

Active/Passive Voice Conversion Rules

To assist students in remembering the rules for converting between active and passive voice, consider the following mnemonic device: "**SVO to OVS**"

- **SVO (Subject-Verb-Object) to OVS (Object-Verb-Subject):**
 - **Active Voice:** Subject performs the action on the Object.
 - *Example:* The chef (Subject) cooks (Verb) the meal (Object).
 - **Passive Voice:** Object becomes the focus; the action is performed by the Subject.
 - *Example:* The meal (Object) is cooked (Verb) by the chef (Subject).

Steps for Conversion:

1. **Identify** the Subject, Verb, and Object in the active sentence.
2. **Move** the Object to the beginning to become the new Subject of the passive sentence.
3. **Change** the Verb to the appropriate form of "to be" + past participle.
4. **Add** the original Subject at the end, preceded by "by" (if necessary).

Example Conversion:

- **Active:** The teacher (Subject) explains (Verb) the lesson (Object).
- **Passive:** The lesson (Object) is explained (Verb) by the teacher (Subject).

Complete the Worksheet on Active/Passive Voice:

Note: The following exercise is adapted from Cambridge English 0861 materials.

Instructions: Convert the following active sentences into passive sentences.

1. The gardener waters the plants every morning.

2. The chef is preparing a delicious meal.

3. The committee will announce the results tomorrow.

4. The students have completed the assignments.

5. The company released the new product last week.

6. The artist painted a stunning portrait.

7. The technician is fixing the computer.

8. The manager approved the project proposal.



Answers:

1. The plants are watered by the gardener every morning.
2. A delicious meal is being prepared by the chef.
3. The results will be announced by the committee tomorrow.
4. The assignments have been completed by the students.
5. The new product was released by the company last week.
6. A stunning portrait was painted by the artist.
7. The computer is being fixed by the technician.
8. The project proposal was approved by the manager.