

The Passive Voice

The passive voice focuses on a person or thing that experiences an action rather than a person or object that performs an action. The passive voice begins with an object (receiver of an action) and uses a past participle to show the action.

Active Voice

Robert manages client requests.

In the active voice, a subject performs an action. The subject comes first, followed by an action and an object.

Passive Voice

Client requests are managed by Robert.

In the passive voice, we highlight the object by changing the order. The object comes first, followed by an action and the subject who performed the action.

*In the passive voice, use the verb 'to be' conjugated with the object.
Single objects = is // Plural objects = are*

Past Participles

Send	➤ Sent	Provide ...	➤ Provided	Hire	➤ Hired
Review	➤ Reviewed	Write	➤ Written	Make	➤ Made
Evaluate ..	➤ Evaluated	Gather	➤ Gathered	Be	➤ Been
Manage	➤ Managed	Approve ...	➤ Approved	Edit	➤ Edited

Practice assignment:

- Use the past participles to describe the different tasks your team is responsible for. Use the passive voice.
- Write 6 sentences using the active voice about actions that happened at work today. Then, change them into passive voice.
- Describe a typical company's departmental tasks using the passive voice.

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