

Identifying Passive Voice in Writing

When you do, get rid of it! ☺

Tattoo the Being Verbs on Your Brain

because they drive passive voice

am	was	be
is	were	been
are		being

Active or Passive?

We use the active form to say what the subject does.

1. I speak Chinese every day at work.
2. The mechanic repaired the flat tire on the car.

If you absolutely must use passive voice, use it **only** in these cases:

We use the passive form to say what happens to people and things, to say what is done to them.

1. English is spoken here.
2. The car is being repaired.

We use the passive form when we don't know who did the action.

1. The car was damaged while it was parked on the street.
2. The shirts were designed by someone on Madison Avenue in NYC.

We use the passive form when what was done is more important than who did it.

1. My raise was approved by Jerry last week.
2. I was informed of it by the human resources manager only two days ago.

Try a quick lesson at this link: <http://www.englishgrammarsecrets.com/passive/exercise1.html> (from English Grammar Secrets)