Thursday
Class-Work

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Active and Passive Voice.

- NOTES.

1.> Voice.

=> Defination = Voice is the form of a verb that shows wheather the subject performs an action receives an action.

There are two types of voice:

a) Active Voice.
b) Passive Voice.

2.> Active Voice.

=> Defination = A sentence is said to be in the Active Voice when the subject performs the action.

★ Examples.

- Riya writes a letter.
- The teacher teaches English.
- The boys played football.

3.> Passive Voice.

=> Defination = A sentence is said to be in the Passive Voice when the subject recevices the action.

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☆ Examples.

- A letter is written by Riya.
- English is taught by the teacher.
- Football was played by the boys.

4.) Basic Understanding.

=> Before changing the voice, identify three important parts of a sentence.

- Subject = The person or thing that performs the action.
- Verb = The action performed.
- Object = The person or thing that receives the action.

☆ Examples.

- Riya writes a letter.

Subject = Riya writes

Verb = writes.

Object = a letter.

When we change this sentence into Passive voice:

- A letter is written by Riya.

The object [a letter] became the subject, and the orignal subject [Riya] comes after by.

5-> Rules for changing Active Voice into Passive Voice.

a) Identify the subject, verb and object in the active sentence.

b) Bring the object to the begging of the sentence. It becomes the new subject.

c) Use the correct helping verb according to the tense of the sentence.

d) Change the main verb into its three forms. (V3).

e) Place the original subject after the word by.

f) Make the necessary changes in pronouns.

6-> Rules for changing Passive Voice into Active Voice.

a) Identify the subject and the person or things mentioned after by.

b) Bring the person or thing after by to the begging. It becomes the subject.

c) Change the subject of the passive sentence into the object.

d) Remove the helping verb used for passive voice and change

1.) Changes in Pronouns.

=> While changing the voice, pronoun may also change these forms.

Subject form	Object form
I	Me
We	Us
He	Him
She	Her
They	Them
You	You
It	It

★ Examples.

- Active = She helps me.
- Passive = I am helped by her.
- Active = They invited us.
- Passive = We were invited by them

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- Remember
- Active voice.

=> Subject + Verb + Object.

- Passive voice.

=> Object + helping Verb + V3 + by + Subject.

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Rules for Active and Passive Voice.

	Tense	Active Voice	Passive Voice
1.	Simple Present	Subject + V1 (s/es) + Object.	Object + is/am/are + V3 (+ by + Subject).
2.	Present Continous	Subject + is/am/are + V1 + ing + Object.	Object + is/am/are + being + V3 (+ by + Subject).
3.	Present Perfect	Subject + has/have + V3 + Object	Object + has/have + been + V3 (+ by + Subject).
4.	Simple Past	Subject + V2 + Object	Object + was/were + V3 (+ by + Subject).
5.	Past Continous	Subject + was/were + V1 + ing + Object.	Object + was/were + being + V3 (+ by + Subject).
6.	Past Perfect	Subject + had + V3 + Object	Object + had + been + V3 (+ by + Subject).
7.	Simple Future	Subject + will/shall + V1 + Object.	Object + will/shall + be + V3 (+ by + Subject).
8.	Future Continous	Subject + will/shall + be + V1 + ing + Object.	Future Continous Passive is grammatically possible but extremely uncommon and generally avoided in normal english.
9.	Future Perfect	Subject + will/shall + have + V3 + Object.	Object + will/shall + have + been + V3 (+ by + Subject).

Mood

Application Writing.

An application is a formal written request addressed to the Principal to seek permission or inform about a specific matter.

Format of an Application.

1.) Date.

2.) To: The principal

3.) School name and address.

4.) Salution [Sir, Ma'am].

5.) Main Text [body].

6.) Salvation [Yours obediently]

7.) Sender's Name.

8.) Class and section.

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Application Writing.

Ques-1. Your cousin is getting married, and you need leave for a week to attend the wedding ceremonies. Write an application to the Principal of your school requesting leave for one week.

→ 13th Nov, 2026

The Principal,

Arwachin Bharti Bhawan Senior Secondary School.

Vivek-Vihar.

Mam,

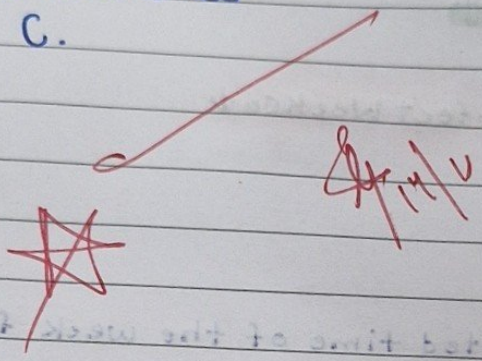
I am student of Class VI-C in your school. I would like to inform you that my cousin's wedding is scheduled to take place next week. There will be several wedding ceremonies, and my family will be travelling to attend them. As I have to accompany my family and participate in the ceremonies I will not be able to attend school for a week.

Therefore, I kindly request you to grant me leave for seven days, from 20-11-2026 to 27-11-2026. I assure you that I will complete all the missed classwork and homework after returning to school.

Thank you.

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Yours obediently,
Harshita Arora
VIth C.



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Paragraph Writing.

Topic:- My Idea of a Perfect Weekend

Paragraph 1 - [Introduction]

→ A weekend is the most awaited time of the week for me. It gives me a break from my busy school routine. My idea of a perfect weekend is to spend quality time with my family and do things I enjoy.

Paragraph 2 - [Supporting Details]

→ I would love to wake up late, enjoy a delicious breakfast and play my favourite games. I would also like to visit a park or watch a movie with my family. In the evening, I would enjoy reading a story book and eating my favourite food.

Paragraph 3 - [Conclusion]

→ A perfect weekend is not ~~being~~ about expensive things but enjoying simple ~~mountains~~ moments. It makes me feel happy, relaxed and refreshed. I look forward to such weekends every week.