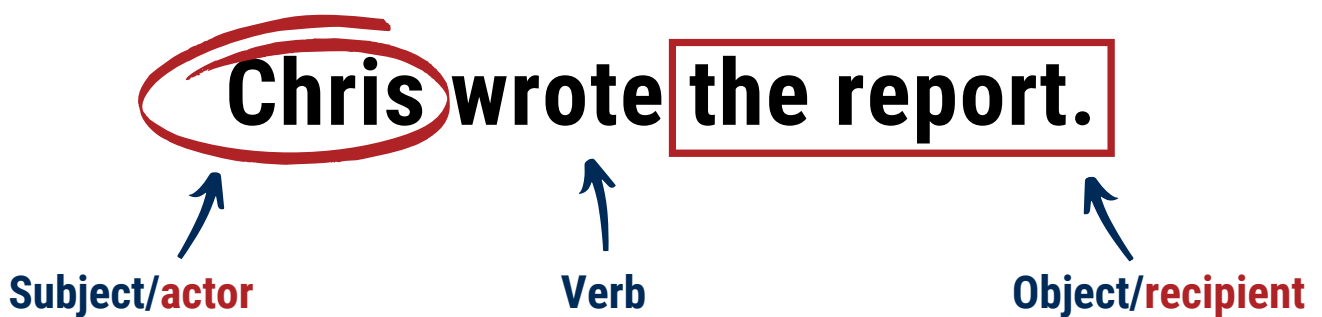


RECOGNIZING PASSIVE VOICE

ACTIVE VOICE

The subject **performs** the action of the verb.



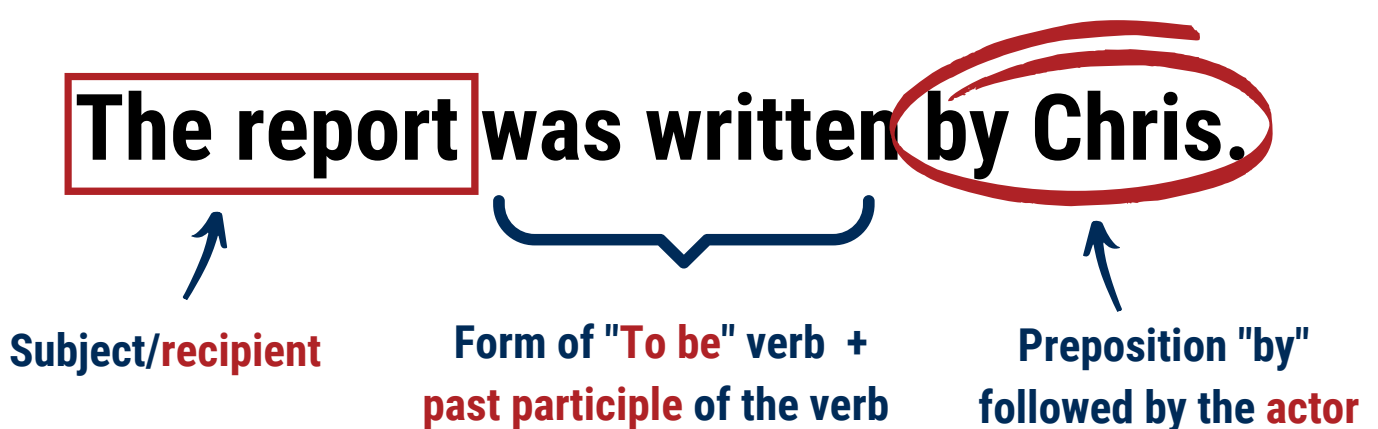
What's good about this example? It clearly identifies both the **actor** and the **action**. Also, the sentence is **concise**.

PASSIVE VOICE

The subject **receives** the action of the verb.



This version is grammatical, but it is **missing** important information that the reader may want to know. **Who** wrote the report?



This version supplies the missing information about the actor, but it is **less direct and concise** than the first example.

WHEN TO USE PASSIVE VOICE

Sometimes passive voice is an appropriate choice.

- When the actor is **indefinite** or **unknown**:

The data was processed and then analyzed.

- When the focus is on the **action** or **recipient**, not the actor:

In a review of his report, significant findings were uncovered.

For more information, see the GWC's online resources or work with a writing coach!

