**Active vs Passive Voice**

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|  | http://www.owlnet.rice.edu/~cainproj/images/greenline.gif |
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| Avoid unnecessary passive voice and excessive use of “is,” “are,” “was,” “were,” “I,” or “we.”For example:

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| **Instead of saying** | **Write** |
| “This article is a very good example of Mr. Perez’s work.” | “This article exemplifies Mr. Perez’s good work.” |
| “This approach is an improvement on your previous work.” | “This approach improves your previous work.” |

 Other passive forms:am is are was were has have had do did does can could shall should will would may might mustActive verbs:

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| **A** |
| accelerateacceptaccomplishaccount foraccumulateachieveacknowledgeacquireactivateadaptaddaddressadjustadmitaffect | agreeaidalignalleviateallowalteramplifyanalyzeansweranticipateappearapplyappreciateapproachapproximate | argueariseascertainassertassessassociateassumeattainattractattributeaugmentavoid |   |   |
| **B** |
| becomebeginbehavebelievebenefitboundbranchbreakbring (together)broadenbuild |   |   |   |   |
| **C** |
| calculatecalibratecapitalizecapturecausecenterchallengecharacterizechooseclaimclarifycollectcombinecomparecompete compile  | completecomplicatecompresscomputeconceiveconcentrateconcludeconcurconductconfineconjectureconnectconsiderconstituteconstrainconstruct  | continuecontradictcontrastcontributecontrolconvergeconveyconvincecoordinatecorrectcorrelatecorroboratecreatecritiquecrystallize |   |   |
| **D** |
| decidedeclaredecodedecreasededucedefenddefinedeflectdelineatedeliverdemonstratedenydepictdeploydepositderive  | describe (for visuals, for equipment)designdestroydetectdeterminedevelopdeviatedifferdifferentiatediffusedisagreediscarddiscoverdiscussdismiss  | disprovedissociatedissolvedistinguishdistributedivergedominatedraw on (experience)driveduplicate |   |   |
| **E** |
| editeffect (change)elaborateeliminateemergeemitemphasizeemployenableencapsulateencompassendengageengenderenhance | enlargeensureentail equiperrestablishestimateevaluateevaporateevidenceevinceevolveexacerbateexamineexcept | excludeexemplifyexhibitexpandexpect (NOT hope)expelexperienceexplainexploitexploreexpressextendextractextrapolate |   |   |
| **F** |
| fabricatefacilitatefailfalsifyfeaturefinalizefindfine tunefinishfitflowfocusfollowforecastform | formulatefracturefulfill |   |   |   |
| **G-H** |
| gaingalvanizegeneralizegenerategive rise (to)groupgrowguide | hamperhandlehypothesize |   |   |   |
| **I** |
| identifyignoreilluminateillustrateimagineimmobilizeimpairimplementimplicateimplyimproveincludeincorporateincreaseindicate | induceinferinfluenceinitializeinitiateinputinquireinstigateintegrateinteract (with)interpretinterveneintroduceinvert | investigateinvolveisolate |   |   |
| **J-L** |
| justify   | limitlocalizelocateloosenlose |   |   |   |
| **M-O** |
| maintainmakemanifestmanipulatemaximizemeanmeasuremeet (requirements)mergeminimizemodelmodernizemodifymonitor | necessitateneednegatenotenullify | obscureobserveobtainoccuroffer (an opportunity)omitopen up (opportunities)operateoptimizeorganizeoutlineovercomeoverstate  |   |   |
| **P-Q** |
| perceiveperformpermeatepersistpioneerplaceplay (a role)plotpoint outpossessprecipitatepredictpreferpreparepresent (evidence) | probeproceedproduceprofitpromisepromoteproposeprove (only if true)providepurify | qualifyquantifyquestion |   |   |
| **R** |
| rangereachrealizereciprocaterecognizerecommendreconstructredefinereducereferreferencerefinereflectrefuteregard | regulaterejectrelatereleaserelyremediateremoverepairrepeatreplacereplicatereportrepresentreproducerequire | researchresembleresolverespondresult inretrieverevealreviewrevise |   |   |
| **S** |
| samplesatisfysearchseek (to understand)selectsendseparateserveshapeshowsignalsignifysimplifysimulatesituate  | solidifysolvespanspecifystabilizestartstatestem fromstimulatestructuresubjectsubmitsubstantiatesucceedsuggest | summarizesupportsuppresssurmisesurveysuspendsustainsynthesize |   |   |
| **T-V** |
| tailortainttake placetargetterminatetesttestifytheorizetransformtranslatetransmittransporttreattrigger | underlineundermineunderscoreunderstandunderstateunifyupdateuseutilize | validatevaryverifyviewvindicatevisualize |   |   |
| **W-Z** |
|  | yield |   |   |   |

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| http://www.owlnet.rice.edu/~cainproj/images/yellowline.gif |
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