

Active/Passive Voice

Disadvantages of the passive:

- It is wordy and roundabout.
- It muddles the meaning and hides responsibility.
- It is unnatural and dull.

The passive is appropriate when:

- The "doer" is unknown.
 - The stadium was built in 1974.
- The "doer" is better left unsaid. Use tact.
 - Your invoice was written for the wrong amount.

Passive/Active:

Instead of: The budget was presented to the staff by the department head.

Use: The department head presented the budget to the staff.

Instead of: It was recommended that the students play a game.

Use: The teacher recommended that the students play a game.

Instead of: The story was written by Mr. Jones.

Use: Mr. Jones wrote the story.