



ACTIVE & PASSIVE VOICES



INTRODUCTION

ACTIVE VOICE

- DEFINITION: IN ACTIVE VOICE, THE SUBJECT OF THE SENTENCE PERFORMS THE ACTION.
- STRUCTURE: SUBJECT + VERB + OBJECT
- EXAMPLE: "THE DOG (SUBJECT) CHASED (VERB) THE CAT (OBJECT)."

PASSIVE VOICE

- DEFINITION: IN PASSIVE VOICE, THE SUBJECT RECEIVES THE ACTION.
- STRUCTURE: SUBJECT + FORM OF "BE" + PAST PARTICIPLE + (BY + AGENT)
- EXAMPLE: "THE CAT (SUBJECT) WAS CHASED (VERB) BY THE DOG (AGENT)."



Feature	Active Voice	Passive Voice
Focus	The doer of the action	The receiver of the action
Clarity	Generally clearer and more direct	Can be less clear, sometimes vague
Usage	Preferred for most writing	Useful when the doer is unknown or irrelevant

WHEN TO USE EACH VOICE

ACTIVE VOICE: USE WHEN YOU WANT TO EMPHASIZE THE SUBJECT PERFORMING THE ACTION.

PASSIVE VOICE: USE WHEN THE FOCUS IS ON THE ACTION ITSELF OR WHEN THE DOER IS NOT IMPORTANT.

CONVERTING BETWEEN VOICES

TO CONVERT A SENTENCE FROM ACTIVE TO PASSIVE:

1. IDENTIFY THE OBJECT OF THE ACTIVE SENTENCE.
2. MOVE IT TO THE SUBJECT POSITION.
3. USE AN APPROPRIATE FORM OF "BE" FOLLOWED BY THE PAST PARTICIPLE OF THE MAIN VERB.
4. OPTIONALLY INCLUDE THE ORIGINAL SUBJECT WITH "BY."

EXAMPLE CONVERSION

ACTIVE: "THE TEACHER (SUBJECT) EXPLAINS (VERB) THE LESSON (OBJECT)."

PASSIVE: "THE LESSON (SUBJECT) IS EXPLAINED (VERB) BY THE TEACHER (AGENT)."

Active voice	Passive voice
<p>Tells us what a person or thing does. The subject performs the action (verb) on the object.</p> <p>Subject + verb + object</p> <p>Example:</p> <ul style="list-style-type: none"> • Anna painted the house. • The teacher always answers the students' questions. • Ali posted the video online. 	<p>Tells us what is done to someone or something. The subject is being acted upon.</p> <p>Object + verb + subject</p> <p>Example:</p> <ul style="list-style-type: none"> • The house was painted by Anna. • The students' questions are answered by the teacher. • The video was posted online by Ali.

Figure 2: Active Voice VS Passive Voice

Tense (or Modal)	Active Voice	Passive Voice
Simple Present	Do, does	Am, Is, Are
Present Continuous	Am, Is, Are	Am being, Is being, Are being
Present Perfect	Has, Have	Has been, Have been
Simple Past	Did	Was, Were
Past Continuous	Was, Were	Was being, Were being
Past Perfect	Had	Had been
Simple Future	Will, Shall	Will be, Shall be
Can, May, Must, etc	Can, Must	Can be, Must be