**Active vs Passive Voice**

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

|  |
| --- |
|  |
|  |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Avoid unnecessary passive voice and excessive use of “is,” “are,” “was,” “were,” “I,” or “we.”  For example:   |  |  | | --- | --- | | **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  must  Active verbs:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **A** | | | | | | accelerate accept accomplish account for accumulate achieve acknowledge acquire activate adapt add address adjust admit affect | agree aid align alleviate allow alter amplify analyze answer anticipate appear apply appreciate approach approximate | argue arise ascertain assert assess associate assume attain attract attribute augment avoid |  |  | | **B** | | | | | | become begin behave believe benefit bound branch break bring (together) broaden build |  |  |  |  | | **C** | | | | | | calculate calibrate capitalize capture cause center challenge characterize choose claim clarify collect combine compare compete  compile | complete complicate compress compute conceive concentrate conclude concur conduct confine conjecture connect consider constitute constrain construct | continue contradict contrast contribute control converge convey convince coordinate correct correlate corroborate create critique crystallize |  |  | | **D** | | | | | | decide declare decode decrease deduce defend define deflect delineate deliver demonstrate deny depict deploy deposit derive | describe (for visuals, for equipment) design destroy detect determine develop deviate differ differentiate diffuse disagree discard discover discuss dismiss | disprove dissociate dissolve distinguish distribute diverge dominate draw on (experience) drive duplicate |  |  | | **E** | | | | | | edit effect (change) elaborate eliminate emerge emit emphasize employ enable encapsulate encompass end engage engender enhance | enlarge ensure entail  equip err establish estimate evaluate evaporate evidence evince evolve exacerbate examine except | exclude exemplify exhibit expand expect (NOT hope) expel experience explain exploit explore express extend extract extrapolate |  |  | | **F** | | | | | | fabricate facilitate fail falsify feature finalize find fine tune finish fit flow focus follow forecast form | formulate fracture fulfill |  |  |  | | **G-H** | | | | | | gain galvanize generalize generate give rise (to) group grow guide | hamper handle hypothesize |  |  |  | | **I** | | | | | | identify ignore illuminate illustrate imagine immobilize impair implement implicate imply improve include incorporate increase indicate | induce infer influence initialize initiate input inquire instigate integrate interact (with) interpret intervene introduce invert | investigate involve isolate |  |  | | **J-L** | | | | | | justify | limit localize locate loosen lose |  |  |  | | **M-O** | | | | | | maintain make manifest manipulate maximize mean measure meet (requirements) merge minimize model modernize modify monitor | necessitate need negate note nullify | obscure observe obtain occur offer (an opportunity) omit open up (opportunities) operate optimize organize outline overcome overstate |  |  | | **P-Q** | | | | | | perceive perform permeate persist pioneer place play (a role) plot point out possess precipitate predict prefer prepare present (evidence) | probe proceed produce profit promise promote propose prove (only if true) provide purify | qualify quantify question |  |  | | **R** | | | | | | range reach realize reciprocate recognize recommend reconstruct redefine reduce refer reference refine reflect refute regard | regulate reject relate release rely remediate remove repair repeat replace replicate report represent reproduce require | research resemble resolve respond result in retrieve reveal review revise |  |  | | **S** | | | | | | sample satisfy search seek (to understand) select send separate serve shape show signal signify simplify simulate situate | solidify solve span specify stabilize start state stem from stimulate structure subject submit substantiate succeed suggest | summarize support suppress surmise survey suspend sustain synthesize |  |  | | **T-V** | | | | | | tailor taint take place target terminate test testify theorize transform translate transmit transport treat trigger | underline undermine underscore understand understate unify update use utilize | validate vary verify view vindicate visualize |  |  | | **W-Z** | | | | | |  | yield |  |  |  | | |

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