

Avoiding Passive Voice

~the important relationship between verb and subject~

Active

Subject acts upon Verb

- ~Clear Parts of Speech
- ~Direct Communication
- ~Easy to Understand and Read
- ~Shorter Sentences
- ~Stronger Integrity

“I walked the dog.”
“We measured the wood.”

Passive

Subject is acted upon

- ~Confusing Order
- ~Unclear Subject
- ~Exception: Use passive voice if the receiver is more important than the giver

“The dog was walked by its owner.”
“The wood was measured.”

Questions to Ask Yourself

- ~Who or what is the subject?
- ~Is the subject performing an action or passively having one happen to him or her?