PASSIVE VOICE | **ACTIVE VOICE**

Phrases for informing / discussing etc.

PASSIVE VOICE	ACTIVE VOICE
The new Board members were welcomed by the Chair.	The Chair welcomed the Committee members and noted apologies from X.
The Board was informed that	The Chair informed the Board that
Issues outlined / highlighted by X included:	X outlined / highlighted the following:
The report "title here" was presented by X, who explained that	X introduced the report "title here" to the meeting and explained that
Consideration was given to	The Board discussed / considered Z
The Board was provided with details of Z	The Board discussed this matter in detail
Questions raised included:	The Board also considered the following questions:
Points made in favour/against of the proposal included:	The Board is satisfied that
Z was discussed in detail / briefly	The CEO informed the Committee that
The following comments were made:	The Committee made the following comments:
Following a summary of the report "title here", the following issues were highlighted:	X gave a short summary of the report "title here" and highlighted the following issues:

Phrases for decisions / actions

PASSIVE VOICE	ACTIVE VOICE
It was proposed to / agreed to:	The Board nominated X
This recommendation was proposed by X and seconded by Y.	Following a discussion, the Board agreed it would do Z / make plans for Z / go ahead with Z /
It was agreed that X would	The Board agreed / confirmed / decided
It was agreed to establish / requestZ	The Board requested that
Actions agreed:	Following an evaluation, the Committee decided to
Decisions / Recommendations:	The Committee will recommend Z

Some useful verbs

agreed	approved	analysed	chose
clarified	concerned	concluded	confirmed
considered	debated	decided	defined
deliberated	demonstrated	determined	disagreed
discussed	disputed	drew attention to	emphasised
established	examined	explained	illustrated
informed	intended	meant	named
picked	planned	pointed out	preferred
proposed	raised	recalled	reminded
reported	said	selected	stated
suggested	understood	verified	worried

Some useful nouns

agreement	alternatives
advantages	benefits
dangers	decisions
disagreement	disadvantages
dispute	drawbacks
existence of	issue
merits	opportunity
potential	probability
problem	prospect
resolution	solution

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