

Topic

Name

School

Batch

**Changing
Sentence**

এসএসসি পরীক্ষা-২০২৬

Basic Concept Sheet



English – 2nd Paper

Segment-2

Transformation : Voice



Customer : Are vegetables sold here?
 Grocer : Yes! We sell vegetables here.
 Customer : Do you sell sugar?
 Grocer : No, sugar is not sold here.

Basic Focus:

উপরের We sell vegetables here বাক্যটিতে দেখা যাচ্ছে We শব্দটি বাক্যের subject এবং vegetables বিক্রির কাজটি করেছে We। অর্থাৎ We হলো doer of the action। আবার, vegetables শব্দটি বাক্যে object এবং এটার উপর কাজটি করা হয়েছে। অর্থাৎ এটা receiver (গ্রহণকারী) of the action. কিন্তু সব সময় আমরা এভাবে বাক্য গঠন করি না। মাঝে মাঝে doer কে বাক্যের subject না করে receiver কে subject করা হয়। আর এভাবে উপরের বাক্যটিকে বললে বাক্যটি হতো :
 Vegetables are sold here (by us).

এখন দেখা যাচ্ছে এ পরিবর্তনের ফলে বাক্যের অর্থগত পরিবর্তন হয়নি। শুধু structure (গঠন) পরিবর্তন হয়েছে। আর সে পরিবর্তনগুলো হলো :

- (i) receiver টি subject হয়েছে
- (ii) Subject এর পর অতিরিক্ত একটি 'be' verb বসানো হয়েছে।
- (iii) মূল verb টির past participle করা হয়েছে।
- (iv) by যোগে doer টি বসানো হয়েছে।

এভাবে আমরা বলতে পারি doer যখন sentence এর subject থাকে তখন তাকে active voice বলে। এবং receiver যখন sentence এর subject হয় তখন তাকে passive voice বলে।

Structure : Receiver + সাহায্যকারী verb (যদি থাকে) + অতিরিক্ত be verb + মূল verb এর past participle + বাকি অংশ + by যোগে doer.

Person ব্যবহারের নিয়ম :

pronoun-এর subject ও object form ভিন্ন। তাই pronoun এর subject ও object form শিখতে হবে। নিচের ছকটি লক্ষ কর :

person	Number	Subject	object
First	singular	I	me
	plural	We	us
Second	singular	You	you
	plural	You	you
Third	singular	he/ she/it	him/ her/it
	plural	They	them

Example : I gave him a pen.

He was given a pen by me.

সাহায্যকারী verb গুলো হল :

Principal auxiliary :

am, is, are, was, were, have, has, had (বাক্যে আছে বা ছিল অর্থে যখন ব্যবহৃত হয় তখন এগুলো মূল verb) do, does, did (না বোধক বা প্রশ্নমূলক বাক্য গঠনে ব্যবহৃত হলে)

Modal auxiliary : can, could, may, might, shall, should, will, would, had to, ought to, is going to

Semi-modals: need, dare, used

অতিরিক্ত be verb-এর ব্যবহার :

অতিরিক্ত be verb-টি বঙ্গাবার সবচেয়ে সহজ উপায় :

- ⊙ প্রদত্ত বাক্যে যদি have to, going to; এবং modal auxiliary থাকে তবে অতিরিক্ত be verb-টি অপরিবর্তিত বসে
- ⊙ প্রদত্ত বাক্যে যদি be verb (be, been, am, is, are, was, were) থাকে তবে অতিরিক্ত be verb-টি being হবে
- ⊙ প্রদত্ত বাক্যে যদি have, has, had থাকে তবে অতিরিক্ত be verb-টি been হবে
- ⊙ কোনো সাহায্যকারী verb না থেকে যদি মূল verb-টি present হয় অতিরিক্ত be verb-টি Subject অনুযায়ী am/is/are হবে এবং মূল verb-টি যদি past হয় তবে অতিরিক্ত be verb-টি Subject অনুযায়ী was/ were হবে।

Active

They **write** a letter.

এখানে মূল verb write এবং verb টি যেহেতু present form এ আছে তাই অতিরিক্ত be verb-টি present form গ্রহণ করে is হয়েছে।

They **are** writing a letter.

এখানে are থাকায় অতিরিক্ত be verb-টি being হয়েছে।

They **have** written a letter.

এখানে have থাকায় অতিরিক্ত be verb-টি been হয়েছে।

They have **been** writing a letter.

Passive

A letter **is written** by them.

A letter is **being written** by them.

A letter has **been written** by them.

A letter has been **being written** by them.

এখানে been থাকায় অতিরিক্ত be verb-টি being হয়েছে।	
They wrote a letter.	A letter was written by them.
এখানে মূল verb wrote এবং verb টি যেহেতু past form এ আছে তাই অতিরিক্ত be verb-টি was হয়েছে।	
They should write a letter.	A letter should be written by them.
এখানে should থাকায় অতিরিক্ত be verb-টি be হয়েছে।	
They are going to write a letter.	A letter is going to be written by them.
এখানে going to থাকায় অতিরিক্ত be verb-টি be হয়েছে।	

Receiver/ Object চেনার উপায় :

মূল verb-এর পরের noun/pronoun হল Object। Verb-কে কাকে/কী/ কারা দিয়ে প্রশ্ন করলে Object পাওয়া যায়। তবে মূল verb এর পরে যদি participle (ing যুক্ত/ ed যুক্ত) বা infinitive (to+verb) বা preposition (বিশেষ করে of) যুক্ত কোনো অংশ থাকে তখন পুরো অংশটাই subject হিসাবে ব্যবহার করতে হবে।

ing যুক্ত :

Active : He knows a boy **reading at Dhaka University**.

Passive : A boy reading at Dhaka University is known to him.

ed যুক্ত :

Active : I bought a shirt **made in China**.

Passive : A shirt made in China was bought by me.

Preposition যুক্ত :

They entertained the guests **of the bridal party** heartily.

The guests of the bridal party were entertained heartily by them.

Extension (modifier of verb) চেনার উপায়:

verb-এর কাজ কোথায়/ কখন/ কীভাবে/ কেন হল ---- এমন তথ্য প্রকাশক শব্দ বা শব্দ সমষ্টি হলো extension।

Active : I found a man **in the field**.

Passive : A man was found in the field by me.

Active : Everyone should practice frugality **to make a well planned family**.

Passive : Frugality should be practiced by everyone to make a well planned family.

Active: The farmers use water **in time of cultivation largely**.

Passive: Water is used by the farmers in time of cultivation largely.

একটি বাক্যে দুটো (object of verb) থাকলে

- (a) Indirect object (অর্থাতঃ প্রাণী/ব্যক্তিবাক্য) কে subject করা শ্রেয়।

Active : I gave him a book.

Passive : He was given a book by me.

- (b) অন্য object টিও subject হতে পারে, তবে এক্ষেত্রে direct object এর পূর্বে অর্থানুসারে অতিরিক্ত to/for বসাতে হবে।

Active : I gave him a book.

Passive : A book was given to him by me.

Active : I bought him a book.

Passive : A book was bought for him by me.

Example

The old man wants money.

Ans : Money is wanted by the old man.

They were digging a canal.

Ans : A canal was being dug by them.

He will have done the work.

Ans : The work will have been done by him.

They ran a race.

Ans : A race was run by them.

You kept me waiting.

Ans : I was kept waiting by you.

Panic seized the young writer.

Ans : The young writer was seized with panic.

I saw him going across the field.

Ans : He was seen going across the field by me.

He has not broken the axe-handle.

Ans : The axe-handle has not been broken by him.

We ought to obey our parents.

Ans : Our parents ought to be obeyed by us.

You must not drive the car.

Ans : The car must not be driven by you.

The orange tastes sour.

Ans : The orange is sour when it is tasted.

Note to Remember :

একমাত্র Transitive Verb অর্থাৎ যার Object থাকে তাকেই Passive Voice করা যায়। Intransitive verb এর passive voice হয় না।

Active : It happened yesterday. ✓

Passive : ~~It was happened yesterday.~~

Active : The man died yesterday. ✓

Passive : ~~The man was died yesterday.~~

Rule: Active Voice এ দ্বিতীয় verb-টির পূর্বে যদি to না থাকে তবে passive করার সময় to টি লিখতে হবে। (active voice এর ক্ষেত্রে সাধারণত: need, bid, dare, make, hear, feel, know, behold, watch প্রভৃতি verb এর পরবর্তী verb টির পূর্বে to উহ্য থাকে)

He made me go. (এখানে ২য় verb হলো go এবং এর পূর্বে কোনো to নেই। কিন্তু passive করার সময় অবশ্যই to টি লিখতে হবে।)

I was made **to go** by him.

Active : We heard her sing a song.

Passive : She was heard to sing a song by us.

Active : We watched him play in the field.

Passive : He was watched to play in the field by us.

Active : They beheld a bright star shine in the sky.

Passive : A bright star was beheld to shine in the sky by them.

উল্লেখ্য: 'let' verb এর পরবর্তী verb এর পূর্বে কোনো সময় to বসে না।

Active : He let me **do** the work.

Passive : I was **let do** the work by him.

Rule: Reflexive object এর ক্ষেত্রে doer কে object বা receiver কে subject করার প্রয়োজন নেই।

Active : He killed **himself**.

Passive : He was killed by **himself**.

Active : She fans herself.

Passive : She is fanned by herself.

Active : She feeds herself.

Passive : She is fed by herself.

Active : He cut himself.

Passive : He was cut by himself.

Active : The man repented himself.

Passive : The man was repented by himself.

self/selves যুক্ত pronoun কে reflexive pronoun বলে।
(myself, himself, herself, themselves ইত্যাদি reflexive pronoun।)

Rule: কিছু কিছু verb আছে যাদের পর by না বসে অন্য preposition বসে। মনে রাখবে, agent এর পূর্বে by এবং instrument এর পূর্বে with বসে।
known to, pleased with (person), pleased at (thing), annoyed with (person), annoyed at (thing), shocked at, surprised at, seized with, relieved of, made up of, filled with, vexed at

Active : I know the boy.

Passive : The boy is known to me.

Active : His behaviour surprised me.

Passive : I was surprised at his behaviour.

Active : The news shocked him.

Passive : He was shocked at the news.

Active : Light filled the room.

Passive : The room was filled with light.

Active : Panic seized the writer.

Passive : The writer was seized with panic.

Note to Remember :

✍ যে ব্যক্তি/প্রাণী/প্রাকৃতিক শক্তি কাজ করে তাকে agent বলে।

✍ যার সাহায্যে কাজ করা হয় তাকে instrument বলে।

The room was decorated by me with flowers
agent instrument

Practice

Change the following sentences into passive form.

- (a) Steven Spielberg directed the Jurassic Park. (b) Tereshkova experienced nausea and physical discomfort for much of the flight. (c) She joined a local empowerment group. (d) He has built a dormitory in Tibet. (e) I could buy a bus ticket. (f) The haor system provides a wide range of economic and non-economic benefits. (g) We know the Sundarbans for vanishing islands. (h) Italy's history impressed the author. (i) The experience of meeting Bangladeshis in Italy deeply moved the author. (j) The two nations signed a treaty. (k) We presented her a mobile phone. (l) The students started gardening. (m) I saw him singing in the reading room. (n) The girl killed herself. (o) I did not know the man. (p) His behaviour vexed me. (q) His father's death shocked me very much. (r) I saw

him going across the field. (s) He has not broken the axe-handle. (t) We ought to obey our parents. (u) You must not drive the car.

Some Special Structures

Rule:

Clause object :

কোনো verb-এর object যদি clause হয় তবে ঐ clause-কে subject হিসাবে প্রথমে আনতে হবে এবং উভয় clause-এর voice change করতে হবে।

Active : We must endure what we cannot cure.

Passive : What cannot be cured must be endured.

তবে **that clause**-কে প্রথমে আনা যায় না এবং প্রথম অংশ **it is/was + verb³⁺ + that clause** হবে।

Active : We believe that the earth moves round the sun.

Passive : It is believed that the earth moves round the sun.

Active : We thought that he was the right man for the job.

Passive : It was thought that he was the right man for the job.

Active : The newspapers say that his company is in trouble.

Passive : It is said that his company is in trouble.

Active : Everybody thought that he was a spy.

Passive : It was thought that he was a spy.

Rule:

It is/ was time + infinitive:

It is/was time এর পর infinitive-এর পরিবর্তে that + infinitive এর object-টি subject হবে + অতিরিক্ত should be + verb-এর 3rd form

Active : It is time to do the work.

Passive : It is time that the work should be done.

অথবা, It is/was time এর পর for + infinitive এর object-টি subject হবে + অতিরিক্ত to be + verb-এর 3rd form

Active : It is time to do the work.

Passive : It is time for the work to be done.

Active : It is time to say the prayer.

Passive : It is time for the prayer to be said.

Active : It is time to watch the movie.

Passive : It is time for the movie to be watched.

Active : It is time to take exercise.

Passive : It is time for exercise to be taken.

Rule:

It is/ was + adjective + infinitive:

It is/was +adjective + infinitive-এর পরিবর্তে that + infinitive এর object-টি subject হবে + অতিরিক্ত should be + verb-এর 3rd form

Active : It is necessary to call in doctor.

Passive : It is necessary that a doctor should be called in.

অথবা, It এর পরিবর্তে infinitive এর object-টি বসবে; to এর পর be বসবে এবং verb-এর 3rd form বসবে; অন্য কোনো পরিবর্তন হবে না।

Active : It is necessary to call in a doctor.

Passive : A doctor is necessary to be called in.

Active : It is useful to take exercise.

Passive : Exercise is useful to be taken.

Active : It is essential to eat a balanced diet.

Passive : A balanced diet is essential to be eaten.

Active : It is important to learn English.

Passive : English is important to be learnt.

Active : It is urgent to eradicate dowry.

Passive : Dowry is urgent to be eradicated.

Rule:

Quasi passive (taste, feel, smell, sound-এ জাতীয় verb থাকে) বাক্যের ক্ষেত্রে শুধু মূল verb-টির 3rd form এবং এর পূর্বে একটি অতিরিক্ত be verb বসবে।

Active : Green mangoes taste sour.

Passive : Green mangoes **are tasted** sour.

Active : The book is printing.

Passive : The book **is being printed**.

অথবা, Complement থাকলে প্রদত্ত অংশের verb-টির পরিবর্তে be verb বসবে এবং when/ if যুক্ত একটি অতিরিক্ত clause বসিয়েও করা যায়।

Active : Green mangoes taste sour.

Passive : Green mangoes **are** sour when/ if (they are) tasted.

Active : The bed feels soft.
Passive : The bed is soft when it is felt.
Active : The beli smells sweet.
Passive : The beli is sweet when it is smelt.
Active : The music sounds melodious.
Passive : The music is melodious when it is sounded.

Rule:

Verb + object + infinitive: (to + verb-কে infinitive বলে)
 object-এর পর infinitive থাকলে আমরা সাধারণত infinitive অংশকে extension ধরে সাধারণ নিয়মে voice change করি। যেমন:

Active : He invited me to go.
Passive : I was invited to go.
Active : Father asked me to read.
Passive : I was asked to read by father.
Active : The doctor advised me to take rest.
Passive : I was advised to take rest by the doctor.
Active : Rana proposed me to play chess.
Passive : I was proposed to play chess by Rana.
Active : He suggested me to go out for a walk.
Passive : I was suggested to go out for a walk.

Rule:

তবে, **liking/ loving/ wanting/ wishing verb-এর object-এর পর infinitive থাকলে :**

প্রথমে **subject + verb** লিখতে হবে + infinitive এর object-টি + to এর পর be বসবে এবং verb-এর 3rd form বসবে + by + প্রথম verb-এর object

Active : He wants me to take photographs.
Passive : He wants photographs to be taken by me.
Active : You like me to take tea.
Passive : You like tea to be taken by me.
Active : I wish you to lead a happy life.
Passive : I wish a happy life to be led by you.
Active : You want me to lend some money.
Passive : You want some money to be lent by you.
Active : Children like grandfather to tell a story.
Passive : Children like a story to be told by grandfather.

Rule:

Verb + infinitive/ gerund:
 প্রথম verb পর্যন্ত + that বসবে + ২য় verb-এর object + should be + ২য় verb-এর 3rd form

Active : He recommended using bullet-proof glass.
Passive : He recommended that bullet-proof glass should be used.
Active : He decided to sell the house.
Passive : He decided that the house should be sold.
Active : He thought to memorize the poem.
Passive : He thought that the poem should be memorized.
Active : He planned to complete the work.
Passive : He planned that the work should be completed.
Active : He wants to buy the book.
Passive : He wants that the book should be bought.

to + verb-কে infinitive বলে; verb-এর সাথে ing যোগ করলে gerund বলে

Rule:

কোনো Simple sentence-এ অথবা একটি মাত্র clause এ Double Passive হয় না। যেমন :

Active : I like to take fresh milk.
Passive : Fresh milk is liked to take by me.
Active : He wants to drink tea.
Passive : Tea is wanted to drink by him.

Rule:

Complex/ Compound sentence-এর ক্ষেত্রে উভয় clause-এর voice change করতে হবে। তবে কোনো অংশের verb যদি intransitive হয় তবে ঐ অংশের voice change করতে হবে না।

Active : He ate rice and I drank coffee.
Passive : Rice was eaten by him and coffee was drunk by me.
Active : He ate rice and (he) drank coffee.
Passive : Rice was eaten (by him) and coffee was drunk by him. (এখানে উভয় অংশের subject/ doer একই হওয়ায় শুধু ২য় অংশে + by যোগে doer-টি Object হিসাবে লেখা হয়েছে।)

Active : If you buy a sari, I will buy a shirt.

Passive : If a sari is bought by you, a shirt will be bought by me.

Active : Rana read a book but Sumi wrote a letter.

Passive : A book was read by Rana but a letter was written by Sumi.

Active : We were playing cricket and you were watching the movie.

Passive : Cricket was being played by us and the movie was being watched by you.

Practice

Change the following sentences into passive form.

(a) Books introduce us to the realm of knowledge. (b) People over the country visit this place. (c) They only curse their fate. (d) The government has taken necessary steps to eradicate illiteracy. (e) People of all ages enjoy the game. (f) He delivers letters, money orders, parcels etc to the addresses. (g) He was digging holes in several places. (h) Everyone praised her. (i) I gladly accepted the invitation. (j) Who does not love a truthful person? (k) Tourists from home and abroad visit its shore. (l) He respects the learned and the teachers. (m) Some books will make you laugh. (n) The bereavement overwhelmed the old woman.