

## ACTIVE AND PASSIVE VOICE

### Lesson No.18

While consulting a Dictionary, you would have seen that there is written (T) or (I) in front of some verbs. They mean as under:

دیکھتے ہوئے آپ نے دیکھا ہوگا کہ بعض verbs کے سامنے (T) لکھا ہوا ہوتا ہے اور بعض کے سامنے (I) لکھا ہوتا ہے۔ ان کا مطلب درج ذیل ہوتا ہے۔

1. (T) Transitive Verb (فعل متعدی) 2. (I) Intransitive Verb (فعل لازم)

ان کی تفصیل درج ذیل ہے۔

#### 1. Transitive Verb (فعل متعدی)

A transitive verb always requires object otherwise the sentence remains vague or meaningless.

فعل متعدی کے بعد مفعول لگانا ضروری ہوتا ہے ورنہ جملہ بے معنی ہو جاتا ہے۔ مثلاً وہ لکھتا ہے۔

He writes.

مندرجہ بالا جملہ میں "writes" فعل متعدی ہے۔ اس کے بعد مفعول لگانا ضروری ہے۔ ورنہ جملہ غیر واضح ہے۔ "He writes." وہ لکھتا ہے سے واضح نہیں ہوتا کہ وہ کیا لکھتا ہے۔ اس لئے جملہ مبہم ہے۔ مکمل جملہ یوں ہوگا۔

He writes a letter/story/fiction/play/novel.

لہذا واضح ہو گیا کہ Transitive Verb ایسا فعل ہوتا ہے جس کے بعد مفعول آنا ضروری ہوتا ہے۔

#### 2. Intransitive Verb (فعل لازم)

Intransitive verb does not require any object.

She weeps.

فعل لازم کے بعد مفعول ضروری نہیں ہوتا۔ مثلاً وہ رو رہی ہے۔

یہ جملہ مکمل ہے کیونکہ weep کے بعد مفعول کی ہرگز ضرورت نہیں ہے۔

While changing Active Voice into Passive Voice, both subject and object are to be replaced by each other. Hence, it makes clear that Passive Voice can be formed from Transitive verb only i.e. the verb which has an object also. No passive voice can be made of the Intransitive verb as it has no object.

Active voice سے Passive Voice میں تبدیل کرنے کے لئے فاعل کو مفعول کی جگہ اور مفعول کو فاعل کی جگہ لانا ہوتا ہے۔ لہذا واضح ہوا کہ صرف Transitive Verb (جس کے بعد مفعول ضروری ہو) کی Passive Voice بن سکتی ہے۔ یعنی جس فعل کے بعد مفعول موجود ہوگا اس کی Passive Voice بنے گی۔ Intransitive Verb کے بعد چونکہ مفعول موجود نہیں ہوتا لہذا اس کی Passive Voice نہیں بن سکے گی۔ مثلاً

1. He writes a letter. (A.V)

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

2. She weeps.

No passive voice.

مندرجہ بالا جملوں سے واضح ہوا کہ

(i) Active Voice میں فاعل فقرے کے شروع میں ہوتا ہے اور اس میں کام کا کرنا پایا جا رہا ہوتا ہے۔ مثلاً میں خط لکھتا ہوں۔

(ii) Passive Voice میں مفعول فقرے کے شروع میں ہوتا ہے اور اس میں کام کا ہونا پایا جاتا ہے۔ مثلاً

I write a letter.

A letter is written by me.

A letter is written.

یا جن فقروں میں فاعل موجود نہ ہو وہ Passive Voice کے ہوتے ہیں۔ مثلاً خط لکھا جاتا ہے۔

چنانچہ اردو کے جن فقروں میں فاعل نہ ہو ان کا ترجمہ ہمیشہ Passive Voice میں ہی کیا جاتا ہے۔ Urdu sentences without any object are translated in passive voice.

## FIVE RULES TO CHANGE ACTIVE VOICE INTO PASSIVE VOICE

1. Subject is replaced with object and object with subject.
2. Only third form of verb is used in Passive Voice.
3. Helping verb is used according to the tense before third form of verb.
4. When subject is placed at the position of object, its objective case is used. It is then called "agent."
5. "By" is used before the object or agent framed from subject.

(1) فقرے کے فاعل کو مفعول کی جگہ اور مفعول کو فاعل کی جگہ لکھا جاتا ہے۔ (2) Passive Voice میں فعل کی صرف تیسری حالت استعمال ہوتی ہے۔ (3) فعل کی تیسری حالت سے قبل امدادی فعل ضرور استعمال کیا جاتا ہے۔

(4) جب فاعل کو مفعول کی جگہ لکھا جاتا ہے تو اسم ضمیر کی مفعولی حالت لکھی جاتی ہے اس وقت یہ agent کہلاتا ہے مثلاً

We, I, You, They, He, She

Us, Me, You, Them, Him, Her

(5) فاعل کو ایجنٹ بنا کر یا اس کی مفعولی حالت بنا کر مفعول کی جگہ لگانے سے قبل By کا اضافہ کیا جاتا ہے۔

Note: The remaining part, after all the changes, is written the same at the end of the sentence. For example:

نمبر 2: ان تبدیلیوں کے بعد Active Voice جملے کا جو حصہ باقی بچ جائے اسے Passive Voice جملے میں ویسے ہی لکھ دیا جاتا ہے۔ مثلاً

Active Voice: I do my duty very carefully.

Passive Voice: My duty is done by me very carefully.

Rule No.1 : "Not any" in the active voice is replaced with "No" and is written in the beginning of sentence. For example:

نمبر 3: اگر کسی جملے میں مفعول کے ساتھ Not any استعمال کیا گیا ہو تو Passive Voice میں تبدیل کرتے وقت Not any کو No میں تبدیل کر کے جملے کے شروع میں لگا دیا جاتا ہے۔ مثلاً

He did not write any letter. (A.V)

No letter was written by him. (P.V)

Rule No.2: "Not" is used after the helping verb in negative sentences.

He does not take tea. (A.V.)

Tea is not taken by him. (P.V.)

Rule No.3: No passive voice of the sentence where "been" already exists.

نمبر 5: Active Voice کے جس جملے میں پہلے ہی Been موجود ہو اس کا Passive Voice ممکن نہیں ہوتا۔ مثلاً

He has been writing a letter since morning.

Rule No.4: Helping verb is used before the subject to make interrogative.

Does he write a letter? (A.V.)

Is a letter written by him. (P.V)

Let us try to learn the method of changing Active Voice into Passive Voice and Passive Voice into Active Voice in different tenses.

آئیے اب مختلف Tenses میں Active Voice کو Passive Voice اور Passive Voice کو Active Voice میں تبدیل کرنے کا طریقہ دیکھیں۔

### 1. PRESENT INDEFINITE TENSE (فعل حال مطلق)

The sentence in which subject is followed by first form of verb without a helping verb is "Active Voice" in Present Indefinite Tense. Besides all other changes, helping verb "Is, Am or Are" is used to make Passive Voice.

جس فقرے میں فاعل کے فوراً بعد verb کی پہلی فارم استعمال کی گئی ہو اور اس میں کوئی امدادی فعل بھی نہ ہو تو وہ Present Indefinite Tense میں Active Voice کا ہوتا ہے۔ ایسے فقروں میں مذکورہ بالا تبدیلیوں کے علاوہ امدادی فعل Is, Am, Are وغیرہ استعمال ہوتا ہے۔

(A) "I" is followed by "Am", "third person singular" by "Is" and all the rest by "Are."

نمبر 1: اسم ضمیر I کے ساتھ Am لگتا ہے He, She, It اور واحد نام کے ساتھ Is اور باقی سب فاعلوں کے ساتھ Are لگایا جاتا ہے۔ مثلاً

1. He flies a kite. (A.V.)
2. He teaches me. (A.V.)
3. You advise them. (A.V.)

- A kite is flown by him. (P.V.)  
I am taught by him. (P.V.)  
They are advised by you. (P.V.)

**Exercise No. 1**

- |                          |                            |                              |
|--------------------------|----------------------------|------------------------------|
| 1. I finish my work.     | 2. He polishes a table.    | 3. I respect you.            |
| 4. Amjad plucks flowers. | 5. She beats Ali.          | 6. We buy books.             |
| 7. They play football.   | 8. You attend the classes. | 9. The teacher teaches them. |
| 10. Riffat sings songs.  |                            |                              |

(B). "Do and does" are replaced with "Is, Am or Are" in negative sentences.

نمبر 2: منفی فقرات میں Does اور Do کی جگہ Are, Is, Am لگا کر ان کے بعد not لگاتے ہیں۔ مثلاً

- |  |   |
|--|---|
| 1. The Principal does not address us. (A.V.) | We are not addressed by the Principal. (P.V.) |
| 2. They do not beat the thief. (A.V.)        | The thief is not beaten by them. (P.V.)       |

**Exercise No. 2**

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|-------------------------------------|----------------------------------|
| 1. The girl does not break the cup. | 2. I do not learn the poem.      |
| 3. She does not break the mirror.   | 4. The baby does not break toys. |
| 5. We do not water the plants.      |                                  |

(C). "Is, Are or Am" is placed before the subject in interrogative sentences.

نمبر 3: سوالیہ فقرات میں فاعل سے پہلے Do, Does کی جگہ Is, Am, Are لگاتے ہیں۔ مثلاً

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| 1. Does she pluck flowers? (A.V.)   | Are flowers plucked by her? (P.V.)   |
| 2. Do they learn the lesson? (A.V.) | Is the lesson learnt by them? (P.V.) |

**Exercise No. 3**

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|--------------------|--------------------------------|---------------------------------|
| 1. Do I take tea?  | 2. Do they disobey you?        | 3. Does the singer sing a song? |
| 4. Do I teach you? | 5. Do the boys take breakfast? |                                 |

(D). "Question words" are used before the helping verb in double interrogative sentences.

نمبر 4: اگر کوئی فقرہ ڈبل سوالیہ ہو تو سوالیہ الفاظ Why, What, When, Where, How کو سادہ سوالیہ فقرے کے شروع میں یعنی امدادی فعل سے پہلے لکھا جاتا ہے۔ مثلاً

- |                                     |   |
|-------------------------------------|---|
| When does he write a letter? (A.V.) | When is a letter written by him? (P.V.) |
|-------------------------------------|---|

**Exercise No. 4**

- |   |                               |                           |
|---|-------------------------------|---------------------------|
| 1. Why does he learn the lesson? (شروع) | 2. When does he play hockey?  | 3. How do you play chess? |
| 4. What do they write?                  | 5. Where do I study the book? |                           |

(E) "Who" is replaced with "By whom."

نمبر 5: اگر کوئی جملہ Who سے شروع ہو تو Passive Voice فقرے کے شروع میں اور امدادی فعل سے قبل By whom لکھا جاتا ہے۔ مثلاً

- |                              |                                      |
|------------------------------|--------------------------------------|
| Who writes the essay? (A.V.) | By whom is the essay written? (P.V.) |
|------------------------------|--------------------------------------|

**Exercise No. 5**

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|----------------------------|-------------------------|------------------------|
| 1. Who knocks at the door? | 2. Who loses his pen?   | 3. Who sets our paper? |
| 4. Who flies a kite?       | 5. Who learns the poem? |                        |

## 2. PRESENT CONTINUOUS TENSE (فعل حال جاری)

The sentence in which helping verb "Is, Am, Are" is followed by Present Participle (first form of verb+ing) is Active Voice in Present Continuous Tense. Besides all the above changes, "Is being, Am being, or Are being" is followed by Past Participle (third form of verb) to make Passive Voice.

جس فقرے میں Is, Am, Are سے کوئی امدادی فعل استعمال کیا گیا ہو اور Verb کی پہلی فارم کے ساتھ ing استعمال کیا گیا ہو تو وہ فقرہ Present Continuous میں Active Voice کا ہوتا ہے۔ ایسے جملوں میں مذکورہ بالا تبدیلیوں کے علاوہ مفعول کے بعد Am being, Are being, Is being استعمال کیا جاتا ہے۔

(A) "I" is followed by "Am being", "third person singular" by "Is being" and all the rest by "Are being."

نمبر 1: اسم ضمیر I کے ساتھ Am being اور He, She, It کے ساتھ Is being بقیہ سب فاعلوں کے ساتھ Are being استعمال کیا جاتا ہے۔ مثلاً  
He is taking tea. (A.V) Tea is being taken by him. (P.V)

### Exercise No. 6

1. The boy is playing tennis.
2. The clerks are writing letters.
3. Saba is teaching me.
4. Ali is wearing shoes.
5. The boys are teasing the beggar.

(B) "Not" is used after helping verb but before "being" to make negative.

نمبر 2: منفی فقروں میں Is, Am, Are کے بعد اور Being سے پہلے Not لگایا جاتا ہے۔ مثلاً  
He is not taking tea. (A.V) Tea is not being taken by him. (P.A)

### Exercise No. 7

1. The carpenter is not making a table.
2. The cook is not cooking food.
3. We are not eating food.
4. The captain is not leading the players.
5. This firm is not making garments.

(C) "Helping verb" is placed before the subject but "being" is used before third form of verb to make interrogative.

نمبر 3: سوالیہ فقروں میں Is, Am, Are فقرے کے شروع میں لگایا جاتا ہے اور Being فعل کی تیسری حالت سے پہلے۔ مثلاً  
Are boys making a noise? (AV) Is a noise being made by boys? (PV)

### Exercise No. 8

1. Is the minister addressing us?
2. Is she making tea?
3. Are they digging a well?
4. Are we missing the classes?
5. Are the girls taking exercise?

## 3. PRESENT PERFECT TENSE (فعل حال مکمل)

The sentence in which helping verb "Has or Have" is followed by third form of verb is "Active Voice" in Present Perfect Tense. Besides all the above changes, "has been" or "have been" is used followed by third form of verb to make "Passive Voice."

جس فقرے میں Has یا Have میں سے کوئی امدادی فعل Verb کی تیسری فارم کے ساتھ استعمال کیا گیا ہو تو وہ فقرہ Present Perfect Tense میں Active Voice کا ہوتا ہے۔ اس کو Passive Voice میں تبدیل کرنے کے لئے مذکورہ بالا تبدیلیوں کے علاوہ امدادی فعل Has been یا Have been استعمال کیا جاتا ہے اور پھر فعل کی تیسری فارم استعمال کی جاتی ہے۔ مثلاً

1. We have taken test. (A.V) Test has been taken by us. (P.V)
2. I have plucked mangoes. (A.V) Mangoes have been plucked by me. (P.V)

### Exercise No. 9

1. He has polished my shoes.
2. The servant has opened the door.
3. The farmers have ploughed the fields.
4. I have helped him.
5. The teacher has taught an essay.

(A) "Not" is used after has or have but before "been" in negative sentences.

نمبر 1: منفی فقروں میں Has یا Have کے بعد اور Been سے پہلے Not استعمال کیا جاتا ہے۔ مثلاً

1. We have not taken test. (A.V) Test has not been taken by us. (P.V)
2. I have not plucked mangoes. (A.V) Mangoes have not been plucked by me. (P.V)

**Exercise No. 10**

1. You have not bought a car. 2. The mason has not built a wall.  
3. I have not killed a snake. 4. She has not sent an application. 5. We have not passed test.

(B). "Has or have" is placed in the beginning of sentence in interrogative sentences.

نمبر 2: سوالیہ فقرہوں میں Has یا Have کے شروع میں اور مفعول کے بعد Verb کی تیسری فارم استعمال کی جاتی ہے۔ مثلاً

1. Have we taken test? (A.V) Has test been taken by us? (P.V)  
2. Have I plucked mangoes? (A.V) Have mangoes been plucked by me? (P.V).

**Exercise No. 11**

1. Have you learnt the lesson? 2. Has the teacher issued cards?  
3. Have we cut the crops? 4. Has the fisherman caught fish?  
5. Has he posted the letter?

**4. PAST INDEFINITE TENSE (فعل ماضی مطلق)**

The sentence in which subject is followed by second form of verb (Past) without any helping verb is "Active Voice" in Past Indefinite Tense. Beside all the above changes, helping verb "was or were" is used followed by third form of verb to make "Passive Voice."

جس فقرے میں فعل کی دوسری فارم استعمال ہوئی ہو اور امدادی فعل استعمال نہ ہو یا امدادی فعل Did کے ساتھ فعل کی پہلی فارم استعمال ہوئی ہو تو وہ Past Indefinite میں Active Voice کا ہوتا ہے۔ اس کو Passive voice میں تبدیل کرنے کے لئے مذکورہ بالا تبدیلیوں کے علاوہ امدادی فعل Was یا Were کے ساتھ فعل کی تیسری فارم استعمال کرتے ہیں۔ مثلاً

(A). "I" and "third person singular" are followed by "was" but all the rest by "were."

نمبر 1: He, She, It, I اور واحد نام کے ساتھ was باقی سب کے ساتھ were استعمال ہوتا ہے۔

1. I planted trees. (A.V) Trees were planted by me. (P.V)  
2. She disobeyed her parents. (A.V) Her parents were disobeyed by her. (P.V).

**Exercise No. 12**

1. He ate bread. 2. She wrote essays. 3. Anwar took tea.  
4. The boys made a noise. 5. The girls knit a sweater.

(B). "Did not" is replaced with "was not or were not" in negative sentences.

نمبر 2: منفی فقرات میں Did not کی جگہ Was not یا Were not استعمال کرتے ہیں۔ مثلاً

1. I did not plant trees. (A.V) Trees were not planted by me. (P.V)  
2. She did not disobey her parents. (A.V) Her parents were not disobeyed by her. (P.V).

**Exercise No. 13**

1. We did not drive a car. 2. The baby did not break cups. 3. She did not sell eggs.  
4. He did not make a picture. 5. They did not buy a new house.

(C). "Was or were" is used instead of did in interrogative sentences.

نمبر 3: سوالیہ فقرات کے شروع میں Did کی جگہ Was یا Were استعمال کرتے ہیں۔ مثلاً

1. Did I plant trees? (A.V) Were trees planted by me? (P.V)  
2. Did she disobey her parents? (A.V) Were her parents disobeyed by her? (P.V).

**Exercise No. 14**

1. Did you recite the Holy Quran? 2. Did the girls like sweets?  
3. Did I build a house? 4. Did she lose a purse? 5. Did Farah send me a gift?

**5. PAST CONTINUOUS TENSE (فعل ماضی جاری)**

The sentence in which helping verb "was or were" is followed by Present Participle

(first form +ing) is "Active Voice" in Past Continuous Tense." Besides all the above changes, "was being or were being" is used followed by Past Participle (third form of verb) to make "Passive Voice."

جس فقرے میں امدادی فعل Was یا Were اور Verb کی پہلی فارم کے ساتھ ing استعمال کیا گیا ہو تو وہ فقرہ Active میں Past Continuous Voice کا ہوتا ہے۔ اس کو Passive Voice میں تبدیل کرنے کے لئے پہلے سے موجود امدادی فعل Was یا Were کے ساتھ Being کا اضافہ کیا جاتا ہے اور Verb کی تیسری فارم استعمال کی جاتی ہے۔ مثلاً

1. He was painting a picture. (A.V) A picture was being painted by him. (P.V)  
2. They were digging a well. (A.V) A well was being dug by them. (P.V)

### Exercise No. 15

1. The boys were playing tennis.  
2. The clerks were taking tea.  
3. The girls were making a noise.  
4. He was helping her.  
5. The doctor was looking after me.

(A) "Not" is placed after "was or were" but before "being" in negative sentences.

- نمبر 1: منفی فقروں میں Was یا Were کے بعد اور Being سے پہلے Not استعمال کیا جاتا ہے۔  
1. He was not painting a picture. (A.V) A picture was not being painted by him. (P.V)  
2. They were not digging a well. (A.V) A well was not being dug by them. (P.V)

### Exercise No. 16

1. She was not peeling potatoes.  
2. They were not solving sums.  
3. We were not opening the door.  
4. Saba was not teaching us.  
5. She was not milking the cow.

(B) "Was or were" is placed before the subject but "being" is placed before the verb in interrogative sentences.

- نمبر 2: سوالیہ جملوں میں Was یا Were جملے کے شروع میں اور Being فعل کی تیسری حالت کے سے قبل استعمال کیا جاتا ہے۔ مثلاً  
1. Was he painting a picture? (A.V) Was a picture being painted by him? (P.V)  
2. Were they digging a well? (A.V) Was a well being dug by them? (P.V)

### Exercise No. 17

1. Was the juggler showing feats? 2. Was she stitching a shirt? 3. Were we playing hockey?  
4. Was she doing her duty? 5. Was he chasing the dog?

## 6. PAST PERFECT TENSE (فعل ماضی مکمل)

The sentence in which helping verb "Had" is followed by Past Participle (third form of verb) is "Active Voice" in Past Continuous Tense. Besides all the above changes, "Had been" is used followed by third form of verb to make "Passive Voice."

جس فقرے میں امدادی فعل Had کے ساتھ Verb کی تیسری فارم استعمال کی گئی ہو تو وہ فقرہ Past Perfect Active میں Active Voice کا ہوتا ہے۔ اس کو Passive Voice میں تبدیل کرنے کے لئے امدادی فعل Had been کے ساتھ فعل کی تیسری فارم استعمال کی جاتی ہے باقی تمام تبدیلیاں پہلے سے بتائے گئے اصولوں کے مطابق۔ مثلاً

1. We had dug a well. (A.V) A well had been dug by us. (P.V)  
2. I had invited him to tea. (A.V) He had been invited by me to tea. (P.V)

### Exercise No. 18

1. Ali had shut the door. 2. I had signed the papers. 3. She had posted the letter.  
4. Fisherman had caught fish. 5. We had harvested crops.

(A) "Not" is placed after "had" in negative sentences.

نمبر 1: منفی فقروں میں Had کے بعد اور Been سے پہلے Not استعمال کیا جاتا ہے۔ مثلاً

1. We had not dug a well. (A.V) A well had not been dug by us. (P.V)  
 2. I had not invited him to tea. (A.V) He had not been invited by me to tea. (P.V)

**Exercise No. 19**

1. Our teacher had not issued cards. 2. The doctor had not read the book.  
 3. He had not received us. 4. She had not ironed a shirt. 5. I had not punished them.

(B). "Had" is placed before the subject whereas "been" is placed before the verb to make interrogative sentences.

1. Had we dug a well? (A.V)  
 2. Had I invited him? (A.V)

سوالیہ جملوں میں Had فقرے کے شروع میں اور فعل کی تیسری حالت سے قبل Been استعمال کیا جاتا ہے۔ مثلاً

- Had a well been dug by us? (P.V)  
 Had he been invited by me? (P.V)

**Exercise No. 20**

1. Had you forgiven them? 2. Had she taken tea? 3. Had they supported me?  
 4. Had she prepared tea? 5. Had Ali watered the plants?

**7. FUTURE INDEFINITE TENSE (فعل مستقبل مطلق)**

The sentence in which "will or shall" is followed by first form of verb is "Active Voice" in Future Indefinite Tense. Besides all the above changes, "will be or shall be" is used followed by third form of verb to make "Passive Voice."

جس فقرے میں امدادی فعل Will یا Shall کے ساتھ Verb کی پہلی فارم استعمال کی گئی ہو تو وہ فقرہ Future Indefinite میں Active Voice کا ہوتا ہے۔ اس کو Passive Voice میں تبدیل کرنے کے لئے Will یا Shall کے ساتھ Be کا اضافہ کیا جاتا ہے اور بقیہ تبدیلیاں پہلے سے بتائے گئے جملوں کے مطابق۔ مثلاً

1. He will sing a song. (A.V)  
 2. She will fry a fish. (A.V)

- A song will be sung by him. (P.V)  
 A fish will be fried by her. (P.V)

**Exercise No. 21**

1. I shall take tea.  
 3. They will attend the party.  
 5. They will publish a book.

2. The baby will lift the ball.  
 4. You will obey your father.

(A). "Not" is placed after "will or shall" in negative sentences.

1. He will not sing a song. (A.V)  
 2. She will not fry a fish. (A.V)

مثلاً: 1. Not will یا Shall کے بعد اور Be سے پہلے استعمال کیا جاتا ہے۔

- A song will not be sung by him. (P.V)  
 A fish will not be fried by her. (P.V)

**Exercise No. 22**

1. The boy will not burn a candle.  
 3. They will not shoot birds.  
 5. You will not pass the examination.

2. We shall not discuss this matter.  
 4. He will not carry the luggage.

(B). "Will or shall" is placed before the subject in interrogative sentences.

1. Will he sing a song? (A.V)  
 2. Will she fry a fish? (A.V)

مثلاً: 2. Shall یا Will فقرے کے شروع میں اور فعل کی تیسری حالت سے قبل Be استعمال کیا جاتا ہے۔

- Will a song be sung by him? (P.V)  
 Will a fish be fried by her? (P.V)

**Exercise No. 23**

1. Will they win the match?  
 3. Will everyone like her?  
 mangoes?

2. Will she treat me well?  
 4. Will the baby break a cup? 5. Shall I li

## 8. FUTURE PERFECT TENSE (فعل مستقبل مکمل)

The sentence in which "will have or shall have" is followed by Past Participle (third form of verb) is "Active Voice" in Future Perfect Tense. Besides all the above changes, "will have been or shall have been" is followed by third form of verb to make Passive Voice.

جس فقرے میں Shall have یا Will have کے ساتھ Verb کی تیسری حالت استعمال کی گئی ہو تو وہ فقرہ Future Perfect Active میں Voice کا ہوتا ہے۔ اس کو Passive Voice میں تبدیل کرنے کے لئے Shall have یا Will have کے ساتھ Been کا اضافہ کیا جاتا ہے۔ بقیہ تبدیلیاں پہلے بتائے گئے اصولوں کے مطابق۔ مثلاً

1. The boys will have taken test. (A.V) Test will have been taken by the boys. (P.V)  
2. She will have plucked flowers. (A.V) Flowers will have been plucked by her. (P.V)

### Exercise No. 24

1. I shall have read the book.  
2. He will have wasted time.  
3. They will have drunk milk.  
4. Hamzah will have bought a hat.  
5. The labourers will have built the wall.

(A). "Not" is placed after "will or shall" in negative sentences.

- نمبر 1: منفی فقروں میں Will یا Shall کے بعد اور Have been سے پہلے Not استعمال کیا جاتا ہے۔ مثلاً
1. The boys will not have taken test. (A.V) Test will not have been taken by the boys. (P.V)  
2. She will not have plucked flowers. (A.V) Flowers will not have been plucked by her. (P.V)

### Exercise No. 25

1. I shall not have opened the door.  
2. He will not have disobeyed me.  
3. The captain will not have played hockey.  
4. We shall not have visited Murree.  
5. She will not have held a meeting.

(B). "Will or shall" is placed before the subject whereas "Have been" after the subject in interrogative sentences.

- نمبر 2: سوالیہ جملوں میں Will یا Shall فقرے کے شروع میں اور فعل کی تیسری حالت سے قبل Have been استعمال کیا جاتا ہے۔ مثلاً
1. Will the boys have taken test? (A.V) Will test have been taken by the boys? (P.V)  
2. Will she have plucked flowers? (A.V) Will flowers have been plucked by her? (P.V)

### Exercise No. 26

1. Will you have tamed the horse?  
2. Will you have tasted meal?  
3. Shall I have written a story?  
4. Shall we have served our guests?  
5. Will he have mowed grass?

## 9. IMPERATIVE SENTENCES (حکمیہ فقرات)

The sentences bearing "command, order, request, advice, beseech or prohibition" are Imperative Sentences. They always start with first form of verb. In order to change them into Passive Voice:

ایسے فقرات جن میں کوئی حکم، درخواست، نصیحت، التجا یا منع کرنا پایا جائے Imperative Sentences کہلاتے ہیں یہ ہمیشہ فعل کی پہلی فارم سے شروع ہوتے ہیں۔ ایسے فقرات کو Passive Voice میں تبدیل کرنے کیلئے

- 1- فقرے کے شروع میں "Let" لگایا جاتا ہے۔  
2- Let کے فوراً بعد مفعول لگایا جاتا ہے۔  
3- فعل کی تیسری حالت سے قبل "be" لگایا جاتا ہے۔  
4- اگر فقرہ منفی ہو تو Not be سے پہلے لگایا جاتا ہے۔

Note: Such sentences are not made interrogative because the subject is not mentioned in



Active & Passive Voice

مثلاً۔ ایسے فقرات کا سوالیہ نہیں بنتا کیونکہ ان میں فاعل مذکور نہیں ہوتا۔ مثلاً

them.

1- Open the door, (A.V.)

Let the door be opened.(P.V.)

2- Send this letter. (A.V.)

Let this letter be sent. (P.V.)

3- Do not use unfair means in the examination. (A.V.)

Let unfair means not be used in the examination. (P.V.)

Exercise No. 27

- 1- Plant the trees. 2- Attend the classes. 3- Respect your teachers. 4- Draw a map.  
5- Always speak the truth. 6- Take exercise. 7- Do not cut the grass. 8- Do not wind the watch. 9- Never put off your work. 10- Never tell a lie.

Sometimes "Let" is already used in the beginning of some sentences. To make them "Passive Voice" "Let" remains at its place. Only "Be" is placed before third form of verb.

"Do not let" is changed into "Let not" and "Be" is placed before third form of verb but "Not" can also be used before "Be" instead of immediately after "Let."

جس فقرے کے شروع میں پہلے ہی "Let" لگا ہوا ہو اس کو Passive Voice میں تبدیل کرنے کے لئے Let کو فقرے کے شروع میں ہی رہنے دیا جاتا ہے اور "Be" کا اضافہ کیا جاتا ہے۔ do not let کو let not میں بدل کر فعل کی تیسری حالت سے قبل be کا اضافہ کیا جاتا ہے لیکن "not" کا اضافہ "be" سے پہلے بھی استعمال کیا جاتا ہے۔ مثلاً

1. Let him drink milk. (A.V.)  
2. Do not let him tell a lie.(A.V.)  
Let a lie not be told by him. (P.V.)  
3. Let children play tennis. (A.V.)

- Let milk be drunk by him. (A.V.)  
Let not a lie be told by him. (P.V.) OR  
Let tennis be played by children. (P.V.)

Exercise No. 28

- 1- Let me do my work. 2- Let the labourers build a house. 3- Do not let him deceive you. 4- Do not tease anyone. 5- Let them buy this medicine. 6- Do not let him escape. 7- Let him drink water. 8. Let me read the book. 9. Let us do our work. 10. Do not let him waste time.

10. DOUBLE OBJECT SENTENCES (ڈبل مفعول والے فقرات)

Rule 4: There are some sentences with two objects. In such cases either of the objects (preferably the Personal object) can be changed into the subject and the other is retained as an object. This object is called Retained Object.

مفعول والے بھی جملے ہوتے ہیں۔ اس صورت میں ذاتی مفعول کو فاعل میں تبدیل کر دیتے ہیں اور دوسرے کو ایسے ہی مفعول رکھا جاتا ہے۔ اس مفعول کو قائم شدہ مفعول کہا جاتا ہے۔

- 1- He gave me a beautiful watch. (A.V.) I was given a beautiful watch by him. (P.V.)  
2- He lent me his camera. (A.V.) I was lent his camera by him. (P.V.)

Exercise No. 29

- 1- We made him captain of team. 2. She offered me flowers.  
3- The boys will lend you an album. 4- She will offer the guests sweets.  
5- He promised us wages. 6- The minister will give us prizes.  
7- He will show you the office.

11. VERBS WITH SPECIFIC PREPOSITIONS (مخصوص حروف جار والے الفاظ)

Note: Some verbs are followed by their specific prepositions. For example.

- کچھ افعال کے بعد ان کی مخصوص Preposition آتی ہے۔ یعنی فاعل کی مفعولی حالت بنا کر لگانے سے قبل By نہیں لگایا جاتا مثلاً
1. Known to, Married to.  
2. Pleased with, displeased with, satisfied with

3. Surprised at, Astonished at.

### Examples:

1. He knows me well. (A.V.)
2. He married Salma. (A.V.)
3. His gift pleases me. (A.V.)
4. Your work satisfied us. (A.V.)
5. His words surprised me. (A.V.)
6. This book interests me. (A.V.)

4. Interested in.

5. Worried about.

- I am known to him well. (P.V.)  
 Salma was married to him. (P.V.)  
 I am pleased with his gift.  
 We were satisfied with your work. (P.V.)  
 I was surprised at his words. (P.V.)  
 I am interested in this book. (P.V.)

### Exercise No. 30

1. I know my pupils. 2. His attitude displeased her. 3. Ali married Salma. 4. They satisfied us. 5. His illness worries me. 6. His failure astonished me. 7. This story interests her. 8. My result pleased the father. 9. His answer surprised us. 10. They know the facts.

## 12. OPTATIVE SENTENCES (دعا سے فقرے)

To change sentences bearing "wish, pray or curse" into passive voice,

جن فقرات میں دعا بددعا یا خواہش کا اظہار کیا گیا ہو ان کو Passive Voice میں تبدیل کرنے کیلئے

1. "May" is placed as such in the beginning of the sentence.

1. May کو فقرے کے شروع میں رہنے دیا جاتا ہے۔

2. Object as subject is placed after "May"

2. مفعول کو فاعل بنا کر May کے بعد لگایا جاتا ہے۔

3. Third form of verb is preceded by "Be"

3. فعل کی تیسری فارم سے قبل "Be" لگایا جاتا ہے۔

1. May Allah bless him with good health! (A.V.)

May he be blessed by Allah with good health. (P.V.)

2. May he lead successful life! (A.V.)

May successful life be led by him. (P.V.)

3. May he attend the party! (A.V.)

May the party be attended by him. (P.V.)

### Exercise No. 31

1. May you win the match! 2. May our team score goals! 3. May Allah lead us to prosperity!  
 4. May he pass the examination! 5. May your brother win the prize! 6. May I get the first position!  
 7. May we enjoy good health! 8. May you lead happy life! 9. May he make progress!  
 10. May we defeat the enemy!

### Self Test No.24

1. We are writing a book.

a. A book is being written us by.

c. A book is being written by us.

2. I have done my job.

a. My job has done been by me.

c. My job has been done by me

3. Nadeem bought a pen.

a. A pen was by bought Nadeem.

c. A pen was bought by Nadeem.

4. You opened the door.

a. The door opened was by you.

c. The door was by opened you.

5. Did I give him a gift?

a. Has a gift given to him by me?

c. Have a gift given to him by me?

6. He was reading books.

b. A book is being by written us.

d. A book being is written us by.

b. My job has been by done me.

d. My job been has done by me.

b. A pen bought was by Nadeem.

d. A pen by was bought Nadeem.

b. The door was opened by you.

d. The door opened by was you.

b. Had a gift given to him by me?

d. Was a gift given to him by me?

## Active &amp; Passive Voice

- a. Books was being read by him.  
c. Books were being read by him.

## 7. We were writing letters.

- a. Letters were being written by us.  
c. Letters are being written by us.

## 8. What were you doing?

- a. What has being done by you?  
c. What was being done by you?

## 9. You had played cricket.

- a. Cricket has been played by you.  
c. Cricket have been played by you.

## 10. He had read a book.

- a. A book have been read by him.  
c. A book had been read by him.

## 11. Had she pressed the clothes?

- a. Has the clothes been pressed by her?  
c. Have the clothes been pressed by her?

## 12. She will wash the clothes.

- a. The clothes will been washed by her.  
c. The clothes will have been washed by her.

## 13. The teacher will punish him.

- a. He will been punished by the teacher.  
c. He would be punished by the teacher.

## 14. You will have passed the examination.

- a. The examination will have be passed by you.  
c. The examination will have been by passed you.

## 15. We shall have won the match.

- a. The match will have being won by us.  
c. The match will have been won by us.

- b. Books are being read by him.  
d. Books have being read by him.

- b. Letters was being written by us.  
d. Letters have being written by us.

- b. What had being done by you?  
d. What were being done by you?

- b. Cricket had been played by you.  
d. Cricket have been being played by you.

- b. A book has been read by him.  
d. A book have been being read by him.

- b. Had the clothes been pressed by her?  
d. Has been the clothes pressed by her?

- b. The clothes will being washed by her.  
d. The clothes will be washed by her.

- b. He will be punished by the teacher.  
d. He will be being punished by the teacher.

- b. The examination will have being passed by you.  
d. The examination will have been passed by you.

- b. The match will have be won by us.  
d. The match will had been won by us.

Ans: 1,c 2,c 3,c 4,b 5,d 6,c 7,a 8,c 9,b 10,c 11,b 12,d 13,b 14,d 15,c