

# PROCESS CONSTRUCTION / INSTRUCTION

## Active and passive voice

*A verb is in the active voice when the person or the thing is the doer of the action.*

*A verb is in the passive voice when the person or the thing is the receiver of the action.*

See the following examples:-

### **1. Simple present:-**

Active: Children love toys.

Passive: Toys are loved by children.

Active: Do we buy spaceships?

Passive: Are spaceships bought by us?

### **2. Present continuous:-**

Active: The boys are plucking the fruits.

Passive: The fruits are being plucked by the boys.

Active: Is the farmer ploughing the field?

Passive: Is the field being ploughed by the farmer?

### **3. Present Perfect:-**

Active: The girls have eaten all the pastries.

Passive: All the pastries have been eaten by the girls.

Active: Has Sita written this letter?

Passive: Has this letter been written by Sita?

### **Simple Past:-**

Active: The mad dog bit the boy.

Passive: The boy was bitten by the mad dog.

Active: Did Ram tell the truth?

Passive: Was the truth told by Ram?

**Past Continuous:-**

Active: Our brave jawans were defending the country.

Passive: Our country was being defended by our brave jawans.

Active: Was Meena arranging the flowers?

Passive: Were the flowers being arranged by Meena?

**Past Perfect:-**

Active: The boys had eaten all the cakes before the guests arrived.

Passive: All the cakes had been eaten before the guests arrived.

**Simple future:-**

Active: Prateek will never hurt you.

Passive: You will never be hurt by Prateek.

Active: Shall we help her?

Passive: Should she be helped by us.

**Future perfect:-**

Active: The train will have left the station by 10 o'clock.

Passive: The station will have been left by the train by 10 o'clock

**Verbs in the imperative verbs:-**

Active: Shut the doors.

Passive: Let the doors be shut.

**Interrogative:-**

Active: When did you write this letter?

Passive: When was this letter written by you?

**Passives without using 'By'**

Active: They elected him as a president.

Passive: He was elected as a president.

## **EXERCISES BASED ON THE ACTIVE – PASSIVE.**

### **Sample Exercise**

**Given below are instructions to make a toy train. Use them to complete the following paragraph:**

- 1. Use coloured paper and pencils to design it like a compartment.**
- 2. Arrange it one behind the other to the required length.**
- 3. Take small round bottle lids to serve the purpose of wheels.**
- 4. Insert pins at regular intervals to fix the wheels.**

First of all empty match boxes are taken to make a toy train. Colour paper (a) \_\_\_\_\_.  
The boxes (b) \_\_\_\_\_. Small round bottle lids (c) \_\_\_\_\_.  
Pins (d) \_\_\_\_\_. Now the train is ready for the kids to play.

### **Answers:**

- a. and pencils are used to design it like a compartment.
- b. are arranged one behind the other to the required length.
- c. are taken to serve the purpose of wheels.
- d. are inserted at regular intervals to fix the wheels.

### **Exercise – 1**

**Given below are some tips on how to improve your memory. Read the given hints and then write out the instructions filling in the gaps by choosing the appropriate phrases from the given options.**

#### **How to improve your memory**

- 1. Exercise your brain.**
- 2. Reduce stress.**
- 3. Create vivid, memorable images.**
- 4. Repeat things, you need to learn.**
- 5. Group things you need to remember.**
- 6. Try meditation.**

There are some simple steps that can help you to improve your memory. The first Step (a) \_\_\_\_\_ with things like cross word puzzle , chess etc. The second Step (B) \_\_\_\_\_ because stress can cause us to forget things. The next step (c) \_\_\_\_\_ which will help us to remember things. Another method (d) \_\_\_\_\_ and to try and group things together so that we do not forget them easily. Finally, the most important method is to try meditation.

**Answers:**

- a.
- b.
- c.
- d.

**Exercise – 2**

***Sunil’s mother gave him a set of instructions on how to prepare tea. Read them and complete the paragraph.***

- 1. Take three-fourth cup of water***
- 2. Bring it to boil and add a teaspoon of tea powder***
- 3. Warm milk separately***
- 4. Strain the tea powder***
- 5. Now add the warm milk***
- 6. Add sugar to individual taste.***

*Sunil’s mother told him that (a) \_\_\_\_\_. She asked him to (b) \_\_\_\_\_. She advised Sunil to (c) \_\_\_\_\_ separately and then strain the tea powder. She told him then add (d) \_\_\_\_\_. His mother suggested that (e) \_\_\_\_\_.*

**Answers:**

- a.
- b.
- c.
- d.
- e.