

# Active vs. Passive Voice



# WHAT DOES THIS MEAN?



## Active Voice

Subject + Verb + Object

The subject carries out the  
action upon the object

## Passive Voice

Object + Verb + Subject

The object is experiencing  
the action





# EXAMPLES



## Active Voice

Alex frequently checks  
the school's emails.

In an active voice sentence, the subject (Alex) performs the action (checks) on the object (school emails).



## Passive Voice

The school's emails are  
frequently checked by Alex.

In a passive voice sentence, the object (school emails) receives the action (checked), and the doer of the action (Alex) is mentioned using the preposition "by".



# CONSTRUCTING AN ACTIVE SENTENCE

Subject + Verb + Object = Active Sentence

1. Choose a subject (the doer of the action).
2. Choose a verb (the action being performed)
3. Choose an object (the receiver of the action).

Sam always charges the laptop.

The doer of the action (Sam) is performing an action  
(charges) on the object (laptop).

# CONSTRUCTING A PASSIVE SENTENCE



Object + Form of "to be" + Past Participle of the Verb + "by" + Subject =

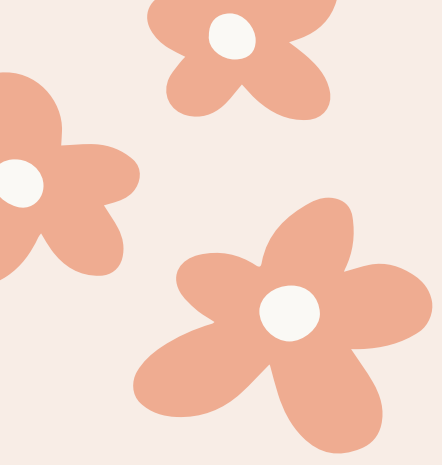
## Passive Sentence

1. Choose an object (the receiver of the action).
2. Choose an appropriate form of the verb "to be" (am, is, are, was, were)
3. Use the past participle form of the main verb
4. Add "by" before mentioning the subject (the doer of the action).

The laptop is always charged by Sam.

The object (laptop) is receiving the action (charged), and the doer of the action (Sam) is mentioned using "by".





# WHEN TO USE ACTIVE AND PASSIVE voice

## ACTIVE voice

Active voice helps to convey information clearly and concisely (generally preferred).

## PASSIVE voice

Passive voice helps to focus on the information itself rather than the source.

