

Rules of active and passive voice

In writing, the active voice is when the subject of a sentence performs the action, while the passive voice is when the subject receives the action. Understanding the difference between the two and knowing when to use each is essential for clear and effective communication. Let's explore the rules and benefits of active and passive voice.

 by Dr.Poonam Rani

Active Voice Definition and Examples

The active voice is a grammatical construction in which the subject of a sentence performs the action. It provides a more direct and engaging tone, allowing the reader to easily understand who is responsible for the action. For example, "The chef prepared the delicious meal." In this sentence, the chef is the subject performing the action of preparation.

Passive Voice Definition and Examples

The passive voice is a grammatical construction in which the subject of a sentence receives the action. It is often used when the focus is on the receiver of the action, rather than the doer. For example, "The delicious meal was prepared by the chef." In this sentence, the meal is the subject receiving the action of preparation, while the chef is less emphasized.

Advantages of Using Active Voice

1 Clarity and Directness

Active voice provides clear and concise sentences, making it easier for readers to understand the message.

2 Engagement

Active voice creates a sense of action and involvement, keeping readers engaged throughout the text.

3 Highlighting Responsibility

Active voice clearly assigns responsibility, making it ideal for persuasive or argumentative writing.

Disadvantages of Using Passive Voice

1

Unclear Agency

Passive voice can obscure who is responsible for the action, leading to ambiguity.

2

Weaker Impact

Passive voice can make sentences appear less forceful, reducing the impact of the message.

3

Wordiness

Passive voice often requires more words to convey the same message compared to active voice.

Tips for Identifying Active and Passive Voice

Look for Action

In active voice, the subject performs the action. In passive voice, the subject receives the action.

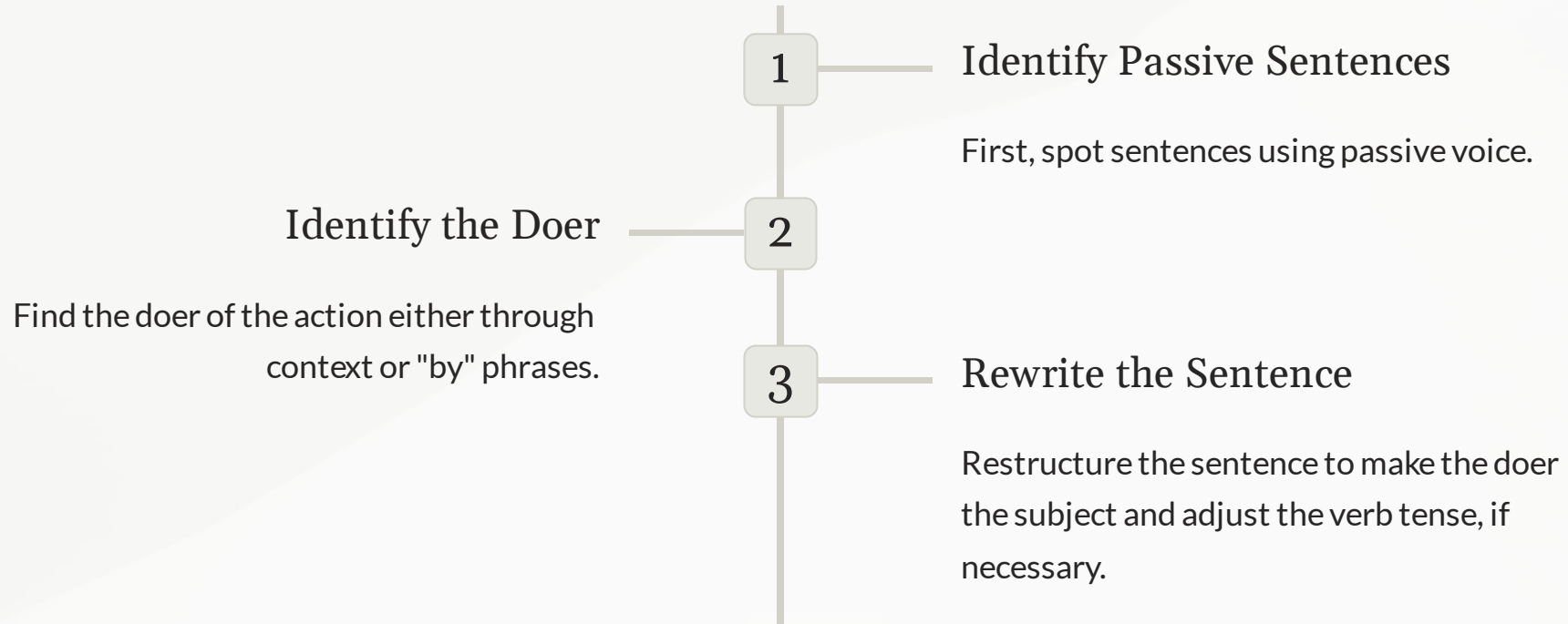
Check Verb Tenses

In active voice, the verb tense matches the subject. In passive voice, the verb tense may differ.

Identify "By" phrases

Passive voice often includes "by" phrases that indicate the doer of the action.

Tips for Converting Passive Voice to Active Voice



Conclusion

Mastery of active and passive voice is crucial for effective writing. Understanding the rules, advantages, and disadvantages of each allows us to communicate clearly and engage readers. By identifying and converting passive voice, we can enhance the impact of our messages. Remember, the choice between active and passive voice depends on the context and goals of our writing.