This document is for anyone who wants a few tips on writing in the active voice with a few other tidbits thrown in to make your writing journey a smoother ride.

PASSIVE AND RUN ON SENTENCE EXAMPLE

Be specific. Consider two sentences. What follows are two examples of a run on sentence in passive voice vs. simple sentences in active voice:

While we depend on third party tools and applications, Plume does not support our third party Web applications, third party software, scripts or components from third parties unless they are customized by Plume, the Statuspage will notify when our partners are having network issues which may impact your user experience.

Plume network uses third-party tools and applications. Unless Plume customizes a third-party product, each third-party vendor supports its own components.

Plume's Statuspage is designed to catch problems and notify you when a third-party component causes network issues impacting your user experience.

ACTIVE VOICE

Readers prefer the S-V-O sentence sequence: **Subject, Verb, Object**. This is the active voice. What follows are two examples of passive vs. active voice:

The child was bitten by the dog - **passive**, past tense
The dog bit the child - active, **present** tense

His project will be finished by Tom tomorrow - passive, subject is acted upon by the verb

Tom will finish his project by tomorrow. - active, clear subject + verb + object construct

TIPS:
- **Structure**
  - **Introduction:** help orient the reader--it can be as short as one sentence
  - **Objective:** also helps the reader understand what they can learn by reading the entire doc. Sometimes, you can have both an Intro and an Objective, or just one or the other.
  - Present the **main body** of information with readable graphics and bullet points. *Hint: keep at least two bullet points together, as they are considered herd animals.*
  - **Summaries** are used at the end of large, or influential documents.
- **Get rid of clutter**. "Look for the clutter in your writing and prune it ruthlessly.

- **Time range**:

  11:30 am–1:30 pm (no "from" and no spaces before or after en-dash)
- Do a **Google search** on whatever your writing question to get help with grammar issues.
- Read everything you write **out loud** for rhythm and sound.
- Use this free [Chrome extension](#) for a clear grammar and spell checker personal assistant