.
- The door of the car was opened by the driver.
- The picture is made by the boy.
- The children are loved by the mother.
- This house is being bought by them.
- The dog has not been beaten by her.
- Five video films were bought by her.
- Why was such a letter written by her?
- The students were being taught by her.
- Nothing had been gained by them.
- A letter will be written by him.
- The snake will have been killed by us.
- Apples are liked by her.
- The wall is being climbed by the boy.
- A sound was not heard by us.
- A horse has been bought by them.
- I have been given a gold medal by the Board.
- The boy was praised for his courage by him.
- The students were being helped by the teacher.
- Why was the boy being beaten by them?
- Their job has not been done by them.
- An old man was run over by a car.
- You will be given a box of chocolates by him.
- I had been told to do it by him.
- Their home task had not been done by them.
- Our work will have been finished by March next by us.
- My books were taken away by him.
- The child was frightened by the sudden noise.
- Milk is used for making cheese by us.
- Why is the chair being mended by him?



31. The doctor asked her to stay in bed. She was asked to stay in bed by the doctor.  
 32. She gave me five films. I was given five films by her.  
 33. They caught the thief. The thief was caught by them



## ADDITIONAL SENTENCES – ACTIVE VOICE & PASSIVE VOICE

### Q. Change the voice of the following.

(نقرہ اگر Active ہے تو Passive بناتا ہے اور اگر Passive ہے تو Active بناتا ہے۔)

- |  |  |
|--|--|
| 01. They <u>have won</u> the match.            | Ans. The match <b>has been won</b> by them.          |
| 02. We <u>do not hear</u> a sound.             | Ans. A sound <b>is not heard</b> by us.              |
| 03. Nadir <u>had read</u> the book.            | Ans. The book <b>had been read</b> by Nadir.         |
| 04. The goat <u>gives</u> milk.                | Ans. Milk <b>is given</b> by the goat.               |
| 05. She <u>did not tell</u> a lie.             | Ans. A lie <b>was not told</b> by her.               |
| 06. Songs are sung by her.                     | Ans. She sings songs.                                |
| 07. He reads good books.                       | Ans. Good books are read by him.                     |
| 08. He is wearing new clothes.                 | Ans. New clothes are being worn by him.              |
| 09. You take a bath daily.                     | Ans. A bath is taken daily by you.                   |
| 10. We are printing a new book.                | Ans. A new book is being printed by us.              |
| 11. They have taught the poem.                 | Ans. The poem has been taught by them.               |
| 12. We have not taken tea.                     | Ans. Tea has not been taken by us.                   |
| 13. I wear new clothes.                        | Ans. New clothes are worn by me.                     |
| 14. Sumera washes clothes.                     | Ans. Clothes are washed by Sumera.                   |
| 15. Amjad is winding the watch.                | Ans. The watch is being wound by Amjad.              |
| 16. I have taken my breakfast.                 | Ans. My breakfast has been taken by me.              |
| 17. They caught birds.                         | Ans. Birds were caught by them.                      |
| 18. I <u>shall see</u> off my friends.         | Ans. My friends <b>will be seen</b> off by me.       |
| 19. You <u>will have</u> taken breakfast.      | Ans. Breakfast <b>will have been taken</b> by you.   |
| 20. <u>Shut</u> the door.                      | Ans. <b>Let the door be shut.</b>                    |
| 21. <u>Open</u> the door.                      | Ans. <b>Let the door be opened.</b>                  |
| 22. The dog <u>has not been beaten</u> by her. | Ans. She <b>has not beaten</b> the dog.              |
| 23. That girl has written the story.           | Ans. The story has been written by that girl.        |
| 24. The bank does not give loan to me.         | Ans. I am not given loan by the bank.                |
| 25. They are killing the mad dogs.             | Ans. The mad dogs are being killed by them.          |
| 26. He <u>has not thrown</u> rotten eggs.      | Ans. Rotten eggs <b>have not been thrown</b> by him. |
| 27. We <u>had seen</u> him.                    | Ans. He <b>had been seen</b> by us.                  |
| 28. Our team <u>won</u> the match.             | Ans. The match <b>was won</b> by our team.           |
| 29. Girls sing songs.                          | Ans. Songs are sung by girls.                        |

- |  |  |
|--|--|
| 30. The rich man is giving alms.                   | Ans. Alms is being given by the rich man.                  |
| 31. We have heard the songs.                       | Ans. The songs have been heard by us.                      |
| 32. He killed a snake.                             | Ans. A snake was killed by him.                            |
| 33. You shall obey our orders.                     | Ans. Our orders will be obeyed by you.                     |
| 34. I posted the letter.                           | Ans. The letter was posted by me.                          |
| 35. He does not take exercise daily.               | Ans. Exercise is not taken daily by him.                   |
| 36. She gave me five apples.                       | Ans. I was given five apples by her.                       |
| 37. Girls will sing songs.                         | Ans. Songs will be sung by girls.                          |
| 38. We do not run this factory.                    | Ans. This factory is not run by us.                        |
| 39. Have you finished your work?                   | Ans. Has your work been finished by you?                   |
| 40. You were telling a story.                      | Ans. A story was being told by you.                        |
| 41. Milk is given by the goat.                     | Ans. The goat gives milk.                                  |
| 42. I am given a prize by him.                     | Ans. He gives me a prize.                                  |
| 43. The dog has caught the rabbit.                 | Ans. The rabbit has been caught by the dog.                |
| 44. She <u>does not speak</u> the truth.           | Ans. The truth is <b>not spoken</b> by her.                |
| 45. Afra <u>is winding</u> the watch.              | Ans. The watch is <b>being wound</b> by Afra.              |
| 46. The army <u>did not capture</u> the fort.      | Ans. The fort <b>was not captured</b> by the army.         |
| 47. They <u>have not done</u> their duty.          | Ans. Their duty <b>has not been done</b> by them.          |
| 48. <u>Why were</u> they <u>beating</u> the thief? | Ans. <b>Why was</b> the thief <b>being beaten</b> by them? |
| 49. Who will oppose you?                           | Ans. By whom will you be opposed?                          |
| 50. Are you listening to the news?                 | Ans. Are the news being listened by you?                   |
| 51. <u>Why was</u> a letter <u>written</u> by her? | Ans. <b>Why did</b> she <b>write</b> a letter?             |
| 52. <u>When</u> is he <u>mending</u> the chair?    | Ans. <b>When</b> is the chair <b>being mended</b> by him?  |

☆☆☆☆☆