ASPIRE
COMMUNICATIONS

## ACTIVE VOICE

We use **active voice** or **passive voice** to organize the content of a sentence. The **active voice** is the usual word order with the subject first. It is more **direct** as the **subject does the action** of the verb in the sentence.

- The airline **cancelled** my flight. (The focus is on the airline and the action it does)

## PASSIVE VOICE

We use the **passive voice** to **change the focus** of a sentence. The person or thing that the action was done to **becomes the topic or theme**. The subject can be left out, or it can be placed at the end using "by + subject".

- My flight **was cancelled**. (The focus is on the flight and what happened to it)

## USES OF THE PASSIVE

- to focus on the most **important** or most **logical information**, such as the action or what happened to certain people or objects.
- when we prefer **not to mention who or what does the action** (e.g., it's not known, it's not important, it's obvious, or we don't want to say).
- when we talk about **scientific processes** or how something is done.
- in **formal or scientific writing**, such as technical papers, academic essays, or reports.

## HOW TO MAKE THE PASSIVE

The passive is formed using the verb "**to be**" and a **past participle**. The form of "to be" **changes** to make the verb tense. The past participle stays **the same**. The subject is **omitted** if it's unnecessary.

Active: Someone **cleans** the windows.          Passive: The windows **are cleaned**.

## EXAMPLES OF PASSIVE SENTENCES

**Present Simple**
- The test data **is collected** during the experiment.
- Our smartphone cameras **are checked** every day as we enter and leave the building.

**Past Simple**
- Micron **was founded** in Boise in 1978.
- The VIPs from Boise **were met** at the airport.

**Present Continuous**
- The Capable ERG meeting **is being held** in the cafeteria.

Global Learning & Development

Inspired. Empowered. Connected.

# How To Use The Passive





## EXAMPLES OF PASSIVE SENTENCES

**Past Continuous**
- The accident happened while a new tool **was being installed**.

**Present Perfect**
- A lot of Good Catch cases **have been submitted** to the EHS department.

**Past Perfect**
- The excursion happened because the quality procedure **had not been followed**.

**Future Simple**
- A lot of new employees **will be hired** next spring.

**Infinitive**
- Posters in English need **to be checked** before they are displayed onsite.

**Modal**
- The reticle **must be delivered** by the Fab Need Date.
- The deadline **can be met** if everyone works hard.

**Modal Perfect**
- The tool **should have been checked** before they started production.
- The excursion **could have been avoided** if he had read the SOP.

## WORKSHOP ACTIVITY

**Read the active sentence, convert it into a passive sentence, and then read the passive version aloud.**

1. The cleaners clean the offices in Fab 15 every day.
2. My boss told me not to come in to work tomorrow.
3. They are sending me to Boise for six months.
4. They will ask you many questions at the job interview.
5. The company has resolved the technical issues affecting their website.
6. Someone needs to complete this report by Friday.
7. I arrived at the event late and someone was putting away the chairs.
8. She told me that she had already completed the equipment maintenance.
9. Team members speak English in the global meetings at Micron.
10. They must change the law to prevent very old people from driving.
11. The vendor could have avoided the accident if he had followed the safety procedures.
12. We hope that someone will finally do something.
13. I feel that someone is not telling us the whole story.
14. I hope they will invite me to their team building event.
15. Someone could have explained the new procedure in more detail in the meeting.
16. They don't allow anyone to enter the clean room without permission.