



Active and passive voice

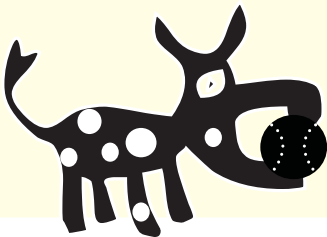
Active voice is where the individual, animal or thing doing the action comes before the verb.

The dog fetched the ball.

↑
the one doing
the action

↑
verb

↑
thing or person
it is done to



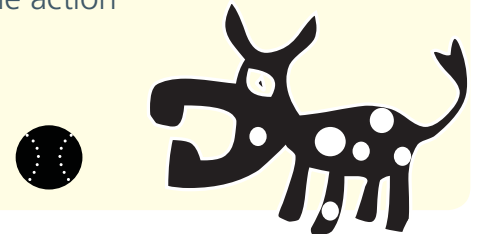
Passive voice is where the individual, animal or thing doing the action comes after the verb.

The ball was fetched by the dog.

↑
thing or person it
is done to

↑
verb

↑
the one doing
the action



Generally, active voice is preferable. However, a writer may choose to use passive voice in a more formal document or where there is a deliberate attempt to avoid stating who is responsible for an action, eg: Your complaint has been received, but no decision has yet been reached about changing the policy.