

TECHNICAL WRITING

**VOICE (ACTIVE VS PASSIVE)**

## <대표적 문장구조과 동사>

유형	문장구조	예문
Type 1	주어+동사	The class ended. / I slept.
Type 2	주어+동사+보어	Minsu is smart.
Type 3	주어+동사+목적어	He likes me.
Type 4	주어+동사+목1(..에게)+목2(-을)	She gave me a book.
Type 5	주어+동사+목적어+보어	I call her Queen.

**자동사**(intransitive verb): 목적어 필요 없이 문장 구성

- 내용을 전달하는 방식 1가지: 능동태(active voice)

**타동사**(transitive verb): 목적어가 필요한 문장 구성

- 내용을 전달하는 방식 2가지: 능동태/수동태(passive voice)

# 태(Voice)

- 어떤 사건에 대해 말할 때 누구의 목소리로/입장에서 말할 것인가?
- **Active Voice (능동태):** 행위자 입장에서, 행위자를 주어로 내용 진술
- ex) I slept in the living room. / The accident happened this morning.  
Minsu is smart.

He likes me.

- **Passive Voice (수동태):** 행위 대상자 입장에서, 행위 대상자를 주어로
- ex) **I**

am liked

by him (자주 생략)

ex) She sent me a letter.

(능동태)

**I** was sent a letter (by her).

(수동태1)

A letter was sent to me (by her).

(수동태2)

# 시제와 태

## 능동태

## 수동태

**현재** 기본  
진행  
완료

She helps John.  
She is helping John.  
She has helped John.

John is helped by her.  
John is being helped by her.  
John has been helped by her.

**과거** 기본  
진행  
완료

She helped John.  
She was helping John.  
She had helped John.

John was helped by her.  
John was being helped by her.  
John had been helped by her.

**미래** 기본  
진행  
완료

She will help John.  
She will be helping John.  
She will have helped John.

John will be helped by her.  
John will be being helped by her.  
John will have been helped by her.

- 완료진행시제의 수동형은 have been being pp - 사용빈도 매우 낮음

# Exercise 1

1. John made this chair.

This chair was made by John.

2. I lent a pencil to Graham.

A: A pencil was lent to Graham.

B: Graham was lent a pencil.

3. They offered the job to Simon.

A: The job was offered to Simon.

B: Simon was offered the job.

4. Fiona told the truth to Julian.

A: The truth was told to Julian.

B: Julian was told the truth.

## Exercise 2

1. People speak English here.

English is spoken here.

2. Someone delivers milk in the morning.

Milk is delivered in the morning.

3. Somebody invited Julie and Luke to a party.

Julie and Luke were invited to a party.

4. Somebody will explain the plan.

The plan will be explained.

5. Somebody has cleaned the kitchen.

The kitchen has been cleaned.

## Exercise 2

6. Somebody has eaten the strawberries.

The strawberries have been eaten.

7. The Government is planning a new road near my house.

A new road is being planned near my house.

8. Somebody should do the work.

The work should be done.

9. By this time tomorrow, we will have signed the deal.

By this time tomorrow, the deal will have been signed.

## Writing Practice 1

1. 그 프로그램이 이미 설치되어 있습니다. (install)
2. 이 서비스는 패키지에 포함되어 있어요. (include)
3. 제가 프로그램을 실행해보겠습니다. (execute)
4. 보안 시스템은 잘 작동되고 있어요. (operate)
5. 아무것도 필요치 않아요. (need)



1. 그 프로그램이 이미 설치되어 있습니다. [install]

The program is already installed.

The program has already been installed.

2. 이 서비스는 패키지에 포함되어 있어요. [include]

This service is included in the package.

3. 제가 프로그램을 실행해보겠습니다. [execute]

I will execute the program.

4. 보안 시스템은 잘 작동되(하)고 있어요. [operate]

(vt) I don't know how to operate this machine.

(vi) This machine operates at room temperature.

The security system is operating well.

5. 아무것도 필요치 않아요. [need]

We/You don't need anything (else).

We/You need nothing (else).

**Nothing (else) is needed.**

## Writing Practice 2

1. 드디어 당사의 신제품 개발이 완료되었어요. (complete)
2. 지금부터 이 제품의 매뉴얼을 작성할 거예요. (prepare)
3. 제품의 수출을 위해 영문으로 제작되어야 해요. (produce)
4. 6개월 동안 엔지니어들과 함께 작업했어요. (work)
5. 훌륭한 매뉴얼이 만들어질 거예요. (make)

1. 드디어 당사의 신제품 개발이 완료되었습니다. [complete]

At last, the development of our new product

Cf. New product development (NPD 신제품 개발) is the process of bringing a new product to the marketplace.

**At last, the development of our new product**  
**is completed.**

**has been completed.**

2. 지금부터 이 제품의 매뉴얼을 작성할 거예요.  
[prepare]

지금부터      from now    vs   from now on

**from now** [시간 기준 제시]

**from now on** [이제부터는, 앞으로 계속]

ex) in two days = two days from now

ex) (From) now, let's try a new one.

ex) I promise. From now on, I won't lie to you.

2. 지금부터 이 제품의 매뉴얼을 작성할 거예요. [prepare]  
준비하다 prepare vs prepare for

**prepare** [~을 직접 수행, 작성]

**prepare for** [~을 대비해 준비]

ex) The teacher is preparing an exam.

(= She is writing the questions.)

ex) The teacher is preparing for an exam.

(= She is arranging the room, sorting out the papers, etc.)

ex) The students are preparing for an exam.

(= They are studying.)

**From now**, we will **prepare** the manual  
**for this product.**

### 3. 제품의 수출을 위해 영문으로 제작되어야 해요. [produce]

- 무엇이? 매뉴얼이 --> 이전에 언급, it
- 제작되다 be produced
- ~해야 해요
  - must:** 의무/rule, law/ (화자의 내적 기준에 따른) 강한 필요
  - have to:** (외부 기준에 따른) 의무
  - should:** 의견/권유

It has to be produced in English for export.

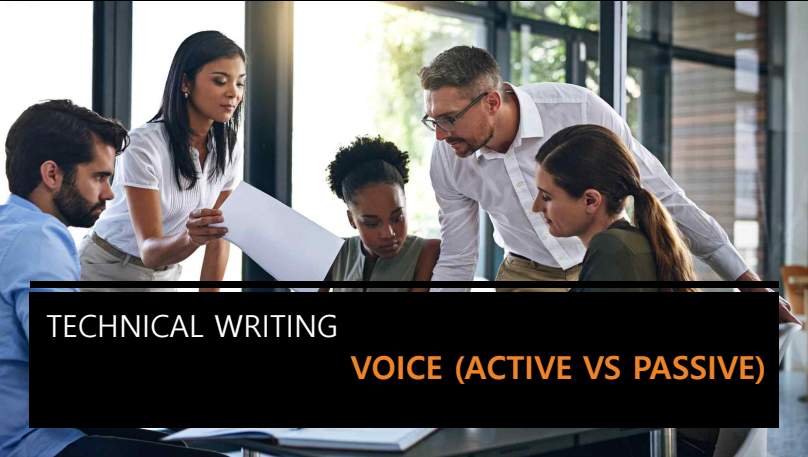
4. 6개월 동안 엔지니어들과 함께 작업했어요. [I, work]

I have worked with the engineers **for 6 months**.  
(have been working)

5. 훌륭한 매뉴얼이 만들어질 거예요. [I'm sure, make]

I'm sure that an excellent manual will be made.





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