

ACTIVE VOICE VS. PASSIVE VOICE



Rule Of Thumb To Remember

- Active voice emphasizes the actor
- Passive voice emphasizes what happened



Basic Example

- Active: I wrote the report.
- Passive: The report written by me.
- Active voice is more direct, shorter, more concise, and often more clear
- Passive voice can sound weaker, but it can be more nuanced
- Passive voice is also less confrontational



Confrontation Example

- Directly blaming: You made a mistake and the business suffered.
- You can take out the actor and make the same sentence non-confrontational without blaming
- A mistake was made and the business suffered.
- Another example of active vs. passive voice: I approved your termination.
- Your termination was approved by me.



When The Event Is Emphasized

- I turned to look and the world changed
- The world changed, and I turned to look
- Formal report sentence: Global consumption increased as shown by this Harvard study.

